



**Board of Trustees  
Educational Programs Committee  
July 28, 2016, 10:15 a.m. – 11:30 a.m.  
Live Oak Event Center  
Conference call-in phone #800-442-5794, passcode 463796**

**AGENDA**

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| <b>I. CALL TO ORDER</b>  | Robert Garvy<br><i>Chair, Educational Programs Committee</i>             |
| <b>II. ROLL CALL</b>   | Susan Tracy<br><i>Senior Administrative Assistant</i>                    |
| <b>III. MEETING MINUTES</b>  | Chair Garvy  |
| • <a href="#">Approval of the May 31, 2016, Educational Programs Committee meeting minutes</a> |  |
| <b>IV. NEW BUSINESS</b>  | Chair Garvy  |
| • Conferral of Degrees ( <a href="#">EPC-1</a> )   | A. Dale Whittaker<br><i>Provost and Executive Vice President</i>         |
| • Path to Preeminence: Five-year Benchmarking Plan ( <a href="#">EPC-2</a> )                   | A. Dale Whittaker  |
| • New Degree Program<br>- Master of Science in Genetic Counseling ( <a href="#">EPC-3</a> )    | John Weishampel<br><i>Associate Dean<br/>College of Graduate Studies</i> |
| • Amendment to University Regulations: Chapter 2 Regulations ( <a href="#">EPC-4a</a> ):       | Youndy Cook<br><i>Deputy General Counsel</i>                             |
| – UCF-2.001 Undergraduate Admissions   |  |
| – UCF-2.003 Admission of Graduate Students   |  |
| – UCF-2.0121 Limited Non-Degree-Seeking Applicants   |  |
| – UCF-2.0031 Post-baccalaureate Non-Degree-Seeking Applicants                                  |  |





**MINUTES**  
**Educational Programs Committee**  
**University of Central Florida**  
**Board of Trustees**

May 31, 2016

*FAIRWINDS* Alumni Center

Conference call-in #800-442-5794, passcode 463796

**CALL TO ORDER**

Trustee Robert Garvy, chair of the Educational Programs Committee, called the meeting to order at 9:15 a.m. Committee members Ken Bradley, Chris Clemente, Keith Koons, and Beverly Seay were present. Also present were Board of Trustees Chairman Marcos Marchena and trustees Clarence Brown III, Joseph Conte, Alex Martins, David Walsh, and William Yeargin.

**MINUTES**

The minutes from the March 24, 2016, and May 31, 2016, meetings were approved as written.

**NEW BUSINESS**

Tenure Recommendations (EPC-1)

Dale Whittaker, Provost and Executive Vice President, reviewed the promotion and tenure process. During this year's process, President Hitt and Provost Whittaker reviewed tenure applications and recommended that nineteen candidates be approved for tenure. A motion to approve the 2016 tenure recommendations was unanimously approved.

2016-17 UCF Work Plan (EPC-2)

Paige Borden, Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management, reviewed an update of UCF's 2016-17 Work Plan that will be presented in June to the Florida Board of Governors. With the understanding that additional minor updates or modifications may be made to the plan, a motion to recommend the 2016-17 University Work Plan to the Board of Trustees was approved.

Amendment to University Regulation UCF-2.032 Textbook Adoption (EPC-3)

Youndy Cook, Deputy General Counsel, requested approval to amend University Regulation UCF-2.032. This year, the Florida Legislature amended the underlying statute on textbook affordability, requiring some changes in the university's procedures. The law now addresses instructional materials as well as textbooks. All references to textbooks in the regulation are therefore amended to also refer to instructional materials.

The law now requires that textbook and instruction material adoption deadlines are at least 50 days prior to the first day of class for each term. The law also requires that the posting of textbook and instructional material orders is placed by the adoption deadline on the bookstore Web site 45 days prior to the first day of class for each term. The committee unanimously approved the amendment as presented.

### Provost's Update

Whittaker provided the following updates.

- **Faculty Recognition** – Whittaker introduced Ayman Abouraddy, an associate professor in the College of Optics and Photonics. Abouraddy is a UCF scientist who has a passion for teaching and whose research is playing a critical role in shaping a \$317 million U.S. Department of Defense program through smart fibers. This program could expand the function of clothing to include monitoring our health, sensing the environment, and harvesting energy.
- **ICAMR (International Consortium for Advanced Manufacturing Research)** – Whittaker stated that the Osceola County Board of Commissioners approved \$15 million over the next five years for programming and research development at the Florida Advanced Manufacturing Research Center.
- **Strategic Plan** – Whittaker thanked the board for its involvement and commitment to the Collective Impact Strategic Plan.
- **2016-17 UCF Work Plan** – Whittaker commented that UCF is embedding the work plan and its metrics into the university and State University System reporting mechanisms as key performance indicators, performance funding metrics, and preeminence metrics.
- **Path to Preeminence – Five-year Plan** – Whittaker said that the five-year plan to move from emerging preeminence to preeminence will be presented to the UCF Board of Trustees at its July meeting and to the Board of Governors at its September meeting.
- **New Leadership Hires** – Whittaker recognized three new leaders: Jeff Moore, Dean of the College of Arts and Humanities; Paula Kohler, Executive Director of the Florida Center for Students With Unique Abilities; and Thad Seymour, Vice Provost for UCF Downtown.
- **UCF Downtown** – On-campus presentations and in-person interviews for the design and construction team finalists for the new academic building and renovation of the Center for Emerging Media will take place on June 17.
- **Vice President for Research and Dean of Graduate Studies Search** – Whittaker stated that four final candidates came to campus for interviews during May. The search will be narrowed down to one or more candidates who will be invited for a second visit in June.
- **Faculty Cluster Initiative** – Whittaker said that five faculty positions have been secured for the six inaugural interdisciplinary clusters. He also stated that a second round of two to four new clusters for 2017-18, with approximately 10-20 new faculty positions is expected.
- **University Budget Committee** – Whittaker said that the University Budget Committee allocated approximately \$24 million to invest in growing UCF's faculty, supporting that growth through infrastructure and research technology, student support initiatives including financial aid, and building and technology security.
- **Summer Enrollment** – Whittaker noted that approximately 39,000 students will be enrolled during the summer terms.

### Foundations of Excellence (INFO-1)

Dr. Jeff Jones, Vice Provost for Regional Campuses, presented updates on the Foundations of Excellence transfer initiative. Jones serves as the Co-Chair of the Foundations of Excellence Executive Council, alongside Maribeth Ehasz, Vice President for Student Development and Enrollment Services.

The Foundations of Excellence initiative is a multi-year, university-wide process, with more than 200 UCF administrators, faculty members, staff members, students, and external partners serving on specific action-driven teams. The process is designed to shape the university's culture to better accommodate transfer students. UCF aims to increase the academic readiness, retention rates, completion rates, and other success measures among transfer students.

The first year involved an intensive self-study that examined transfer policies, practices, and procedures. From this work, 118 recommendations were made for institutional improvements that could lead to higher levels of transfer student success. This year—the second year—is focused on developing implementation plans for these recommendations, which have been prioritized around philosophy, communication, curriculum alignment, transfer credit evaluation, transfer orientation, transfer engagement, and academic success. In implementing specific action items in each of these areas, UCF plans to transform its environment by offering the best practices and policies that support the academic success, learning, satisfaction, and graduation rates of its transfer students.

Trustee Garvy adjourned the meeting at 11:15 a.m.

Respectfully submitted:   
A. Dale Whittaker  
Provost and Executive Vice President

7/12/2016  
Date

**ITEM: EPC-1**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Conferral of Degrees

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approval: Conferral of degrees at the Summer 2016 commencement ceremonies.

**BACKGROUND INFORMATION**

UCF expects to award the following degrees at the Spring 2016 commencement ceremonies on August 6, 2016:

2,973	baccalaureate degrees
496	master's degrees
<u>159</u>	doctoral and specialist degrees
<b>3,628</b>	<b>Total</b>

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**Supporting documentation:** Attachment A: Registrar's Graduation Count

**Prepared by:** Brian Boyd, University Registrar, Registrar's Office

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President

Attachment A

**UCF Summer 2016 Commencement**

Note: Procession of graduates begins 20 minutes prior to each ceremony.

\*Projected attending (baccalaureate only) is an estimate based on 70% attending rate

College	Baccalaureate					Master's				Doctorate			
	Intent to graduate	Projected* attending	Picked-up cap and gown	Head-count	Degree award	Intent to graduate	Indicated attending	Picked-up cap and gown	Head-count	Intent to graduate	Indicated attending	Picked-up cap and gown	Head-count
<b>Saturday, 8/6, 9:00 a.m.</b>													
College of Arts and Humanities	201	141				16	16			3	3		
College of Business Administration	448	314				55	55			2	2		
College of Education and Human Performance	187	131				98	98			60	60		
* Education Specialists	-	-				-	-			-	-		
College of Graduate Studies	-	-				4	4			-	-		
College of Nursing	220	154				23	23			2	2		
College of Undergraduate Studies	172	120				-	-			-	-		
Rosen College of Hospitality Management	221	155				8	8			2	2		
<b>College Totals:</b>	<b>1,449</b>	<b>1,014</b>				<b>204</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>69</b>	<b>69</b>	<b>0</b>	<b>0</b>
<b>Total Students Anticipated in Attendance:</b>	<b>1,287</b>												
<b>Saturday, 8/6, 2:30 p.m.</b>													
College of Engineering and Computer Science	238	167				37	37			42	42		
College of Health and Public Affairs	609	426				169	169			5	5		
College of Medicine	80	56				4	4			13	13		
College of Optics and Photonics	2	2				5	5			4	4		
College of Sciences	595	417				77	77			26	26		
<b>College Totals:</b>	<b>1,524</b>	<b>1,067</b>	<b>0</b>	<b>0</b>		<b>292</b>	<b>292</b>	<b>0</b>	<b>0</b>	<b>90</b>	<b>90</b>	<b>0</b>	<b>0</b>
<b>Total Students Anticipated in Attendance:</b>	<b>1,449</b>												
<b>Degree level ITG totals:</b>	<b>2,973</b>					<b>496</b>				<b>159</b>			
<b>Combined ITG submissions:</b>	<b>3,628</b>												
<b>All ceremony projected* attending:</b>	<b>2,737</b>	<b>75.4% of all ITG's</b>											
<b>Anticipated attendance - cap/gown pickup:</b>	<b>0</b>	<b>of all ITG's</b>											
<b>Headcount totals:</b>	<b>0</b>	<b>of all ITG's</b>											
<b>Undergraduate degrees awarded:</b>		<b>of all UGRD ITG's</b>											

**ITEM: EPC-2**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Path to Preeminence: Five-year Benchmarking Plan

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approval of path to preeminence: five-year benchmarking plan.

**BACKGROUND INFORMATION**

Florida statute 1001.7065(5) Preeminent State Research Universities Program Support states that:

- (a) A state university that is designated as a preeminent state research university shall submit to the Board of Governors a 5-year benchmark plan with target rankings on key performance metrics for national excellence. Upon approval by the Board of Governors, and upon the university's meeting the benchmark plan goals annually, the Board of Governors shall award the university its proportionate share of any funds provided annually to support the program created under this section.
- (b) A state university designated as an emerging preeminent state research university shall submit to the Board of Governors a 5-year benchmark plan with target rankings on key performance metrics for national excellence. Upon approval by the Board of Governors, and upon the university's meeting the benchmark plan goals annually, the Board of Governors shall award the university its proportionate share of any funds provided annually to support the program created under this section.
- (c) The award of funds under this subsection is contingent upon funding provided in the General Appropriations Act to support the preeminent state research universities program created under this section. Funding increases appropriated beyond the amounts funded in the previous fiscal year shall be distributed as follows:
  - 1. Each designated preeminent state research university that meets the criteria in paragraph (a) shall receive an equal amount of funding.
  - 2. Each designated emerging preeminent state research university that meets the criteria in paragraph (b) shall receive an amount of funding that is equal to one-half of the total increased amount awarded to each designated preeminent state research university.

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**Supporting documentation:** Attachment A: Path to Preeminence: Five-year Benchmarking Plan

**Prepared by:** M. Paige Borden, Associate Provost for Academic Program Quality and Associate Vice President for Institutional Knowledge Management

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President



Attachment A

# Path to Preeminence: Five-year Benchmarking Plan

## University of Central Florida

### July 2016

In 2016, the University of Central Florida was designated as an emerging preeminent state research university by the authority of Florida Statute 1001.7065. Subsection (5)(b) requires that a state university designated as an emerging preeminent state research university submit to the Board of Governors a five-year benchmark plan with target rankings on key performance metrics for national excellence.

***UCF’s plan will achieve full preeminence within five years.***

In addition to the state’s preeminent metrics, another indicator of national excellence is the Carnegie Classifications of Institutions of Higher Education. In 2015, when Carnegie released updated rankings, UCF maintained the highest possible ranking of R1: Doctoral Universities – Highest Research Activity. This ranking was awarded to only 2.5 percent of all evaluated institutions and was achieved by only 81 public institutions. Additionally, UCF is one of only 47 public institutions that pairs Carnegie’s highest research activity classification with its optional Carnegie Community Engagement Classification of “Curricular Engagement and Outreach and Partnerships.” The pairing of these classifications is recognition of UCF’s commitment to teaching, research, and service.

Preeminence Metrics Achieved

In 2016, UCF achieved six of the 12 preeminent metrics as defined in Florida Statute 1001.7065 qualifying UCF for the “Emerging Preeminence” designation. The six metrics are detailed in Table 1, including current performance and annual projections over the next five years.

UCF newly approved strategic plan, UCF Collective Impact, has embedded the preeminent metrics among the various goals included within the plan.

The university and its leadership will remain diligent in the continued improvement of our performance in these six metrics.

<b>Table 1: Preeminent Metrics Achieved</b>			
	<b>BENCH-MARK</b>	<b>2016 ACTUAL</b>	<b>2021 GOAL</b>
<b>Average GPA and SAT Score</b> <i>for incoming freshman in Fall semester</i>	<b>4.0 GPA</b> <b>1200 SAT</b>	4.0 1261 <small>Fall 2015</small>	4.1 1273 <small>Fall 2020</small>
<b>6-year Graduation Rate</b> <i>Full-time, FTIC</i>	<b>70%</b>	70.4% <small>2009-15</small>	75% <small>2014-20</small>
<b>Non-Medical Science &amp; Engineering Research Expenditures (\$M)</b>	<b>\$150 M</b>	\$168 <small>2014-15</small>	\$202 <small>2019-20</small>
<b>National Ranking in S.T.E.M. Research Expenditures</b> <i>includes public and private institutions</i>	<b>Top 100</b> in 5 of 8 disciplines	7 <small>2013-14</small>	7 <small>2018-19</small>
<b>Patents Awarded</b> <i>over 3-year period</i>	<b>100</b>	179 <small>2013-15</small>	245 <small>2018-20</small>
<b>Doctoral Degrees Awarded Annually</b>	<b>400</b>	423 <small>2014-15</small>	490 <small>2019-20</small>



## Metrics That Require Steady Work

This plan outlines how UCF will achieve an additional five metrics (for a total of 11 of 12) to attain the full preeminent state research university designation in 2021. Table 2 details the metrics where UCF’s performance is below the preeminent benchmark as of 2016. The table also presents current performance and annual projections for the each of the metrics over the next five years.

	BENCH-MARK	2016 ACTUAL	2021 GOAL
<b>Public University National Ranking</b> <i>in more than one national ranking</i>	<b>Top 50</b>	1 2016	3 2021
<b>Freshman Retention Rate</b> <i>Full-time, FTIC</i>	<b>90%</b>	89% 2014-15	92% 2016-17
<b>National Academy Memberships</b>	<b>6</b>	1 2016	6 2021
<b>Science &amp; Engineering Research Expenditures (\$M)</b>	<b>\$200 M</b>	\$170 2014-15	\$218 2019-20
<b>Number of Post-Doctoral Appointees</b>	<b>200</b>	55 Fall 2012	120 Fall 2017 205 Fall 2020
<b>Endowment Size (\$M)</b>	<b>\$500 M</b>	\$151 2014-15	\$215.0 2019-20

### Public University National Ranking

The preeminent benchmark requires two top 50 rankings among public institutions. This benchmark aligns with the Florida Board of Governors’ 2025 System Strategic Plan for the State University System that calls for five institutions to be in the Top 50 by 2025. UCF currently has one ranking in the top 50 among public institutions. Kiplinger’s (2015) “Best Values in Public Education” lists UCF as number 36.

UCF is ranked 54<sup>th</sup> among public institutions by *Washington Monthly’s* “College Guide Rankings 2015 – National Universities.” *Washington Monthly’s* rankings incorporate social mobility for low-income students, quality scholarship, and public service. With UCF’s continued commitment to access through DirectConnect to UCF, our advances in research expenditures, and our demonstrated focus on community engagement make achieving a top 50 by *Washington Monthly* a realistic near-term goal.

UCF is ranked 91<sup>st</sup> among public institutions by *U.S. News & World Report’s* “Best Colleges” (2016). To better understand our performance, UCF conducted an in-depth review and generated a metric by metric breakdown. We also limited the comparison benchmark to only include the 81 public R1 institutions. The breakdown of this ranking shows that **UCF is already performing in the Top 50 in all student quality and outcome performance metrics.** Areas needing improvement include financial resources (benefiting from additional state allocations), faculty resources (benefiting from new tenure and tenure-track faculty lines), and peer assessment score.

The projected target for this metric is to achieve three top 50 rankings by 2021.

### Freshman Retention Rate

The preeminent benchmark requires a 90 percent freshman retention rate. UCF achieved an 89.1 percent freshmen retention rate in 2016 (2014-15 cohort). Improving this metric remains a critical goal within UCF’s 2016-17 Work Plan and also is embedded within UCF’s Challenge 2020 (internal targets set by each college) and as a metric in UCF’s Collective Impact strategic plan.

UCF has six major initiatives focused on improving student success by focusing on themes such as mapping and tracking, predictive analytics, intensive advising, consortia networking, and re-imagining the first year. These activities represent \$3.6 million in new recurring investments toward scholarships,



personnel, and software licenses. Additionally, \$1.5 million in new grant funding is providing critical resources toward retention projects. The projected target for freshman retention is 92 percent by 2021.

### National Academy Memberships

The preeminent benchmark requires six national academy memberships. UCF had one national academy member as of 2016 (Fall 2015) and has secured a second member, who will begin in Fall 2016. The metric is embedded within the Faculty Prominence section of UCF's Collective Impact plan. Additional tenure-track faculty lines funded through Performance Based Funding and Emerging Preeminence allocations will allow UCF to recruit additional National Academy members and complementary additional tenure-track faculty members of all levels. UCF has committed \$3 million toward National Academy recruitment during fiscal year 2017 (\$1.2 million from preeminent funding). The projection for this metric is six National Academy members by 2021.

### Science and Engineering Research Expenditures

The preeminent benchmark requires \$200 million in science and engineering research expenditures. UCF had \$170 million in science and engineering research expenditures as of 2016 (2014-15 fiscal year). One of the key charges in the university's Collective Impact strategic plan includes a goal of doubling research awards by 2021 and becoming a top 50 research university by 2035.

UCF has achieved two related preeminent metrics with \$150 million in non-medical science and engineering research expenditures and seven of eight research disciplines with expenditures in the top 100 among both public and private institutions. Achieving these metrics demonstrates UCF's national performance in STEM-research expenditures. Additionally, 58 percent of all new faculty lines (121 of 209) allocated in the past two years have been directed to science- and engineering-focused colleges, translating to a new recurring investment of \$14.5 million. The projection for total science and engineering research expenditures is \$218 million by 2021.

### Post-Doctoral Appointees

The preeminent benchmark requires 200 post-doctoral appointees. UCF had 55 reported post-doctoral appointees in 2016 (Fall 2012 data). During Fall 2015 there were 68 post-doctoral appointees on campus. The metric is embedded within the Research Engagement section of the UCF Collective Impact strategic plan. UCF allocated nearly 40 percent (\$1.9 million) of its first year emerging preeminence funds into initiatives designed to revitalize and grow our post-doctoral appointees program. The projection for this metric is to steadily increase and have 205 post-doctoral appointees on campus by 2021.

### Endowment Size

The preeminent benchmark requires \$500 million in endowment. UCF had \$151 million in endowment in 2016 (2014-15 fiscal year). UCF is committed to growing our endowment and is currently engaged in a \$500 million capital campaign publically announced in early September. UCF's Collective Impact strategic plan has set targets related to endowment, overall donor count, and increasing the volume of annual large gifts. The projection for this metric is \$215 million in 2021, and we do not anticipate meeting the preeminent benchmark.



## UCF's Strategic Plan

UCF Collective Impact declares that “we use the power of scale and the pursuit of excellence to solve tomorrow’s greatest challenges and to make a better future for our students and society. Through learning, discovery, and partnerships, we transform lives and livelihoods.”

The plan continues by detailing “Our Promise” as the following.

- Harness the power of scale to transform lives and livelihoods.
- Attract and cultivate exceptional and diverse faculty, students, and staff whose collective contributions strengthen us.
- Deploy our distinctive assets to solve society’s greatest challenges.
- Create partnership at every level that amplify our academic, economic, social, and cultural impact and reputation.
- Innovate academic, operational, and financial models to transform higher education.

UCF Collective Impact also provides “Our Charge” for the next five years and through 2035. “Our Promise” and related charges provide the foundation and direction for UCF to drive improvements in strategic areas. As UCF continues to pursue excellence, attainment of additional preeminence metrics will be a byproduct of our everyday advances.

## Conclusion

The University of Central Florida is grateful to Governor Scott, the Florida Legislature, and the Board of Governors for their support of the preeminent and emerging preeminent programs. The designation enhances UCF’s national prominence and demonstrates the state’s commitment to nurture the best higher education system in the nation.

**EDUCATIONAL PROGRAMS COMMITTEE**  
University of Central Florida

**SUBJECT:** New Degree Program - Master of Science in Genetic Counseling

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approval of a master of science degree in genetic counseling.

**BACKGROUND INFORMATION**

The College of Medicine proposes to establish a master of science degree in genetic counseling.

Advances in clinical genome testing technologies have enabled new precision medicine opportunities in areas including prenatal testing, carrier screening, newborn screening, diagnostic testing, predictive testing for common complex conditions, pre-symptomatic testing, and pharmacogenetics (personalized medicine). As genome testing continues to become a standard of care for many conditions, the need for genetic counselors continues to expand. Genetic counselors are members of a highly-trained workforce and are employed in many settings that include medical centers, physician offices, health maintenance organizations, advocacy organizations, governmental agencies, public health departments, and biotechnology companies. Currently, there are no master of science in genetic counseling degree programs in Florida. The employment rate for genetic counselors is projected to grow 41 percent from 2012 to 2022. The average salary for a full-time genetic counselor is \$74,000 and ranges up to \$250,000 depending on the area of specialty and breadth of experience.

The proposed genetic counseling program will bring together the expertise from several College of Medicine departments, including clinical science, internal medicine, medical education, and the Burnett School of Biomedical Sciences, to deliver this clinical degree curriculum. In addition, courses in healthcare economics, ethics, and clinical practice will be taught by College of Health and Public Affairs faculty members. The curricular framework for the proposed degree program is based on the Accreditation Council for Genetic Counseling standards and consists of 80 credit hours earned over 21 months. Areas of concentration include clinical and human genetics, human anatomy, development and physiology, molecular and cytogenetics, foundations in genetic counseling, genetic counseling pre-practicum and practicum, biochemical genetics, experimental methods, and teratogens and reproductive genetics. The proposed degree program will be offered as a cost recovery program and will provide students interested in entering a career in genetic counseling with an integrated medical genetics graduate education that will prepare them for the American Board of Genetic Counseling Board Certification Exam.

This proposal was evaluated and recommended by the departments, college, and university Graduate Council Program Review Committees. The College of Graduate Studies recommends this proposal, and it has evaluated six of the eight program criteria as *met with strength* and two as *met*. The proposed implementation date is Fall 2017.

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**Supporting documentation:** Attachment A: Analysis Summary for New Degree Authorization

**Prepared by:** John Weishampel, Interim Associate Dean, College of Graduate Studies

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President

**Attachment A**

**Analysis Summary for New Degree Authorization  
Program Name: Master of Science in Genetic Counseling**

	<b>Criteria</b>	<b>Proposal Response to Criteria</b>
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	<b>Met with Strength.</b> The proposed degree program clearly aligns with the Board of Governors' areas of strategic emphasis in critical needs (health professions) and economic development (regional workforce demand). In addition, it aligns with four of the five UCF goals.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	<b>Met with Strength.</b> The proposed degree program was developed to meet the requirements of the Accreditation Council of Genetic Counseling (ACGC). Faculty members participated in meetings with representatives from the ACGC and worked with a board certified genetic counselor to prepare the curriculum and application materials for accreditation. Students will be prepared to sit for the board exam upon graduation from the proposed degree program.
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	<b>Met with Strength.</b> The curriculum was developed to meet ACGC accreditation standards and was developed in consultation with a board certified genetic counselor and the ACGC. The curriculum will include classroom instruction and clinical rotations. Clinical partnerships with the three major hospitals in the Orlando area (Nemours Children's Hospital, Florida Hospital, and Orlando Health) will be an advantage for students in clinical rotations.  The program of study is structured so that students can complete the program in two years. Only full-time students will be admitted. Upon graduation from this degree program, students will be prepared to sit for the American Board of Genetic Counseling board exam.

	Criteria	Proposal Response to Criteria
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	<b>Met with Strength.</b> Eight students per year will be enrolled in the proposed degree program for a total of sixteen students when the program is at full capacity. Enrollment projections are based on the capacity for clinical training. A director and an assistant director will be hired to run the degree program along with six current faculty members from four College of Medicine departments. In addition, three courses will be taught by graduate faculty members from the College of Health and Public Affairs. Based on the enrollment projections, the number of faculty is sufficient.
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	<b>Met with Strength.</b> The resources of the College of Medicine are adequate to support the proposed degree program. There will be no need for additional classroom resources. Existing UCF-affiliated hospitals with medical genetics centers of excellence will serve as the clinical sites for students. Additional affiliation agreements with centers across the state will increase the capacity and diversity of training sites. The results of the library analysis indicate that the library has the necessary journals and databases for the degree program. Starting in 2016, the College of Medicine will provide the funds for additional books.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	<b>Met with Strength.</b> Strong evidence is provided that there is a need for more people to be trained as genetic counselors. Data from the National Society of Genetic Counselor’s indicates that Florida is one of ten states in greatest need of genetic counseling services. Currently, there are no genetic counseling training programs in Florida.  Multiple vacancies in surrounding hospitals and in Florida indicate a strong job market for program graduates. Many graduates of this degree program will remain in Florida because of relationships made during their clinical rotations. Other hospitals in Florida support the addition of this program. Headcount estimates are realistic and are based on the capacity of clinical sites locally, as well as upon information from other existing programs.

	<b>Criteria</b>	<b>Proposal Response to Criteria</b>
7.	<p>The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.</p>	<p><b>Met.</b> The proposed degree program will be offered as a cost recovery program that should be sustainable if the FTE projections are met. The budget includes funds to hire a director (1.0 FTE) and an assistant director (.25 FTE) for the program. The chairs of the participating College of Medicine departments will work within existing faculty assignments to provide teaching for program courses, and appropriate funds have been allocated for that purpose.</p>
8.	<p>The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.</p>	<p><b>Met.</b> The UCF College of Medicine and its clinical and research partners provide an ideal environment in which to establish a new master's degree program in genetic counseling. College of Medicine faculty members have been active in seeking grant funding for their research. The number of degrees awarded by the College of Medicine has steadily increased over the past seven years, and graduate and undergraduate students have been active in research and have received a number of awards and honors. M.D. students have performed well compared to national averages on the United States Medical Licensing Exam.</p>

**ITEM: EPC-4a**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Amendment to Chapter 2 University Regulation

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approve amendment to the following Chapter 2 university regulations:

- UCF-2.001 Undergraduate Admissions
- UCF-2.003 Admission of Graduate Students
- UCF-2.0121 Limited Non-Degree-Seeking Applicants
- UCF-2.0031 Post-baccalaureate Non-Degree-Seeking Applicants

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate University Regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-2.001 establishes requirements for admission of undergraduate students. Regulation UCF-2.003 establishes requirements for admission of graduate students. The proposed amendments to these two regulations include a change in immunization requirements for students living in campus housing and language outlining the requirement for applicants to disclose past criminal conduct and educational misconduct. Regulation UCF-2.0121 relates to the admission of students in limited non-degree-seeking status. Regulation UCF-2.0031 relates to the admission of post-baccalaureate non-degree-seeking students. Each of these regulations is amended to clarify that these students are subject to the appropriate admissions regulations.

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**Supporting documentation:**

Chapter 2 University Regulations:

- Attachment A: UCF-2.001 Undergraduate Admissions
- Attachment B: UCF-2.003 Admission of Graduate Students
- Attachment C: UCF-2.0121 Limited Non-Degree-Seeking Applicants
- Attachment D: UCF-2.0031 Post-baccalaureate Non-Degree-Seeking Applicants

**Prepared by:** Youndy C. Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

Attachment A

**UCF-2.001 Undergraduate Admissions.**

(1) Admission of students to UCF is within the jurisdiction of the University, but subject to the minimum standards adopted by the Board of Governors. In all admission activity, the University will give attention to the need to satisfy equal opportunity affirmative action goals.

(2) No person shall be admitted, enrolled, or matriculated who does not meet the standards set by the University, which include but are not limited to having received a high school diploma or its equivalent (e.g., GED), except as provided in Section 1007.271, F.S.

(3) Completion of a Mandatory Immunization form is required of UCF students prior to registration. UCF Student Health Services is responsible for oversight of student immunization compliance and reserves the right to require immunizations based on recommendations from the Centers for Disease Control and Prevention (CDC), the Florida Department of Health, the Florida Board of Governors, or the UCF Board of Trustees. UCF reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the members of the University community.

(4) ~~All students residing within UCF Housing are required to be immunized for meningitis.~~

~~(5)~~—Exceptions: Students may apply for an exception to the University's immunization requirements ~~of paragraph (3) and (4)~~ if they meet one of the following criteria and submit appropriate documentation.

- (a) Medical Basis – The student must provide a letter from a healthcare provider, signed on official medical office stationery, stating the medical reason(s) why the student is not able to receive the vaccine(s), and indicating if this is a temporary or permanent condition.
- (b) Religious Basis – The student (or the student's parent/guardian if under 18 years old) can sign a Religious Exemption waiver upon request.
- (c) Active Duty Military and Veterans – Active Duty and Veterans may complete the waiver section of the immunization form if documentation of immunizations is unavailable at the time of registration. Proof of military service is required (DD 214 or military ID card).
- (d) With the approval of the UCF President, limited UCF programs may be an exception when students will not be physically present in any UCF classroom or on

any UCF campus. Should such students seek to register for face to face courses, they must comply with paragraph (3).

(65) An application or residency affidavit submitted by or on behalf of a student which contains false, fraudulent or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of UCF credit.

(67) Admissions shall be on a selective basis within curricular, space, and fiscal limitations. The selection process shall include consideration of multiple factors such as grades, test scores, educational objectives, class rank, pattern of courses completed, past conduct, school recommendations, personal recommendations, and personal records.

(7) All applicants for admission or readmission to the University of Central Florida, including applicants for post-baccalaureate or non-degree-seeking attendance, and regardless of program of study, are required to disclose on the application prior criminal conduct, pending criminal charges, and prior educational misconduct. The University reviews all applications in which a student discloses prior criminal conduct or prior educational misconduct to determine whether the admission of the applicant is in the best interest of the University. The office responsible for this review is the Office of Student Rights and Responsibilities. Applicants who fail to disclose prior criminal misconduct, pending criminal charges, or any prior educational misconduct are in violation of the disclosure requirements of this paragraph and may be subject to appropriate action by the University, including denial of admission or readmission, revocation of admission, or other academic and/or disciplinary action prescribed by the University, up to and including dismissal. Applicants are not required to disclose minor traffic violations.

*Authority: BOG Regulations 1.001 and 6.001. History—New 10-8-75, Amended 3-22-76, 5-22-80, 1-6-82, Formerly 6C7-2.01, Amended 4-23-03, Formerly 6C7-2.001, Amended 5-27-09, 2-29-16, \_\_\_\_\_-16.*

Attachment B

**UCF-2.003 Admission of Graduate Students.**

(1) This regulation applies to all students who seek to be admitted to graduate programs at the University of Central Florida.

(2) Each admitted student to a graduate degree program or to a post-baccalaureate professional program must meet the following minimum requirements:

- (a) Earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution AND
- (b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, OR
- (c) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, OR
- (d) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Additionally, all applicants to doctoral programs must meet the following specific requirements:

- (a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the Graduate Record Examination or GMAT unless it is required by the program.
- (b) Submit three letters of recommendation, a resume or a curriculum vita, and a written essay.
- (c) The submitted materials must be used in the context of a holistic credential review process.
- (d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be published annually in the

Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.

- (e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(4) Additionally, all applicants to master's programs must meet the following specific requirements:

- (a) A score on standardized exams such as the GRE or GMAT is not required by the university for admission to a masters degree program, although individual programs may still require the exams for admissions purposes.
- (b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by masters programs must be published annually in the Graduate Catalog and on the website of the masters program; further, such requirements shall be reviewed and updated annually.
- (c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.
- (d) For international students in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a credential evaluation service recommended by UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

(5) In addition to the above requirements, international students must show proficiency in written and spoken English in accordance with the provisions of University Regulation UCF-2.009.

(6) All graduate applicants must indicate whether or not Florida residency is claimed. An application or residency affidavit submitted by or on behalf of a student which contains false, fraudulent or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of UCF credit.

(7) Exceptions to the above requirements:

- (a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).
- (b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit these students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(8) In addition to the above requirements, all graduate applicants who are admitted must submit an immunization form. UCF Student Health Services is responsible for oversight of student immunization compliance and reserves the right to require immunizations based on recommendations from the Centers for Disease Control and Prevention (CDC) the Florida Department of Health, the Florida Board of Governors, or the UCF Board of Trustees. UCF reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the members of the University community.

~~(9) All students residing within UCF Housing are required to be immunized for meningitis.~~

(940) Exceptions: Students may apply for an exception to the University's immunization requirements ~~of paragraphs (8) and (9)~~ if they meet one of the following criteria and submit appropriate documentation.

- (a) Medical Basis – The student must provide a letter from a healthcare provider, signed on official medical office stationery, stating the medical reason(s) why the student is not able to receive the vaccine(s), and indicating if this is a temporary or permanent condition.
- (b) Religious Basis – The student (or the student's parent/guardian if under 18 years old) can sign a Religious Exemption waiver upon request.

- (c) Active Duty Military and Veterans – Active Duty and Veterans may complete the waiver section of the immunization form if documentation of immunizations is unavailable at the time of registration. Proof of military service is required (DD 214 or military ID card).
- (d) With approval of the UCF President, limited UCF programs may be an exception when students will not be physically present in any UCF classroom or on any UCF campus. Should such students seek to register for face to face courses, they must comply with paragraph (8).

(10) All applicants for admission or readmission to the University of Central Florida, including to any graduate or doctoral programs of study within the University and including any applicant for post-baccalaureate study, are required to disclose on the application prior criminal conduct, pending criminal charges, and prior educational misconduct. The University reviews all applications in which a student discloses prior criminal conduct, pending criminal charges, or prior educational misconduct to determine whether the admission of the applicant is in the best interest of the University. The office responsible for this review is the Office of Student Rights and Responsibilities. Applicants who fail to disclose prior criminal misconduct, pending criminal charges, or any prior educational misconduct are in violation of the disclosure requirements of this paragraph and may be subject to appropriate action by the University, including denial of admission or readmission, revocation of admission, or other academic and/or disciplinary action prescribed by the University, up to and including dismissal. Applicants are not required to disclose minor traffic violations.

(11) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.

(12) Readmissions

- (a) Graduate students who do not maintain continuous enrollment, must apply for readmission. Readmission is not guaranteed. The readmission decision is based on multiple factors such as previous academic performance, work taken since last attending UCF, space and fiscal limitations.

- (b) A student who was previously dismissed from his or her graduate program and would like to reapply to the same program must have an approved conditional retention plan on file before a readmission decision can be made.

(13) Graduate applicants and graduate readmit applicants may be admitted subject to space and fiscal limitations.

*Authority: BOG Regulations 1.001, 6.001, and 6.003. History—New 10-8-75, Amended 9-27-79, 1-6-82, Formerly 6C7-2.03, Amended 10-2-08, Formerly 6C7-2.003, Amended 7-30-09, 2-29-16, \_\_\_\_\_-16.*

Attachment C

**UCF-2.0121 Limited Non-Degree-Seeking Applicants.**

(1) A student may enroll in selected courses with no immediate intention of pursuing a degree. Most opportunities in this status will occur at a regional campus or for special programs mandated by the State of Florida. Successful completion of courses while in this classification does not provide a basis for regular admission at a later date. Applicants for limited non-degree-seeking status are subject to admissions requirements and should refer to the University's undergraduate or graduate admissions regulation, dependent upon level of study.

(2) Programs using the Limited Non-Degree-Seeking status include:

- (a) High school dual enrollment;
- (b) Soldiers-to-scholars;
- (c) Continuing education;
- (d) Regional campuses; and
- (e) Off-campus credit.

(3) Teacher certification or re-certification. Students registering for classes in the Limited Non-Degree-Seeking status are subject to the following regulations:

- (a) Students are required to provide evidence of their educational qualifications for attending classes in order to meet the intent of this enrollment classification;
- (b) Students who have been previously denied admission or disqualified for enrollment are not eligible;
- (c) Limited Non-Degree-Seeking students are subject to the same rules and regulations as Degree-Seeking students;
- (d) Registration is permitted on a space-available basis;
- (e) A maximum of fifteen (15) undergraduate semester hours may be earned as a Limited Non-Degree-Seeking student;
- (f) International students may not register as Limited Non-Degree-Seeking due to immigration regulations;
- (g) Limited Non-Degree-Seeking students are not eligible to receive financial aid nor enjoy the other privileges of Degree-Seeking students to participate in intercollegiate sports or enjoy the other privileges of Degree-Seeking students; and

(h) Certain programs and areas that offer enrollment in a Limited Non-Degree-Seeking status may require the completion of particular registration forms. A student seeking enrollment in this status should seek further information regarding registration requirements from the program in which the status is sought.

(4) Students registering in this category should be aware about the limitations of this status, and are encouraged to apply for regular admission to the University.

*Authority: BOG Regulations 1.001 and 6.001. History–New 4-23-03, Formerly 6C7-2.0121, Amended 6-12-09, \_\_\_\_\_-16.*

Attachment D

**UCF-2.0031 Post-baccalaureate Non-degree Students.**

A student with a baccalaureate degree or equivalent may seek admission as a post-baccalaureate non-degree student. Admission of post-baccalaureate non-degree students is governed by the University's graduate admissions regulation and shall be on a selective basis within curricular, space and fiscal limitations. The selections shall be based on academic records, educational objectives, career objectives, and need for continuing educational opportunities. In order to continue, students who are given temporary acceptance in the post-baccalaureate category must submit, by the end of the first term, an official transcript which indicates a bachelor's degree or equivalent. Failure to do so will lead to cancellation of any further registration as a post-baccalaureate student.

*Authority: BOG Regulations 1.001 and 6.001. History--New 1-6-82 (Formerly 6C7-2.03(4)), Formerly 6C7-2.031, Formerly 6C7-2.0031, Amended 5-27-09, \_\_\_\_\_-16.*

ITEM: **EPC-4b**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Amendment to Chapter 5 University Regulation

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approve amendment to university regulations relating to student conduct rules, student organization conduct rules, and review proceedings for violations of the conduct rules by students or student organizations. The Chapter 5 regulations to be amended are:

- UCF-5.006 Student Rights and Responsibilities
- UCF-5.007 Office of Student Conduct; Scope; Definitions; Student Conduct Records; Special Student Panels
- UCF-5.008 Rules of Conduct
- UCF-5.009 Student Conduct Review Process; Sanctions
- UCF-5.010 Student Conduct Appeals
- UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Rule of Conduct Violations; Definitions; Student Organizational Conduct Records
- UCF-.012 Organizational Rules of Conduct
- UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals
- UCF-5.015 Student Academic Behavior Standards

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate University Regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.” Each university is tasked with adopting rules of conduct and a conduct review procedure for its students.

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**Supporting documentation:**

Chapter 5 University Regulations:

- Attachment A: UCF-5.006 Student Rights and Responsibilities
- Attachment B: UCF-5.007 Office of Student Conduct; Scope; Definitions; Student Conduct Records; Special Student Panels
- Attachment C: UCF-5.008 Rules of Conduct
- Attachment D: UCF-5.009 Student Conduct Review Process; Sanctions
- Attachment E: UCF-5.010 Student Conduct Appeals
- Attachment F: UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Rule of Conduct Violations; Definitions; Student Organizational Conduct Records
- Attachment G: UCF-.012 Organizational Rules of Conduct
- Attachment H: UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals
- Attachment I: UCF-5.015 Student Academic Behavior Standards

**Prepared by:** Youndy Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

Attachment A

**UCF-5.006 Student Rights and Responsibilities**

**(1) Student Rights.** Upon enrollment, students are entitled to the following freedoms and rights, provided the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as elsewhere described in the Regulations.

- (a) Participation in Student Government Association and its elective process.
- (b) Membership in Student Organizations.
- (c) Freedom of expression. The basic freedoms of students to hear, write, distribute, and act upon a variety of thoughts and beliefs are guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved.
- (d) Freedom to hold public forums. The University desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and are subject to critical evaluation. Restraints on free inquiry are held to a minimum and are consistent with preserving an organized society in which peaceful, democratic means for change are available. Guest lecturers or off-campus speakers sponsored by student groups may appear on the UCF campus following arrangements with the designated University authority for such appearances.
- (e) Freedom to hear, write, distribute, and act upon a variety of thoughts and beliefs. This freedom is subject to the following regulations:
  - 1. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the University Board of Publications which is appointed by the President or designee. The distribution of such material, as is arranged by the Director of Office of Student Involvement, is permissible for student organizations provided steps have been taken to preserve the orderliness of the campus.
  - 2. Non-university or off-campus printed materials shall not be distributed or circulated by students or student organizations without first being stamped by the office of the Director of the Office of Student Involvement.
  - 3. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas or in

residential units is not allowed without prior permission. Such permission may be requested from the appropriate university official.

- (f) Peaceful assembly. Student gatherings must neither disrupt or interfere with the orderly educational operation of the institution, nor violate state or local laws, or University regulations.
- (g) Fair and impartial hearing. These matters shall include, but not be limited to:
  - 1. Disciplinary proceedings involving alleged violation of academic and nonacademic regulations.
  - 2. Refunds and charges. The status of a student charged with a violation of University regulations shall not be affected pending final disposition of the charges except in the case of administrative action. For specific procedures and rights of students during the student conduct process, see later section entitled “Student Conduct Review Process.”
- (h) Confidentiality of student records. Each University office and agency which generates, collects, and disseminates information on students must follow the guidelines for confidentiality of those records in their possession. For further information see “Student Record Guidelines.”

**(2) Student Responsibilities.** A student at the University is deemed to have given his or her consent to the policies of the University and the Florida Board of Governors and to the laws of the State of Florida. Each student is responsible for reviewing the rules and regulations of the University and for abiding by them.

**(3) Smoking.** While on UCF property, students will uphold the smoke-free campus policy (<http://smokefree.sdes.ucf.edu/>) to ensure a healthy and clean environment for everyone. Smoking of any kind is prohibited in all facilities and areas of the UCF campus.

**(4) Medical Emergencies.** The University of Central Florida highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or drugs. Students and student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related and/or drug-related medical emergencies arise. The University’s primary goal is to create

a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the Office of Student Conduct Rules of Conduct Controlled Substance and Drug Violations and Alcoholic Beverages section and the Organizational Rules of Conduct section.

~~(4) **Alcohol Emergencies.** The University of Central Florida highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol. Students and student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related medical emergencies arise. The university's primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the Office of Student Conduct Rules of Conduct Alcoholic Beverages section and the Organizational Rules of Conduct section.~~

**(5) Student Care Services.** In order to provide comprehensive and consistent care for students experiencing academic, financial or personal challenges, Student Care Services (SCS), under Student Rights and Responsibilities provides support to students identified as needing additional on-campus or off-campus resources. Care Managers for Student Care Services review referrals from students, faculty, staff and UCF community members who are concerned about behavior exhibited by a student. The goal of Student Care Services is to intervene and support the student before a situation reaches crisis level.

- (a.) Care Managers will reach out to the student to assess what resources would be beneficial and collaboratively develop an action plan to reduce obstacles affecting success at UCF. Care Managers will assist the student in coordinating with campus resources currently being utilized and then will work with the student to monitor progress. Depending upon the circumstances, the referring person may receive feedback about the student's action plan.
- (b.) In order to support student success, Care Managers may utilize additional campus resources to assist the student. This may include collaboration with the Student of Concern (SOC Team), a multidisciplinary group that reviews potential concerns presented by the UCF community regarding student behavior. The SOC Team offers additional knowledge of university resources and procedures and may make

further recommendations regarding action plan items for student success.

Students of concern are presented to the team at the discretion of Student Care Services or the Director of Student Rights and Responsibilities.

- (c.) Care Managers have additional campus support systems in place to assess students engaging in behavior that may pose a risk to themselves or others. This includes the University Crisis Team, Mandated Assessment Procedure, and Involuntary Withdrawal Procedure.

**(6) University Crisis Team.** The University may refer students who are viewed to be engaging in behavior(s) that poses risk to themselves or others to the University Crisis Team for possible action. Such behaviors include, but are not limited to: suicidal behavior, self-injury, threats to harm others, disruptive behavior, disordered eating, and endangerment to the community.

- (a) The Director of OSRR or designee will convene the team members in order to review each case and decide on the best course of action. The Crisis Team is composed of the following persons and/or their designee(s): Student Health Services Director, Counseling and Psychological Services Director, Chief of UCF Police Department, Director of the Office of Student Rights and Responsibilities, Student Care Services Assistant Director, Office of Student Conduct Director, Associate Dean for Academic Services, ~~Senior Associate Vice President & Dean of Students~~, and the Director of Housing and Residence Life.
- (b) Various campus units may enlist the services of the Team. These include but are not limited to Housing and Residence Life, Student Health Services, Student Accessibility Services, Counseling and Psychological Services, Recreation and Wellness Center, Wellness and Health Promotion Services, Office of Fraternity and Sorority Life, Athletics, Alcohol and Other Drug Intervention Services, University Police, and the Office of Student Conduct. In the event that a student's behavior raises concern about risk of danger to others, the involved unit will contact the Director of OSRR or designee. The Director of OSRR or designee will then contact Crisis Team members to convene a meeting in order to review the case and decide on the best course of action.
- (c) The role of the Student Health Services Director and the Counseling and Psychological Services Director on the Crisis Team will be consultative in nature. When possible, the Student Health Services Director and the Counseling and

Psychological Services Director will not confer on a case for which they are (or have been) serving in a direct provider relationship with the involved student.

When the involved student has been a client at UCF Counseling and Psychological Services, the Counseling and Psychological Services Director or designee will maintain the confidentiality of the student's clinical information and will make recommendations for action based solely upon the information provided in the meeting.

**(7) Mandated Assessment Procedure.** This University procedure is established for behaviors or actions that result in hospitalization from imminent danger to self or others via the Baker Act (F.S. 394.463) or Marchman Act (Chapter 397, Florida Statutes), significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the UCF community and /or diminish the ability of a student to care for oneself. Whenever the UCF Police provide transportation of a UCF student to the hospital for involuntary examination, the police will file a report with the OSRR. In addition, anyone may also file reports about students of concern with Student Care Services.

- (a) Once a report is received, the Assistant Director of Student Care Services or designee may notify and consult with designated representatives of UCF Counseling and Psychological Services or Student Health Services and/or the University Crisis Team to review the severity of the student's behavior for potential of continued risk to the campus community. A determination will be made whether a mandated assessment and/or physical assessment is needed to help the student in their specific situation or whether some other more stringent, protective action is appropriate to protect both the welfare of the student and the community. The mandated assessment session(s) may be used to evaluate the student's risk of harm to self or others, and to take appropriate actions to ensure the safety of the student or others if risk is present. In addition, the mandated assessment session(s) are designed to assist students in developing a safety and/or well-being plan and provide students with educational resources. A member of Student Care Services will contact the student in a timely manner and require an initial meeting between an OSRR representative and the student to inform the student of their rights and responsibilities regarding the incident.

- (b) All students identified as threatening self-harm or having attempted suicide must complete a mandated assessment with a licensed mental health professional and/or a physical assessment with a licensed medical provider. Examples of a licensed mental health professional include a UCF Student Health Services psychiatrist, a UCF Counseling and Psychological Services clinician, or a community based counselor or psychiatrist of the student's choice. Before the mandated assessment is conducted, the Assistant Director of Student Care Services or designee will first attempt to obtain an *Authorization to Release/Exchange Confidential Information form* from the student to provide the licensed mental health professional and/or licensed medical health professional conducting the assessment with background information relevant to the reason for the mandated assessment. The Director of OSRR or designee will require proof of participation for the mandated assessment with a licensed mental health professional and/or proof of a physical assessment with an appropriate medical provider. The student must meet with Student Care Services within two weeks (10 business days) to complete a follow up appointment. Student must provide proof of assessment within four weeks (20 business days) or prior to return to the university (in the event a student withdraws for the remainder of the semester or is placed on Medical Withdrawal). Failure to comply may result in disciplinary action or the convening of the University Crisis Team to consider the initiation of the Involuntary Withdrawal Procedure.
- (c) In cases where more protective action is needed based on more severe behavior/conduct (e.g., behavior endangering others, threats to harm others, behavior significantly disruptive to the UCF community), the Director of OSRR or designee may initiate one or both of the following:
1. Interim Suspension followed by initiating the Student Conduct Review process;
  2. Convening of the University Crisis Team to consider the initiation of the Involuntary Withdrawal Procedure.

**(8) Involuntary Withdrawal Procedure.** A student who poses a serious danger of imminent or serious physical harm at the University may be involuntarily withdrawn from the University

by the Director of OSRR or designee upon appropriate notification and consultation from the University Crisis Team and the ~~Senior~~-Associate Vice President & Dean of Students or designee.

- (a) This notification is received in the form of an incident report to the Office of Student Rights & Responsibilities, or a psychiatric evaluation filed with the UCF Police Department. The student will be withdrawn if the Director of OSRR or designee concludes, on the basis of preponderance of evidence that the student engages or threatens to engage in behavior that may:
  1. Pose a significant danger of causing harm;
  2. Cause significant property damage or interferes with the educational environment of others at the university; or
  3. Demonstrates an inability to care for his/her daily physical or mental wellbeing without assistance and has failed to secure such assistance.
- (b) The Director of OSRR or designee reserves the right to impose an immediate and interim withdrawal (the equivalent of an interim suspension), prior to the review of all information, if the Director of OSRR or designee concludes that the student poses a threat to the welfare of any individual, the student body, or any part of the University or its community. In such cases, there will be a scheduling of a hearing within three (3) business days to determine the status of interim withdrawal. At this hearing, the student shall be offered an opportunity to provide documentation from an appropriate healthcare provider of their choice who has conducted a proper assessment.
- (c) The Director of OSRR or designee will call a meeting of the University Crisis Team at the earliest possible date. The student may be present at this meeting and may present information in support of his/her case. Following the student's presentation, the team shall convene in executive session. At the conclusion of this proceeding, the team shall make a recommendation to the Director of OSRR or designee whether to withdraw the student, reinstate the student, or reinstate the student with conditions.
- (d) The Director of OSRR or designee will make a final decision regarding the student's enrollment status and notify the student in writing within 24 hours of the Crisis Team's recommendation.
- (e) A student subject to involuntary withdrawal is entitled to the following:

1. Notice of intent to remove the student pursuant to this policy stating the reasons for the action.
  2. The opportunity to examine the psychiatric or other evaluations provided to the committee and to discuss them.
  3. The opportunity to present relevant information for consideration of his/her case personally, or by a health professional working with that student, if the student is not capable of self-representation.
  4. The opportunity to have an advisor of the student's own choice accompany the student.
  5. The right to appeal.
- (f) In the event a student disagrees with the decision of the Director of OSRR or designee, the student may appeal the finding. The appeal must be made in writing to the Vice President for SDES, or designee, within three (3) business days after the date of the notification to the student of the decision. The Vice President of SDES or designee, shall, within three (3) business days, sustain the initial decision or remand the case to the Crisis Committee for re-consideration. The Vice President's decision will be considered final agency action.
- (g) Upon being withdrawn, the student may no longer enroll in classes, may not be an active member of a registered Student Organization, may no longer use University facilities, must vacate University owned housing, may no longer be permitted on University property, may not be employed by UCF, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.
- (h) Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled at the institution except as stated in this paragraph. A student may request readmission or reenrollment at the University and provide the Director of OSRR or designee with documentation from an appropriate healthcare provider of their choice who has conducted a proper assessment of the student and concluded that the student does not pose a serious threat to others. In cases where the Director of OSRR or designee has imposed other conditions for readmission, it is

the responsibility of the student to provide documentation of compliance with such conditions.

- (i) A student who is not involuntarily withdrawn may be subject to conditions to continue enrollment at the University. In such cases, the student will be provided with a written summary of conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions will be subject to involuntary withdrawal by the Director of the Office of Student Rights & Responsibilities or designee, or will be subject to charges through the University's Student Conduct Review Process for failure to comply.
- (j) The current medical withdrawal process should not be used to handle withdrawals related to mental health issues where an imminent threat to the community is evident or a violation of the Rules of Conduct has allegedly occurred. However, a student could choose to pursue a medical withdrawal within six (6) months of the end of the semester. As a general principle, the regular Student Conduct Review Process and its policies and practices are preferred in serious instances of misconduct, without regard to whether there might be mental health issues present. The procedures and specifications given in this regulation are to be employed in those extraordinary situations in which, in the judgment of the appropriate administrative officers, the regular Student Conduct Review Process is not applicable or cannot be applied.

**(9) ~~Student Title IX Resources and Statement of Policy on Sexual Misconduct~~Policy, Procedure, and Resources.**

- (a) The University of Central Florida is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct, and/or interpersonal violence listed and defined in the Rules of Conduct (UCF-5.008 and UCF-5.012) ~~including but not limited to, sexual harassment, sexual assault, sex-related stalking, dating violence, and domestic violence.~~
- (b) Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect and open communication. When learning of conduct or behavior that may not meet

these standards, community members are expected take an active role in promoting the inherent dignity of all individuals.

- (c) Federal law, specifically Title IX of the Education Amendments of 1972 (Title IX), prohibits discrimination on the basis of sex in education programs or activities. Title IX prohibits sex discrimination against students, staff members, and faculty members—which includes acts of sexual misconduct—~~and/or interpersonal violence such as sexual harassment, sexual violence, dating violence, domestic violence, and sex-related stalking.~~ Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. A closely related federal law, Section 304 of the Violence against Women Act, requires universities to increase transparency about the scope of sex-related violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention education and awareness programming.
- (d) The University of Central Florida encourages any faculty, staff, student or non-student who thinks that he or she has been subjected to ~~S~~sexual ~~M~~misconduct and/or interpersonal violence by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident.
- (e) UCF strives to promote the safety and well-being of all students and employees. This information is applicable to students and employees regardless of their sexual orientation, gender identity, or gender expression.
- ~~(ef)~~ Rights of the Complainant and the Respondent. A student or student organization ~~accused of~~charged with ~~S~~sexual ~~M~~misconduct and/or interpersonal violence (“Respondent”) and a student alleging ~~S~~sexual ~~M~~misconduct and/or interpersonal violence (“Complainant”) are afforded ~~have~~ the following rights throughout in the Title IX investigation process and the student conduct review process to provide a fair process for both parties while also ensuring Complainant’s protections under Title IX and the Campus SaVE Act. ~~where there is an administrative or panel hearing.~~ These rights are in addition to the rights afforded in the student conduct review procedures outlined in UCF-5.009 (students) and UCF-5.013 (student organizations). ~~Administrative hearing officers and panel members who hear cases of Sexual Misconduct—including sexual assault, sexual harassment, dating~~

~~violence, domestic violence and sex related stalking—receive training on how to conduct fair and impartial hearings for these types of cases. The following provisions are designed to provide a fair process for both parties while also ensuring complainant’s protections under Title IX and Campus SaVE Act. The University shall provide notice of these rights to the Complainant and the Respondent at least five (5) business days before a formal disciplinary hearing is conducted through the University Student Conduct Review Process.~~ Complainant and Respondent rights include the following.

1. Both the Complainant and Respondent are permitted to have an advisor or support person accompany them throughout the ~~entire~~Title IX investigative process and student conduct review process. This person ~~will~~may act as a support person or advisor. ~~This person~~but will not represent the Complainant or Respondent, ~~or~~ address witnesses, ~~panel,~~ ~~administrator,~~investigator(s), the hearing body, ~~or~~ any other party, ~~or~~ otherwise directly participate ~~in~~throughout the Title IX investigative process and student conduct review process ~~the hearing.~~ In addition, a support person or advisor is unable to serve as a witness at any point. ~~A Complainant or Respondent shall be notified of the available assistance at the University of Central Florida.~~
2. Both the Complainant and the Respondent have the right to interim protective measures and shall be notified of available assistance at the University.
23. Both the Complainant and Respondent will be afforded similar and timely access to any information that will be used during the Student Conduct Review Process.
34. Both the Complainant and Respondent will receive notice to attend a preliminary conference meeting with the Office of Student Conduct and be informed of the available resolution options in the Student Conduct Review Process.
45. Both the Complainant and Respondent may submit a list of proposed questions related to the alleged incident, ~~prior to the hearing,~~ to be asked

- during the hearing process. The relevancy of proposed questions will be determined by the conduct officer or hearing body.
- ~~56.~~ Both the Complainant and Respondent will have equal opportunity to present relevant ~~witnesses-parties~~ and other information during the Title IX investigative process and the Student Conduct Review Process. The relevancy of proposed questions will be determined by the conduct officer or hearing body.
- ~~67.~~ The Complainant may not have irrelevant past conduct, including sexual history, discussed during the hearing. The issue of relevancy shall be determined by the conduct officer Student Hearing Panel or the hearing ~~officer~~body.
- ~~78.~~ Both the Complainant and the Respondent will be provided access to participate ~~in, view and hear~~ the entire formal hearing ~~whether~~ in person, via videoconference, ~~or~~ telephone, or by other means available.
- ~~89.~~ Both, the Complainant and Respondent should not be questioned directly by one another during the Student Conduct Review Process. All questions shall be asked through the hearing body.
- ~~910.~~ The Complainant may ~~make~~submit an “~~victim~~-impact statement” and suggest an appropriate disciplinary sanction: warning, probation, suspension, or expulsion. See UCF-5.009(5) for more information regarding disciplinary sanctions for students, and section UCF-5.013(5) for more information regarding student organization disciplinary sanctions to include appropriate compensations if the ~~R~~Respondent is found to have been in violation of the Rules of Conduct or Organizational Rules of Conduct.
- ~~1011.~~ Both the Complainant and Respondent will be informed, concurrently and in writing, of the outcome of the Student Conduct Review Process and the outcome of the appeal process, ~~in accordance with federal guidelines.~~ Notice of outcome sent to Complainant will include only the final determination with respect to the alleged offense and any sanction that is imposed against the Respondent, except that in cases not involving sexual

violence, the Complainant will be notified of only those sanctions that directly relate to the Complainant.

~~412.~~ Both the Complainant and the Respondent have the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the Student Conduct Appeals section UCF-5.010 and UCF-5.013.

~~4213.~~ Both the Complainant and Respondent will be given periodic status updates throughout the Title IX investigative process and the Sstudent  
Conduct Rreview Pprocess.

(g) Administrative hearing officers and panel members who hear cases of sexual misconduct and/or interpersonal violence – including sexual assault, sexual harassment, relationship violence, and stalking (sex-based) – receive training on how to conduct fair and impartial hearings for these types of cases.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.003, New 6-18-09, Amended 7-19-12, 9-5-13, 11-24-14, 10-29-15, \_\_\_\_\_-16.*

Attachment B

**UCF-5.007 Office of Student Conduct; Scope, Definitions; Student Conduct Records**

(1) Scope

- (a) The Rules of Conduct shall apply to all undergraduate students, graduate students and students pursuing professional studies, including those attending its regional campuses and/or off campus instructional sites. The Rules of Conduct shall be deemed a part of the terms and conditions of admission and enrollment of all students. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The Rules of Conduct apply to student conduct and will not be used to impose discipline for the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in other University regulations or policies.
- (b) These Rules of Conduct apply to all student conduct that occurs on University premises, as defined below; or at activities officially approved by the University of Central Florida or which are sponsored or conducted by University groups and organizations, regardless of location.
- (c) Off-Campus Conduct. The University may take action against a student for off-campus conduct if the conduct is specifically prohibited by law or the Rules of Conduct; or if the conduct poses (or demonstrates that the student's continued presence on University premises poses) a danger to the health, safety or welfare of the University community; or if the conduct is disruptive to the orderly processes and functions of the University.
- (d) Failure to comply with duly established laws or University regulations may subject violator(s) to appropriate civil authorities.

(2) Authority

- (a) The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings.
- (b) These regulations are designed to ensure fairness and due process in student disciplinary proceedings.

- (c) Generally, authority necessary to enforce the student conduct regulations is vested in the Vice President for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student conduct administration are assisted through review boards or committees.

(3) Violations of Law and Rule of Conduct Violations. A student who commits offenses against the laws of municipalities, states, or the United States, is subject to prosecution by those authorities and may be subject to disciplinary action under University rules when the conduct violates institutional standards. Student shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The ~~S~~student ~~C~~conduct ~~R~~review process is not a criminal or judicial proceeding and is designed to address student behavior; therefore, alleged violations of the Rules of Conduct will be addressed independently of any penalty imposed by the courts for the criminal offense.

#### (4) Definitions

- (a) The term “Academic Integrity Panel” is comprised of ~~two~~one faculty members and one staff/faculty member and two students selected from the Student Conduct Board. Members of this panel will receive training annual on how to conduct an investigation related to academic misconduct.
- (b) The term “Advisor” or “Support Person” refers to the person of the student’s or organization’s choice who may asked to assist and/or accompany the student or student organization throughout the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process. This person-but shall not speak for or present the case on behalf of the party who requested the Advisor/Support person’s attendance~~student or student organization.~~
- (c) The term “Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex

offenses including sexual assault and rape. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

- (d) The term “Community ReEngagement and Educational Development (CREED) Program” is a committee composed of an equal number of faculty/staff and students appointed by the Director of the OSC to review the disciplinary probation/suspension status of a student.
- (e) The term “Complainant” refers to anyone who reports having been subject to sexual misconduct and/or interpersonal violence.
- (ef) The term “Continuously enrolled” is defined as being enrolled in classes without a break of two or more consecutive regular semesters/terms (i.e., Fall and Spring, or Spring, Summer, and Fall).
- ~~(f) The term “Dating Violence” is defined as violence or threat of such violence to an individual committed by a student who is or has been in a romantic or intimate relationship with said individual.~~
- (g) The term “Director of the OSC” refers to the Director of the Office of Student Conduct.
- (h) The Director of the OSRR refers to the Director of the Office of the Student Rights and Responsibilities.
- ~~(i) The term “Disciplinary Sanction Review Committee” is a committee composed of an equal number of faculty/staff and students appointed by the Director of the OSC to review the disciplinary probation/suspension status of a student.~~
- (j) The term “Hold” refers to a service indicator placed on a student’s record.
- (k) The term “Off campus” refers to any location not defined as University premises.
- ~~(k)~~ The term “Overlay” refers to a notification on a student’s university transcript that states the student is not in good standing.
- (m) The term “Preponderance of evidence” means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within the ~~C~~conduct ~~R~~review ~~P~~process.
- (n) The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.

- (en) The term “Relationship Abuse” is defined as physical harm or threat of physical harm, verbal or written abuse, intimidation, coercion, and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person in fear of bodily injury or death, committed by a person upon an individual with whom the person is or has been in a romantic or intimate relationship.
- (o) The term “Relevant Information” means information that has been shown to directly support the position of a party throughout the Title IX Investigative process or student conduct review process. An Office of Student Conduct or Office of Student Rights and Responsibilities staff member and/or Student Conduct Board member has the final authority to determine if the presented information is relevant to the case and should be presented during the hearing.
- (p) The term “Respondent” refers to any student or student organization accused of sexual misconduct and/or interpersonal violence.
- (pq) The term “Responsible Employee” is defined as a university employee who has the authority to redress sexual misconduct and/or interpersonal violence ~~or~~ the duty to report incidents of sexual misconduct and/or interpersonal violence, or is someone a student could reasonably believe has this authority or duty.
- (qr) The term “Sanction” refers to outcome(s) imposed on students or student organizations found in violation of any Rules of Conduct or Organizational Rules of Conduct of the University.
- (rs) The term “Student” means any person enrolled in one or more classes at the University, whether full time or part time, study abroad students, on-line students, students pursuing undergraduate, graduate or professional studies, ~~whether~~either degree seeking or non-degree seeking. Persons who withdraw after allegedly violating the Rules of Conduct, or who are not officially enrolled for a particular academic term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered “students”.
- (st) The term “Student Conduct Board” means any person or persons authorized by the Director of the OSC or designee to gather information and make proposed findings regarding whether a student has violated the Rules of Conduct and to propose

sanctions that may be imposed. Board members are selected through an annual application and interview process with the exception of the justices from the Student Government Association Judicial Council. All Student Conduct Board members, including justices, receive training from the Office of Student Conduct. Student Conduct Board members who serve on hearings related to allegations of ~~domestic violence, dating violence~~relationship violence, sexual assault, sex harassment, and ~~sex-related~~stalking (sex-based) will receive additional training annually. They will be trained on how to conduct ~~an investigation and a~~ hearing process that protects the safety of ~~Complainants~~all those involved and promotes accountability.

- (~~t~~u) The term “Title IX” refers to the Title IX of the Education Amendments of 1972 which is a federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Title IX’s sex discrimination prohibition protects against sexual harassment and sexual violence and extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. Other examples of the types of discrimination that are covered under Title IX include the failure to provide equal opportunity in athletics; discrimination in a school’s science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy and parental status.
- (~~u~~v) The “Title IX Coordinator” is defined as a university employee who is responsible for coordinating the University’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.
- (w) The term "Deputy Title IX Coordinator" is defined as a university employee who is responsible for overseeing complaints or allegations of sexual misconduct and/or interpersonal violence against students or student organizations under Title IX.

which prohibits sex discrimination in all the operations of this college, as well as any interference with any right or privilege secured by Title IX.

- (~~w~~x) The term “University” means the University of Central Florida.
- (~~w~~y) The term “University community” refers, collectively and individually, to students, University officials, Trustees, and all visitors, contractors, and guests to the University or any of its campuses, facilities or events.
- (~~x~~z) The term “University official” includes any person employed by the University (i.e. faculty, staff, administration, and residence hall staff) acting within the scope of their job duties.
- (~~y~~aa) The term “University premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, or controlled by the University.
- (~~z~~bb) The term “VAWA” refers to the Violence Against Women Reauthorization Act of 2013, amended the Violence Against Women Act and the Clery Act to provide new requirements for schools to prevent and respond to sexual violence, domestic violence, dating violence, and stalking. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; collecting statistics on domestic violence, dating violence, and stalking in addition to current requirements to collect sexual assault statistics; issuing complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial as well as administered by trained officials. The updates are sometimes referred to as Campus Sexual Violence Elimination Act or Campus SaVE Act.
- (~~a~~cc) The term “VP of SDES” refers to the Vice President of Student Development and Enrollment Services.
- (~~b~~dd) The term “Witness” refers to an individual who is in the proximity of an incident and viewed the actions of said incident or who has relevant information about a given incident or who has relevant information about a given incident or actions related to a specific incident.

(5) Student Conduct Records

- (a) Maintenance of Records. A student’s conduct case record will be maintained in the Office of Student Conduct. The case record of a student found responsible for

charge(s) against them, with sanctions less than suspension or expulsion, will generally be maintained in the Office of Student Conduct for seven years from the calendar year of record, after which they are destroyed. The case record of a student who has been placed on Disciplinary Suspension or Expulsion will be permanently maintained as official records by the Office of Student Conduct.

(b) Release of Records. The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.

(6) Evaluation of Student Conduct Review Process. The Student Conduct Review Process will be evaluated periodically by a committee, which shall be composed of students and staff members of the university.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.0041, New 6-18-09. Amended 9-5-13, 11-20-14, 10-29-15, \_\_\_\_\_-16.*

## Attachment C

**UCF-5.008 Rules of Conduct**

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Students and organizations are responsible for the observation of all University policies and regulations. Each student is expected to abide by these rules of conduct, and administrators are expected to enforce them. These Rules of Conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida. The Rules of Conduct apply to student conduct and will not be used to impose discipline for the lawful expression of ideas.

**(1) Academic Misconduct**

- (a) Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course related material also constitutes cheating.
- (b) Communication to another through written, visual, electronic, or oral means. The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment or project.
- (c) Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the University and the Instructor is a violation of this rule.
- (d) Falsifying or misrepresenting your academic work.
- (e) Plagiarism: Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- (f) Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- (g) Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

(2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- (a) Withholding related information, or furnishing false or misleading information (oral or written) to University officials, university and non-university law enforcement officers, faculty or staff.
- (b) Possession, use or attempted use of any form of fraudulent identification.
- (c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation, the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process, including knowingly initiating a false complaint.

(3) Disruptive Conduct

- (a) An act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- (c) An act which tampers with the election(s) of any University student organization or group including major violations of the SGA Election Statutes.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
- (f) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- (g) Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the University premises or at University sponsored/related functions.
- (h) Failure to comply with oral or written instruction from duly authorized University officials (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of

their duties, including failure to identify oneself to these persons when requested to do so.

- (i) Failure to produce identification upon request by a University official (i.e. faculty, staff, administration, residence hall staff), acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- (j) Hindering or interfering with the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participating in, or use of, the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process.

(4) Harmful Behavior

- (a) Physical harm or threat of physical harm to any person. This harmful behavior policy may not apply in those instances where it is found that a student is acting in self-defense.
- (b) Verbal or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person ~~in the victim's position~~ in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- (c) Harassment: defined as conduct (including written or electronic communication) based on a protected category (such as race, color, religion, national origin, gender equity, et al), which, due to the severity and pervasiveness of the conduct and its targeted nature on the basis of a protected category, (i) has the purpose or effect of creating an objectively intimidating, hostile or offensive educational or work environment; and (ii) has the purpose or effect of unreasonably interfering with an individual's employment, schooling, or business with the University. Harassment under this provision is conduct (verbal or physical behavior) that would constitute harassment under federal or state civil rights laws or under University Regulation (UCF-3.001).
- (d) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the target's position substantial emotional

distress and undermine his or her ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.

- (e) Stalking: defined as repeated, unwanted conduct toward or contact with another person that creates fear for the person's safety or the safety of others, or causes an individual to suffer emotional distress. Such conduct is direct, indirect, or through a third party using any type of action, method, or means. Cyber stalking is also included in this definition.
- (f) Failure to respect the privacy of other individuals including but not limited to stalking.
- (g) Retaliation against or harassment of complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation of harassment.
- (h) Condoning or encouraging acts of harmful behavior as defined above or failing to stop an act of harmful behavior while it is occurring.

(5) Sexual Misconduct and/or Interpersonal Violence

~~(a) Any nonconsensual sexual conduct which occurs on or off the UCF campus.~~

~~1. — Consent, to be valid, must be an affirmative act or statement by each person that is informed, freely given and mutually understood. A determination of whether consent exists will be based on the information the initiator of the sexual act knew or should have known as a sober, reasonable person. Being intoxicated does not relieve an initiator of a sexual act from obtaining consent.~~

~~a. — It is the responsibility of each person involved in any sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity.~~

~~b. — The existence of a dating or sexual relationship between the persons involved, or the fact of past sexual relations is not indicator of consent for any current or future sexual encounter.~~

~~c. — Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity.~~

- ~~2. Consent must be ongoing throughout a sexual activity, for each sexual act, and can be revoked at any time.
    - ~~a. Within each sexual encounter, there may be separate individual sexual acts involved.~~
    - ~~b. Consent to one act by itself does not constitute to another act.~~
    - ~~c. If verbal consent is not given, ongoing active participation is required for consent.~~
    - ~~d. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.~~
    - ~~e. Lack of protest or resistance is not consent~~
    - ~~f. Silence is not consent.~~
    - ~~g. Consent can be withdrawn at any time as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.~~~~
  - ~~3. If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
    - ~~a. Incapacitation is a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct, and/or the person is unable to physically or verbally communicate consent.~~
    - ~~b. This includes but is not limited to conditions due to age, alcohol or drug consumption, being unconscious or asleep, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.~~~~
- ~~(b) Sexual Harassment: Conduct (verbal or physical behavior) that would constitute sexual harassment under federal or state civil rights laws or under University Regulation UCF 3.001. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature which, due to the severity and pervasiveness of the conduct and the targeted nature of the conduct on the basis of sex, objectively prevents or impairs another person's full enjoyment of the educational~~

~~benefits, atmosphere, or opportunities provided as part of the University. This provision also applies to unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, sexual advances, or requests for sexual favors, when (i) submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic, extracurricular, or employment participation; or (ii) submission to or rejection of such conduct or request is used as the basis for employment decisions or to determine participation in academic or extracurricular activities.~~

- ~~(c) Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.~~
- ~~(d) Sexual stimulation sought through trespass, spy, or eavesdropping activities.~~
- ~~(e) Attempting to commit by solicitation sexual acts with a minor by oral, written, or electronic means.~~
- ~~(f) Dating Violence: defined as violence, or threat of such violence, to an individual committed by a student who is or has been in a romantic or intimate relationship with said individual.~~
- ~~(g) Domestic Violence: defined as violence towards a current or former spouse or intimate partner in which the individuals are currently or have previously cohabitated together.~~
- ~~(h) Sex-related stalking: defined as repeated, unwanted conduct toward or contact with another person because of sex that creates fear for the person's safety or the safety of others, or causes an individual to suffer emotional distress. Such conduct is direct, indirect, or through a third party, using any type of action, method, or means. Cyber stalking is also included in this definition.~~
- ~~(i) Condoning or encouraging acts of sexual misconduct as defined above or failing to stop an act of sexual misconduct while it is occurring.~~
- ~~(j) Any attempted acts of sexual misconduct are also violations of this policy.~~
- (a) Nonconsensual Sexual Assault: Any nonconsensual sexual contact which occurs on or off the UCF campus.

1. Sexual Contact – includes but is not limited to the following behaviors:

- a. Touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or
  - b. contact, however slight, between the mouth, anus or sex organ of one individual with either the anus or sex organ of another individual; and/or
  - c. contact, however slight, between the anus or sex organ of one individual and any other object.
2. Consent is an affirmative act or statement by an individual that is informed, freely given and mutually understood. Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity. Lack of protest or resistance is not consent. Silence is not consent.
- a. Responsibilities - It is the responsibility of each person involved in any sexual activity to ensure the consent of the other, or others, to engage in the sexual activity.
  - b. Standard - A determination of whether consent exists will be based on the information the initiator of the sexual act knew or should have known as a sober, reasonable person. Being intoxicated does not relieve an initiator of a sexual act from obtaining consent.
  - c. Incapacitation - If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
    - i. Incapacitation is a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct, and/or the person is unable to physically or verbally communicate consent.
    - ii. This includes but is not limited to conditions due to age, alcohol or drug consumption, being unconscious or asleep,

or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

d. Duration of Consent - Consent must be ongoing throughout sexual activity, for each sexual act, and can be withdrawn at any time.

i. Within each sexual encounter, there may be separate individual sexual acts involved. Consent to one act by itself does not constitute to another act. If verbal consent is not given, ongoing active participation is required for consent.

ii. The existence of a dating or sexual relationship between the persons involved, or the fact of past sexual relations is not indicator of consent for any current or future sexual encounter.

e. Scope of Consent - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

(b) Sex Harassment: Conduct that would constitute sexual harassment under federal or state civil rights laws or under University Regulation UCF-3.001; including but not limited to unwelcome sexual advances, requests for sexual favors, or other harassment based on sex which, due to the severity and pervasiveness of the conduct and the targeted nature of the conduct on the basis of sex (including but not limited to sexual orientation, gender identity, gender expression and pregnancy), objectively prevents or impairs another person's full enjoyment of the educational benefits, employment, atmosphere, or opportunities provided as part of the University.

(c) Obscene or Indecent Behavior: Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.

(d) Voyeurism: Trespass, spying, or eavesdropping for the purpose of sexual gratification.

(e) Solicitation of a Minor: soliciting sexual acts from a minor by oral, written, or electronic means.

- (f) Child Pornography: possessing, producing or the dissemination of child pornography
- (g) Relationship Abuse: Physical harm or threat of physical harm, verbal or written abuse, intimidation, coercion, and/or other conduct that endangers the health, safety, or wellbeing of others, or which would place a reasonable person in fear of bodily injury or death, committed by a person upon an individual with who the person is or has been in a romantic or intimate relationship with the student.
- (h) Stalking (sex-based): Repeated, unwanted conduct toward or contact with another person because of sex that creates fear for the person's safety or the safety of others, or causes an individual to suffer emotional distress. Such conduct is direct, indirect, or through a third party, using any type of action, method, or means. Cyber stalking is also included in this definition.
- (i) Condoning or encouraging acts of sexual misconduct and/or interpersonal violence defined above or failing to stop an act of sexual misconduct and/or interpersonal violence while it is occurring are also violations of this policy.
- (j) Any attempted acts of sexual misconduct and/or interpersonal violence defined above are also violations of this policy.

(6) Larceny/Property Damage

- (a) Unauthorized use, possession, or theft of property or service. Such property may be personal or public.
- (b) Damage or defacing of University property or the property of another person whether or not it is on University premises.

(7) Hazing

- (a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.
- (b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

- (c) Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.
  - (d) Forcing or requiring the violation of University policies, federal, state, or local law.
  - (e) Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.
- (8) Misuse or Unauthorized Use of Facilities and Grounds
- (a) Misuse or unauthorized use of classroom or laboratory facilities.
  - (b) Abusing grounds or building structures including, but not limited to ramps, rails, stair sets and entryways by means of recreational cycling, skating, scootering, or other recreational activities or devices as outlined in Regulation UCF-4.036.
  - (c) Unauthorized entry or attempted entry to any University facility.
  - (d) Unauthorized possession, duplication or use of keys to any University premises.
- (9) Misconduct at University Sponsored/Related Activities
- (a) Violation of UCF rules of conduct at UCF sponsored related activities shall also be a violation of the golden rule.
  - (b) Violations of a regulation(s) of a host institution sponsored/related activity shall be a violation of the golden rule.
- (10) Controlled Substance and Drug Violations
- (a) Possessing, consuming, or attempting to possess cannabis in any amount, except as expressly permitted by law
  - (b) Cultivating, manufacturing, or attempting to obtain cannabis in any amount, except as expressly permitted by law.
  - (c) Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances other than alcohol, cannabis, , except as expressly permitted by law.

- (d) Selling or distributing cannabis or any other controlled substances and related paraphernalia, other than alcohol and alcohol-related paraphernalia, except as expressly permitted by law.
- (e) Possessing or attempting to possess any drug related paraphernalia, other than alcohol-related paraphernalia, except as expressly permitted by law.
- (f) Misconduct under the influence of controlled substance of alcohol.

(g) Drug Emergencies - University Expectations for Individuals

1. University of Central Florida students who receive medical attention due to drug-related emergencies may be exempt from disciplinary action as part of the conditions for drug emergencies after review by the Director of the Office of Student Conduct. Students eligible for exemption will be referred for assessment and follow-up services in lieu of the student conduct review process.
2. Students who receive medical assistance for drug-related emergencies may receive exemption for violations of the Rules of Conduct Section 10 subsections a, b, c, d, e, & f; however, exemption for other Rules of Conduct violations may not be granted. The Director of the Office of Student Conduct reserves the right to review each incident individually to determine whether the student will be exempt from disciplinary action. The Director of the Office of Student Conduct maintains the right to recommend additional requirements for students who are referred for assessment and fail to meet the requirements of their assessment. For subsequent incidents, appropriate interventions will be handled on a case by case basis.
3. Students who seek medical assistance on behalf of another intoxicated student may be exempt from disciplinary action for violations of the Rules of Conduct Section 10 subsections a, b, c, d, e, & f. However, exemption for other Rule of Conduct violations may not be granted.
4. For parental notification regarding medical transports for drug-related incidents, refer to the Parental Notification Policy in the on the Office of Student Conduct website.

5. For information regarding alcohol emergencies please refer to the next section and relevant subsection—5.008 11(d).

(11) Alcoholic Beverages Violation

- (a) Possessing or consuming alcoholic beverages, or possessing or using alcohol-related paraphernalia, except as expressly permitted by the law and University Regulations and/or Policies.
- (b) Selling or distributing alcoholic beverages or alcohol-related paraphernalia, except as expressly permitted by law and University Regulations and/or Policies
- (c) Misconduct under the influence of alcohol
- (d) Alcohol Emergencies- University Expectations for Individuals.
  - 1. University of Central Florida students who receive medical attention due to alcohol-related emergencies may be exempt from disciplinary action as part of the conditions for alcohol emergencies after review by the Director of the Office of Student Conduct. Students eligible for exemption will be referred for assessment and follow-up services in lieu of the student conduct review process.
  - 2. Students who receive medical assistance for alcohol emergencies may receive exemption for violations of the Rules of Conduct Section 11 subsections a, b, & c; however, exemption for other Rules of Conduct violations may not be granted. The Director of the Office of Student Conduct reserves the right to review each incident individually to determine whether the student will be exempt from disciplinary action. The Director of the Office of Student Conduct maintains the right to recommend additional requirements for students who are referred for assessment and fail to meet the requirements of their assessment. For subsequent incidents, appropriate interventions will be handled on a case by case basis.
  - 3. Students who seek medical assistance on behalf of another intoxicated student may be exempt from disciplinary action for violations of the Rules of Conduct Section 11 subsections a, b & c. However, exemption for other Rule of Conduct violations may not be granted.

4. For parental notification regarding medical transports for alcohol-related incidents, refer to the Parental Notification Policy in the on the Office of Student Conduct website: <http://osc.sdes.ucf.edu/notification>.
5. Additional information regarding alcohol emergencies can be found through the Office of Student Conduct website: ~~<http://osc.sdes.ucf.edu/alcohol>~~.

(12) Possession of Weapons and/or Dangerous Material

- (a) The possession, use, or storage of weapons on property owned or controlled by the University or at events sponsored and/or supported by the University is prohibited, except as specifically outlined in University Policy 3-119.1 (Weapons on University Property and at University Events).
- (b) Possession or use of fireworks of any description, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.

(13) Instigation or Participation in Group Disturbances during Demonstrations, Parades, or Picketings

- (a) Participation in a demonstration(s), parade(s), or picketing which invades the rights of others, which interferes with the educational function of the University, or which jeopardizes public order and safety.
- (b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(14) Misuse of Computing and Telecommunications Resources

- (a) Theft or other abuse of computer facilities and resources
- (b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (c) Unauthorized transfer of a file.
- (d) Use of another individual's identification and/or password.
- (e) Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or University Official.
- (f) Use of computing facilities and telecommunications resources to send obscene or abusive messages.

- (g) Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system.
- (h) Use of computing facilities and telecommunications resources in violation of copyright laws.
- (i) Any violation of the University of Central Florida Use of Information Technology and Resources Policy.
- (j) Any violation of the University of Central Florida ResNet Acceptable Use Policy.

(15) Gambling

- (a) Play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student or student organization.
- (b) Unlawfully sell, barter or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or student organization.
- (c) Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

(16) University Student Residence Violations. Violation(s) of any Department of Housing and residence Life policy, rule or regulation published in hard copy or available electronically via Department of Housing and Residence Life website.

(17) University Wordmark Violations. Unauthorized use of the official University wordmark, Pegasus, monogram, seal, or other graphic identity symbol.

(18) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

*Authority: BOG Regulations 1.001 and 6.0105. History – Formerly 6C7-5.0042, New 6-18-09, Amended 7-19-12, 9-5-13, 11-20-14, 10-29-15, \_\_\_\_\_-16.*

## Attachment D

**UCF-5.009 Student Conduct Review Process; Sanctions**

(1) Violation Reports. Alleged violations of the UCF Rules of Conduct shall be reported in writing to the Director of the OSC or designee. Upon receiving an alleged violation of misconduct, the Director of the OSC or designee may review relevant information and consult with relevant parties regarding the incident in question. In unusual cases, which dictate a decision for the welfare of any individual, the student body, or any part of the University or its community, the Director of the OSC or designee, upon notifying the VP of SDES, may take immediate action to resolve the situation by placing the student on interim suspension. Such action is subject to review at a hearing within three (3) business days by the VP of SDES or designee to determine the status of the interim suspension. The outcome of an interim suspension hearing shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the VP of SDES or designee shall decide otherwise.

- (a) The Director of the OSC will refer all information warranting disciplinary action to the Office of Student Conduct. The Office of Student Conduct will send written notification to the charged student indicating the nature of the activity in question and what university rules were allegedly violated.
- (b) Upon receipt of an incident report the Office of Student Conduct has six months to charge a student with a violation of the Rules of Conduct. The Office of Student Conduct may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six month time limit from the date of discovery.
- (c) Students charged with alleged violations of the Rules of Conduct will receive notice to attend a required preliminary conference with the Office of Student Conduct to discuss the charges. If the student fails to attend that conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved. The student will receive information regarding the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process, including the student's rights during the process, an opportunity to inspect and/or review the information known at the time charges are prepared, and notice on how to contact the Student Government Association Judicial Advisor. At the conclusion of the

meeting, the Office of Student Conduct recommends an option for resolution of the disciplinary charges. These options are dismissal, mediation, informal hearing, or formal hearing.

(2) Options for Resolution of Disciplinary Charges

- (a) Case Dismissal: The Director of the OSC or designee may dismiss a case if it is found to not have sufficient facts or information to substantiate the claim of misconduct, the accused person is not a student, or the action claimed as misconduct is not a violation of the rules of conduct.
- (b) Documentation only with an Educational Requirement: this resolution option is only available for cases where the accused student accepts responsibility with an Office of Student Conduct staff member or designee and the reported violation is not seen as especially egregious by the Office of Student Conduct. The reported student will be required to must complete an educational sanction. An Office of Student Conduct hold will be placed on the student’s record until the educational sanction completed in full and seen by the Office of Student Conduct as complete.
- (c) Mediation: Depending on the nature and severity of the alleged violation, the Office of Student Conduct may recommend formal mediation through the Office of Student Rights and Responsibilities as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is confidential. In mediation, the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for disciplinary action through an informal or a formal hearing. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of the Office of Student Conduct. Mediation will not be a resolution option for cases involving allegations of incidents of ~~S~~sexual ~~M~~misconduct and/or interpersonal violence.
- (ed) Informal Hearing: At the discretion of the Office of Student Conduct, violations found not to warrant a formal hearing may be referred to an informal hearing. At the informal hearing the charged student has the opportunity to meet with an Office of

Student Conduct staff member or designee and accept responsibility for the charges of violation of the Rules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (disciplinary warning or disciplinary probation) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal hearing process (decision of responsibility and recommended sanctions) are final and are not eligible to be appealed (UCF-5.010).

- (de) Formal Hearing: If an alleged violation of the Rules of Conduct is not dismissed or otherwise resolved, then the Office of Student Conduct shall present in writing formal charges to the student. The charged student may request either a panel or administrative hearing. The charged student's hearing shall be open only to the charged student, his/her advisor, the hearing body, witnesses (when called upon), and a representative from the Office of Student Conduct. In cases of alleged Academic Misconduct, the student is required to have an academic integrity panel hearing as stated in UCF-5.015.

Formal notification shall include:

1. The student's name and address.
2. Date, time and location of the formal hearing.
3. The rule(s) of conduct allegedly violated as known at the time formal charges are prepared.
4. Names of potential witnesses known at the time formal charges are prepared.
5. A description of any physical or written documentation known at the time charges are prepared.

(3) Formal Hearings.

There are two types of formal hearings – panel hearings and administrative hearings.

(a) Panel Hearings.

1. A panel to consider an individual case shall be randomly selected by the Office of Student Conduct from the Student Conduct Board and shall consist of two (2) faculty and administrative staff members combined, and two (2) student members. One panel member shall be selected by the Office of

Student Conduct to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of the OSC or designee.

2. At hearings conducted by a panel, an Office of Student Conduct staff member shall act as an advisor to the panel. The Director of the OSC or designee shall receive the panel's proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions proposed by the panel.
3. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate or increase the sanctions proposed by the panel.
4. Any decision by the Director of the OSC or designee to alter proposed sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(b) Administrative Hearings

1. Administrative hearings shall be conducted by one faculty or staff member randomly selected by the Office of Student Conduct from the Student Conduct Board. The charged student shall be informed of the hearing officer assigned to ~~his/her~~the case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification. The student shall state in writing the basis for such challenge. A hearing officer so challenged will be excused; however, indiscriminate challenges shall not be permitted. In the event that a student has opted not to challenge the impartiality of a hearing office prior to the allotted three (3) business days, the assigned hearing officer shall remain as scheduled. ~~Administrative Hearings are not an option in cases of alleged Academic Misconduct.~~
2. At hearings conducted by an administrative hearing officer, an Office of Student Conduct staff member shall act as an advisor to the administrative hearing officer. The Director of the OSC or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or

"not in violation" of the Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.

3. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate or increase the sanctions proposed by the administrative hearing officer.
4. Any decision by the Director of the OSC or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(c) Conduct of Formal Hearings - the following is furnished as a guide to the sequence of events in a formal hearing. Please note that all formal hearing proceedings are recorded. The recording is part of the official record of the formal hearing and no other recordings are permitted.

1. Reading of charges.
2. Student response of "in violation" or "not in violation."
3. Presentation of information in support of the charges.
4. Opening statement by the charged student.
5. Questioning of the charged student ~~by the hearing body.~~
6. Presentation and questioning of ~~witnesses in support of the charges~~ all other parties.
- ~~7. Presentation and questioning of witnesses by the charged student.~~
- ~~8~~7. Final questions of the charged student by the hearing body.
- ~~9~~8. Closing remarks by the charged student.
- ~~10~~9. Hearing is brought to a close; student is invited to await announcement of the proposed finding(s) and recommended sanction(s), if any.

(d) Deliberations by the panel or the administrative hearing officer are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded. Following deliberations, the panel or the administrative hearing officer will announce to the student the proposed finding(s) and proposed sanction(s), if any. The announcement of the proposed finding(s) and proposed sanction(s), if any, will be recorded as part of the official case record.

- (e) Case Record for Formal Hearing - The case record shall consist of the following items:
1. A copy of the formal charges in writing.
  2. A recording of the formal hearing.
  3. A recording of the announcement of the proposed finding(s) and proposed sanctions, if any.
  4. All staff memoranda submitted.
  5. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
  6. The proposed finding(s) and sanction(s) by the hearing panel or administrator, if any.
  7. The Director of the OSC's or designee's decision.

(4) Student Rights in the Student Conduct Review Process.

The following rights shall be explained to each charged student prior to the commencement of any formal disciplinary hearing:

- (a) The charged student shall be afforded reasonable written notice, at least five (5) business days prior to the formal hearing, unless waived in writing. Written notice sent to the charged student's electronic and/or physical address listed in the Registrar's records shall constitute full and adequate notice. Written notice shall include:
1. The student's name and address.
  2. Date, time and location and nature of the proceeding of the formal hearing.
  3. The rule(s) of conduct allegedly violated as known at the time formal charges are prepared.
  4. Names of potential witnesses known at the time formal charges are prepared.
  5. A description of any written or physical documentation known at the time charges are prepared.
- (b) The student may have, at his or her own expense and initiative, an advisor present at the hearing. It is the student's responsibility to make appropriate arrangements for the advisor to attend the hearing, and the hearing shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise

the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding. A student organization may consult with their advisor at any time during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. A student organization's advisor must not be connected to the actual conduct case or a related case. In addition, an advisor may not serve as a witness. If the advisor does not adhere to their defined role in the student conduct review process, they may be removed from the hearing. The Office of Student Conduct shall maintain a list of impartial advisors and resources available to the student.

- (c) All hearings shall be conducted on the basis that the charged student is not in violation until the preponderance of evidence proves otherwise. At a hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply. The burden of proof in a student conduct hearing is not on the student charged with a violation of the Rules of Conduct.
- (d) The student may inspect any information presented in support of the charges at least three (3) business days before the formal hearing. ~~Information may be presented in support of the student.~~ The University also has the right to review any information the student intends to use at least three (3) business days before the formal hearing. Only such information that is determined "Relevant Information" will be made part of the hearing record.
- (e) The university cannot compel any person to attend a formal hearing. However, all parties may arrange for witnesses to voluntarily present relevant information during the proceeding. ~~Pertinent information may be accepted as information for consideration by the person or body conducting the hearing.~~ The student may hear and question adverse witnesses/parties who testify at the hearing.
- (f) The student shall not be forced to present self-incriminating information; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The University's formal hearing is not a criminal or judicial proceeding and is designed to address student behavior; therefore, alleged violations of the UCF Rules of Conduct will be addressed independently of any outcome imposed by the courts for the criminal offense.

- (g) The proposed finding, as well as the Director of the OSC's or designee's determination, of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the formal hearing.
- (h) Should the proposed finding of the hearing body be that the student is in violation, prior conduct history will then be reviewed and may affect proposed sanctioning.
- (i) The results of any formal hearing shall be made available to the student within seven (7) business days following the hearing (deadline can be extended by mutual agreement of the charged student and the Director of the OSC's or designee). For academic integrity cases, the results of any formal hearing shall be made available to the student within fourteen (14) business days following the hearing.
- (j) The student's enrollment status shall remain unchanged pending the University's final agency action in the matter, except in cases where the VP of SDES or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the University may be involved.

(5) Additional Procedures in Cases of Sexual Misconduct and/or Interpersonal Violence. Where a student is charged with ~~S~~sexual ~~M~~misconduct and/or interpersonal violence, the procedures outlined in UCF-5.006~~(9)(e)~~ will apply in addition to the procedures of the ~~S~~student ~~C~~conduct ~~R~~review ~~P~~process.

(6) Sanctions.

- (a) Disciplinary Warning- An official warning that the student's behavior is in violation of the UCF Rules of Conduct, and that if the student is subsequently found in violation of a rule while on disciplinary warning; subsequent action may be more severe.
- (b) Disciplinary Probation- Disciplinary probation status shall be for a specific length of time in which any further violation of the rules of conduct puts the student's status with the University in jeopardy. If the student is found "in-violation" for another violation of the rules of conduct, while on disciplinary probation, more severe sanctions may be imposed such as suspension or expulsion. Restrictive conditions may be imposed and vary according to the severity of the offense. While on disciplinary probation, restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; denial of the privilege to occupy a position of leadership or responsibility in any University

student organization, publication, or activity, or ability to represent the University in an official capacity or position; trespass of University facilities or other areas of campus or contact with another specified person(s). Under disciplinary probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with University rules. However, if the student is subsequently found in violation of a rule while on disciplinary probation, the University may suspend or expel the student from the University. While on Disciplinary Probation, a hold will be placed on a student's record for record keeping purposes.

- (c) Disciplinary Suspension- A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. During the period of suspension, a student may not be enrolled in classes, participate in University related activities, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on University premises unless authorized in writing in advance under conditions approved by the Director of the OSC. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of the OSC or designee shall consider whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. An overlay will be placed on a student's record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.
- (d) Disciplinary Expulsion- Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from the University of Central Florida without opportunity to graduate or re-enroll at the university in the future. An overlay will be permanently placed on the student's record. Further, a hold will be permanently placed on a student's record for record keeping purposes.
- (e) Educational Sanctions- In conjunction with a sanction listed above, a student found to have been in violation of any of the Rules of Conduct will be assigned educational requirements such as, but not limited to, reflective/research papers, classes/seminars,

community service, interviews, etc. If a student has any outstanding educational requirements at the conclusion of disciplinary probation or suspension, a student's disciplinary probation or suspension status and hold will remain in effect pending the completion of the educational requirements.

*Authority: BOG Regulations 1.001 and 6.0105. History - Formerly 6C7-5.0041, New 6-18-09. Amended 9-5-13, 3-5-15, 10-29-15, \_\_\_\_\_-16.*

Attachment E

**UCF-5.010 Student Conduct Appeals**

(1) Appeals ~~W~~within the Student Conduct Review Process

- (a) Students found in violation as a result of a formal hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the Appellate Officer (VP of SDES or designee) within seven (7) business days after the date the student was notified of the decision by the Director of the OSC or designee. The appeal form can be found at <http://osc.sdes.ucf.edu/process>.
- (b) Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
  - 1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  - 2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  - 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.
- (d) The Appellate Officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s) or do one of the following:
  - 1. If the student alleges that the sanction was disproportionate to the violation(s) and the Appellate Officer finds the sanction to be disproportionate, the Appellate Officer may reduce the sanction.
  - 2. If the student alleges that there was a defect in procedure or new information was presented which was sufficiently substantial to have affected the outcome, the Appellate Officer will order a new hearing.
- (e) The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including

the complexity of the case and the information mentioned in the appeal, as well as the Appellate Officer's appeal load at that particular time. Decisions of the Appellate Officer reflect final agency action.

(f) Any decision by an Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(g) The Office of Student Conduct cannot place an overlay on the student's record until the appeal decision is completed or if the student chooses not to appeal. At such time, if appropriate, a hold and/or overlay, is placed on the student's record. If the Appellate Officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of the OSC's or designee's final decision letter.

(2) Appeals ~~W~~within the Student Conduct Review Process –Complainants

- (a) Complainants of sexual assault, dating violence, domestic violence, and stalking may appeal the finding(s) and sanction(s) imposed of a student conduct formal hearing. The appeal must be made in writing to the Appellate Officer (VP of SDES or designee) within seven (7) business days after the date both the charged student and victim were notified of the decision by the Director of the OSC or designee. The appeal form can be found at <http://osc.sdes.ucf.edu/process>.
- (b) Complainants may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, one must state the reason(s) for appeal, supporting facts, and the recommended solution. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of the appeal.

- (d) The Appellate Officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s) or do one of the following:
1. If the eComplainant alleges that the sanction was disproportionate to the violation(s) and the Appellate Officer finds the sanction to be disproportionate, the Appellate Officer may alter the sanction.
  2. If the eComplainant alleges that there was a defect in procedure or new information was presented which was sufficiently substantial to have affected the outcome, the Appellate Officer will order a new hearing.

- (e) The victim and charged student shall receive a written decision to the appeal concurrently. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Appellate Officer's appeal load at that particular time. Decisions of the Appellate Officer reflect final agency action.

(f) Any decision by an Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(g) The Complainant shall be afforded the right to file an appeal following final review of the Appellate Officer's decision should the result of the decision modify sanctions.

(3) ~~Disciplinary Sanction Review Request (Probation/Suspension)~~Community ReEngagement and Educational Development (CREED) Program

- (a) Upon completion of one semester of disciplinary probation and one semester of disciplinary suspension, and completion of all educational requirements, a student has the opportunity to request a review of their disciplinary probation or disciplinary suspension status through the Community ReEngagement and Educational Development (CREED) Program.
- (b) Requests should be submitted to the Director of the OSC or designee via an online CREED Program submission form available at [www.osc.sdes.ucf.edu](http://www.osc.sdes.ucf.edu). This request can only be submitted once a semester.

- (c) 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 UCF community.
- (d) In considering this request, a student should complete all outlined requirements of the CREED Program which can be reviewed online at [www.osc.sdes.ucf.edu](http://www.osc.sdes.ucf.edu). Students that simply fulfill the minimum requirements of their sanction(s) will not be eligible for the CREED Program.
- (e) A CREED Program application should include information such as the following:
  - 1. Reflection Essay
  - 2. Faculty/Staff/Advisor (Academic or Organization) Letter of Recommendation
  - 3. Community Service
  - 4. Residential Life Letter of Support (On-Campus or Affiliated Residential Students only)
  - 5. Proof of Counseling/Assessment (if applicable)
  - 6. Academic Progress (if applicable)
  - 7. Termination of Probation Letter (Admission Clearance Only, and if applicable)
- (f) Upon receipt of the CREED Program packet, the Director of the OSC or designee will review to determine whether or not the student meets criteria for review. If the Director of the OSC or designee agrees that the student's request meets any or all of the above mentioned criteria, the student will be contacted within fourteen (14) business days to schedule a "CREED review meeting" with a committee appointed by the Director of the OSC or designee, comprised of faculty, staff and students.
- (g) Prior to this meeting, the committee will have reviewed the submitted packet and will prepare 10-15 questions for the student to address, as well as provide the student with the opportunity to further discuss why the disciplinary probation or suspension 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. A time frame of not more than two (2) weeks will be given to the student to produce requested information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the review with the student.

- (h) After the meeting, the committee will issue a recommendation to the Director of the OSC or designee. The Director of the OSC or designee will provide a decision to the student in writing within ~~five to~~ seven (5-7) business days of receiving the recommendation.
- (i) If the request is denied by the Director of the OSC or designee the 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.
- (j) There is no appeal process for a CREED Review Meeting decision.

(4) Sealing of Records

- (a) A student's conduct record is eligible to be sealed if the incident(s) in question are minor and do not result in suspension or expulsion and where further violations would not likely result in suspension or expulsion from the university.
- (b) A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to the Office of Student Conduct.
- (c) The factors influencing the decision by the Director of the OSC for sealing are the severity of the violation, effect of the violation on the University community, sanctions applied, completion of sanctions, and ethical development demonstrated by the student.
- (d) There is no appeals process regarding student conduct record sealing.

*Authority: BOG Regulations 1.001 and 6.0105. History – Formerly 6C7-5.00431, New 6-18-09. Amended 3-5-15, 10-29-15, \_\_\_\_\_-16.*

Attachment F

**UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Rule of Conduct Violations; Student Organizational Conduct Records**

**(1) Scope**

- (a) The organizational conduct regulations (UCF-5.011, 5.012, and 5.013) shall apply to all registered student organizations of the University, including those at its regional campuses and/or at off campus instructional sites, and shall be deemed a part of the terms and conditions of student organization registration. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as student organizations. The Organizational Rules of Conduct, set out below, apply to student organization conduct and will not be used to impose discipline for the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in other University regulations or policies.
- (b) The Organizational Rules of Conduct apply to all registered student organizations for conduct that occurs:
  - 1. on University premises; or
  - 2. during or while participating in University and/or organization sponsored or related activities; or
  - 3. during school sessions, holidays, breaks, and university closures; or
  - 4. against students or non-students.
- (c) The University may take action against a student organization for off-campus conduct if the conduct is specifically prohibited by law or the Organizational Rules of Conduct; or if the conduct poses (or demonstrates that the student organization's continued recognition at the University poses) a danger to the health, safety or welfare of the University community; or if the conduct is disruptive to the orderly processes and functions of the University.

**(2) Authority**

- (a) The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings.

- (b) These regulations shall ensure a fair and impartial process in student organizational disciplinary proceedings and guarantee the integrity of the university.
- (c) Generally, authority necessary to enforce the organizational student conduct regulations is vested in the Vice President for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student conduct administration are assisted through review boards.

(3) **Definitions.** Definitions for terms used in this section, as well as in the Organizational Conduct Review Process, are located in UCF-5.007(4).

(4) **Principles of ~~Group Responsibility~~ Registered Student Organization Responsibility.** ~~Any student organization can be held responsible for its actions or the actions of one or more of its members (active or inactive). There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the organization. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization. Misconduct on the part of the organization may be addressed when:~~

- ~~(a) — Members of the organization act together to violate University standards of conduct;~~
- ~~(b) — One or more members, alumni, or guests allegedly violate an Organizational Rule of Conduct at an organization sponsored, financed, or otherwise supported activity;~~
- ~~(c) — One or more members of an organization or its officers has knowledge of the incident, behavior, etc. and fails to take corrective or prohibitive action before such incident, behavior, etc. occurs or fails to stop such incident, behavior, etc. while it is occurring;~~
- ~~(d) — A violation occurs on premises and/or transportation owned, operated, or rented exclusively by the student organization;~~
- ~~(e) — A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the student organization or its leaders;~~
- ~~(f) — The student organization or related activities provided the context for the violation;~~
- ~~(g) — The student organization chooses to protect one or more individual offenders who are members, alumni, former members, or guests of the student organization from official actions.~~

(a) Any student organization can be held responsible for its actions or the actions of a collection of its members acting together. Misconduct on the part of an individual

member(s) may not automatically be sufficient to initiate the Organizational Conduct Review Process.

(b) Students may be held accountable as individuals under the Rules of Conduct for their conduct, whether the students are acting in an individual capacities or the students are acting as a member of a student organization.

(c) The following criteria will be used to determine if a student organization can be held responsible for the actions of an individual(s) when those actions result in a violation of the Organizational Rules of Conduct:

1. A violation arises out of an organization-sponsored, financed, or otherwise sanctioned activity or event, where the organization provided the context for the violation.

2. A pattern of individual violations has occurred and/or continues to occur within the organization without adequate control, response, or disciplinary action on the part of the student organization or its executive board members or officers.

3. The action resulting in the violation has received either the implied or overt consent of the student organization or any executive board members or officers of the student organization.

4. The student organization or any executive board member or officer of the student organization fails to report and take reasonable action against invitees/members responsible for the Organizational Rules Conduct violation.

5. The student organization overtly places or implicitly allows active members of the student organization to be in a position to act on behalf or with authority of the organization.

6. The student organization chooses to protect one or more individual offenders who are active members of the student organization from official actions.

(d) Should a reported incident occur where an organization is named as allegedly violating an Organizational Rule of Conduct, the University may hold an

investigation to gather facts to help provide further context to the original complaint.

~~(5) **Alcohol Emergencies.** The University of Central Florida highly encourages student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol. Student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related medical emergencies arise. The university's primary goal is to create a safe environment for its student organizations. Procedures and expectations regarding these incidents have been outlined in the Organizational Rules of Conduct Alcoholic Beverages.~~

(5) Medical Emergencies. The University of Central Florida highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or drugs. Students and student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related and/or drug-related medical emergencies arise. The university's primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the Office of Student Conduct Rules of Conduct Controlled Substance and Drug Violations and Alcoholic Beverages section and the Organizational Rules of Conduct section.

**(6) Violations of Law and Rule of Conduct Violations.** Students who commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities and may be subject to disciplinary action by the University when their conduct violates institutional standards. Students shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case. The Student Organization Conduct process is not a criminal or judicial proceeding and is designed to address student organization behavior as outlined in the Principles of Group Responsibility, above; therefore, alleged violations of the Organizational

Rules of Conduct will be addressed independently of any penalty imposed by the courts for the criminal offense.

**(7) Student Organizational Conduct Records**

- (a) Maintenance of Records. A student organizations conduct case record will be maintained in the Office of Student Conduct. The case record of a student organization found responsible for charge(s) against them, with sanctions less than suspension or revocation, will generally be maintained in the Office of Student Conduct for seven years from the calendar year of record, after which they are destroyed. The case record of a student organization that has been suspended or whose registration has been revoked will be permanently maintained by the Office of Student Conduct.
- (b) Release of Records. The release of student organization disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.

*Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09. Amended 7-19-12, 9-3-13, 10-29-15, \_\_\_\_\_-16.*

## Attachment G

**UCF-5.012 Organizational Rules of Conduct**

Student organizations are expected to abide by these Organizational Rules of Conduct, and administrators and faculty are expected to enforce them. These rules should be read broadly and are not intended to define prohibited conduct in exhaustive terms. These rules may be revised during the year; announcements will be made on adoption of changes or additions. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by the University of Central Florida, including when students come together as student organizations. The Organizational Rules of Conduct, set out below, apply to student organization conduct and will not be used to impose discipline for the lawful expression of ideas. The following is a non-exhaustive list of prohibited conduct for which disciplinary action may be taken at the University of Central Florida. The following offenses, or the aiding, assisting, condoning, or attempting to commit these offenses, constitute violations of the Organizational Rules of Conduct.

## (1) Theft, Disregard for Property

- (a) Malicious or unwarranted damage or destruction of another's property;
- (b) Taking, attempting to take, or keeping in its possession property or services not belonging to the student organization.
- (c) Misuse or mishandling of organizational funds by any officer, member, or other individual.

## (2) Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- (a) Withholding related information, or furnishing false, misleading, incomplete, or incorrect information (oral or written) to University officials, non-university law enforcement officers, faculty or staff.
- (b) Possession, use or attempted use of any form of fraudulent identification.
- (c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation, the Sstudent Conduct Review Process, including knowingly initiating a false complaint

(3) Disruptive Conduct

- (a) An act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Obstructing the free movement of other students around the campus, interfering with the use of University facilities, preventing the normal operation of the University; or conducting any event that interferes with the normal progress of academic events on campus.
- (c) Engaging in obscene or indecent conduct.
- (d) Failure to comply with the administrative policies as enacted by the University.
- (e) Failure to comply with the directions of University officials or authorized agents acting in the performance of their duties. Student organization officers and members shall comply with all directions or requests of University officials, University police officers or authorized agents in a timely manner.
- (f) Hindering or interfering with the Organizational Conduct Review Process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing and/or attempting to discourage an individual's proper participating in, or use of, the Organizational Conduct Review Process.
- (g) Failure to comply with the student organization's constitution.
- (h) Participating in any event with a student organization that is currently on disciplinary probation (with restrictive conditions), has been suspended, or has had their UCF registration revoked.

(4) Harmful Behavior

- (a) Physical violence towards another person or group.
- (b) Harassment: Defined as conduct (including written or electronic communication) based on a protected category (such as race, color, religion, national origin, et al.) which, due to the severity and pervasiveness of the conduct and its targeted nature on the basis of a protected category, (i) has the purpose or effect of creating an objectively intimidating, hostile or offensive educational or work environment; and (ii) has the purpose or effect of unreasonably interfering with an individual's

schooling or employment with the University. Harassment under this provision is conduct (verbal or physical behavior) that would constitute harassment under federal or state civil rights laws or under University Regulation UCF-3.001.

- (c) Bullying: Defined as behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in University life or regular activities, or which would place a reasonable person in fear of injury or death.
- (d) Verbal or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety or well-being of another person or group, or which would place a reasonable person ~~in the victim's position~~ in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the rights of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- (e) Failure to respect the privacy of other individuals.
- (f) Retaliation against or harassment of ~~e~~Complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation of harassment.
- (g) Condoning or encouraging acts of harmful behavior as defined above or failing to stop an act of harmful behavior while it is occurring.

(5) Sexual Misconduct and/or Interpersonal Violence

- (a) ~~Sexual Assault~~Nonconsensual Sexual Conduct - Any nonconsensual sexual ~~conduct or attempted nonconsensual sexual conduct~~contact which occurs on or off the UCF campus.

1. Sexual Contact – includes but is not limited to the following behaviors:

- a. Touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or
- b. contact, however slight, between the mouth, anus or sex organ of one individual with either the anus or sex organ of another individual; and/or

- c. contact, however slight, between the anus or sex organ of one individual and any other object.
- 2. Consent is an affirmative act or statement by an individual that is informed, freely given and mutually understood. Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity. Lack of protest or resistance is not consent. Silence is not consent.
  - a. Responsibilities - It is the responsibility of each person involved in any sexual activity to ensure the consent of the other, or others, to engage in the sexual activity.
  - b. Standard - A determination of whether consent exists will be based on the information the initiator of the sexual act knew or should have known as a sober, reasonable person. Being intoxicated does not relieve an initiator of a sexual act from obtaining consent.
  - c. Incapacitation - If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
    - i. Incapacitation is a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct, and/or the person is unable to physically or verbally communicate consent.
    - ii. This includes but is not limited to conditions due to age, alcohol or drug consumption, being unconscious or asleep, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.
  - d. Duration of Consent - Consent must be ongoing throughout sexual activity, for each sexual act, and can be withdrawn at any time.



or through a third party, using any type of action, method, or means. Cyber stalking is also included in this definition.

(h) ~~Bystander Misconduct~~—Condoning or encouraging acts of sexual misconduct and/or interpersonal violence defined above or failing to stop an act of sexual misconduct and/or interpersonal violence ~~defined above~~ while it is occurring are also violations of this policy.

(i) ~~Attempt~~—Any attempted of the acts defined above are also violations of this policy.

1. ~~Consent, to be valid, must be an affirmative act or statement by each person that is informed, freely given and mutually understood. A determination of whether consent exists will be based on the information the initiator of the sexual act knew or should have known as a sober, reasonable person. Being intoxicated does not relieve an initiator of a sexual act from obtaining consent:~~

a. ~~It is the responsibility of each person involved in any sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity.~~

b. ~~The existence of a dating or sexual relationship between the persons involved, or the fact of past sexual relations is not indicator of consent for any current or future sexual encounter.~~

c. ~~Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity.~~

2. ~~Consent must be ongoing throughout a sexual activity, for each sexual act, and can be revoked at any time.~~

a. ~~Within each sexual encounter, there may be separate individual sexual acts involved.~~

b. ~~Consent to one act by itself does not constitute to another act.~~

c. ~~If verbal consent is not given, ongoing active participation is required for consent.~~

d. ~~Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.~~

- ~~e. — Lack of protest or resistance is not consent~~
  - ~~f. — Silence is not consent.~~
  - ~~g. — Consent can be withdrawn at any time as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.~~
- ~~3. — If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.~~
- ~~a. — Incapacitation is a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct, and/or the person is unable to physically or verbally communicate consent.~~
  - ~~b. — This includes but is not limited to conditions due to age, alcohol or drug consumption, being unconscious or asleep, or because of an intellectual or other disability that prevents the person from having the capacity to give consent~~
- ~~(b) — Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the lewd display of sexual behavior.~~
- ~~(c) — Sexual Harassment: defined as conduct (verbal or physical) of a sexual nature that, due to the severity and pervasiveness of the conduct and the targeted nature of the conduct on the basis of sex, creates an objectively intimidating, hostile, or offensive campus, educational, or working environment for another person. This definition also applies to unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, sexual advances, or requests for sexual favors, when (i) submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic or extracurricular participation, or employment; or (ii) submission to or rejection of such conduct or request is used as the basis for employment decisions or to determine participation in academic or extracurricular activities. Sexual harassment under this provision is conduct (verbal or physical~~

~~behavior) that would constitute sexual harassment under federal or state civil rights laws or under University Regulation UCF 3.001.~~

~~(d) — Condoning or encouraging acts of sexual misconduct or failing to stop an act of sexual misconduct while it is occurring.~~

(6) Alcohol Related Misconduct

- (a) Use and/or possession of alcoholic beverages, except as expressly permitted by law and University regulations/policies.
- (b) Sale and/or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations/policies.
- (c) Furnishing or causing to be furnished any alcoholic beverage to any person under the legal drinking age.
- (d) Behavior under the influence of alcohol.
- (e) Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- (f) Failure of a student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, and/or rents.
- (g) Alcohol Emergencies- University Expectations for Student Organizations. Student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a student organizational event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Student organizations that seek medical assistance for alcohol emergencies may receive exemption for violations of the Organizational Rules of Conduct Section 6 subsections a through f; however, exemption for other Organizational Rule of Conduct violations may not be granted. Student organizations may be eligible for this exemption on a case by case basis at the discretion of the Director of the Office of Student Conduct. Additional information regarding alcohol emergencies can be found at the Office of Student Conduct website: <http://osrr.sdes.ucf.edu>.

(7) Drug Related Misconduct

- (a) Use and/or possession of any narcotic or other controlled substances, and possession and/or use of drug paraphernalia, except as expressly permitted by law.
  - (b) Sale and/or distribution of any narcotic or other controlled substances, except as expressly permitted by law.
  - (c) Cultivation and/or manufacture of any narcotic or other controlled substances, except as expressly permitted by law.
  - (d) Attempt to obtain any narcotic or other controlled substances, except as expressly permitted by law.
- (8) Unauthorized Entry. Unauthorized entry, attempted entry, or loitering in private or restricted areas that are owned and/or operated by the University.
- (9) Gambling
- (a) Play or sponsor of an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization.
  - (b) Unlawful sale, barter, or disposition of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any activity sponsored by a student organization
  - (c) Wagering on a University team or organization in a competition, with or without intent to have a direct influence in the success of the competition
- (10) Hazing- The University does not condone hazing in any form and defines hazing to include but not limited to:
- (a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or association with, any organization. Hazing may result in felony charges.
  - (b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, liquid, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
  - (c) Any activity that could subject the individual to mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced contact which could

result in embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.

- (d) Forcing or requiring the violation of University policies, federal, state, or local law.
- (e) Any activity, as described above, upon which the initiation or admission into or association with a student organization may be directly or indirectly conditioned, shall be presumed to be a "forced" activity, the willingness of an individual to participate in such an activity notwithstanding.

(11) Outstanding Debt. Failure to pay on and off campus vendors in a timely manner. Groups shall not knowingly enter into purchase or rental agreements that are beyond the resources of the organization's ability to pay. The University will not cover outstanding debts of student organizations.

(12) Use of Facilities. Failure to comply with University regulations and procedures for campus events and/or use of campus facilities or grounds. Those individuals acting on behalf of an organization that reserve facilities should check with the University department or office responsible for the facility to guarantee that all procedures have been followed.

(13) Fire Safety and Sanitation

- (a) Tampering with or damage to fire safety equipment.
- (b) Causing, condoning, or encouraging the creation of any situation involving incendiary or other chemicals or substances, explosives, or fire that reasonably may result in danger to another's person or property.
- (c) Possession or use of illegal fireworks, incendiary devices, or dangerous explosives.
- (d) Failure to properly maintain a student organization's facilities or property (or surrounding property) such that a potential danger to the health and safety of the occupants or members of the University and surrounding community is created.

(14) Advertising

- (a) Origination or circulation of any advertising media that contains matter that violates federal, state and/or local laws.
- (b) Origination or circulation of any advertising media containing false or misleading information.

(15) Solicitation and Fundraising. Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

(16) University Wordmark Violations. Unauthorized use of the University's name, abbreviation, trademarks or wordmarks, including the Pegasus, monograms, seal, or other graphic identity symbols. The phrases "UCF" or "University of Central Florida" (or some form thereof) cannot precede the title of the organization. This section refers to but is not limited to, the student organization's: domain name, web address, promotional materials, and uniforms/shirts.

(17) Academic Misconduct

- (a) Unauthorized academic assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record.
- (b) The unauthorized possession of examination or course related material.
- (c) Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the University and the Instructor.
- (d) Knowingly helping any student violate academic behavior standards.

(18) Violation of Local, State, and/or Federal Laws. Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

*Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09, Amended 7-19-12, 9-3-13, 10-29-15, \_\_\_\_\_-16.*

Attachment H

**UCF-5.013 Organization Conduct Review Process; Sanctions; Appeals**

(1) Violation Reports

- (a) Alleged violations of the UCF Organizational Rules of Conduct shall be reported in writing to the Director of the OSC or designee. Incident reports can be submitted for information purposes only, for information purposes with the requirement that the student organization attend an academic integrity seminar, or to initiate the student conduct review process. Upon receiving an incident report, the Director of the OSC or designee may review relevant information and consult with relevant parties regarding the incident in question. In unusual cases, which dictate a decision for the health and safety of any individual, the student body, or any part of the University or its community, the Director of the OSC or designee, upon notifying the VP of SDES, may take immediate action to resolve the situation by placing the student organization on interim suspension. Such action is subject to review at a hearing within ten (10) business days by the VP of SDES or designee to determine the status of the interim suspension. The outcome of an interim suspension hearing shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the VP of SDES or designee shall decide otherwise.
- (b) The Director of the OSC will refer all information warranting disciplinary action to the Office of Student Conduct. The Office of Student Conduct will send written notification to the chief officer of the student organization at their UCF mailing address indicating the nature of the activity in question and what Organizational Rules of Conduct were allegedly violated. The chief officer of the student organization shall serve as the organization's representative in the organization conduct review process. The student organization may not designate an advisor as their representative in the conduct review process.
- (c) Upon receipt of an incident report the Office of Student Conduct has six months to charge a student organization with a violation of the Organizational Rules of Conduct. The Office of Student Conduct may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six month time limit from the date the violation report was filed.
- (d) A student organization charged with alleged violations of the Organizational Rules of Conduct (see UCF-5.012) will receive notice to attend a mandatory preliminary

conference with the Office of Student Conduct. If the student organization fails to attend the mandatory preliminary conference without providing a satisfactory reason for the absence, the student organization may be placed on immediate social probation until such time as the student organization completes the mandatory preliminary conference. During the mandatory preliminary conference the student organization will receive information regarding the Student Organization Conduct Review Process, including the student organization's rights during the process; an opportunity to inspect and/or review the information known at the time charges were prepared and how to contact the Student Government Association Judicial Advisor. At the conclusion of the mandatory preliminary conference, one of the following will occur: case dismissal, mediation, informal hearing, or formal hearing.

- (e) Social probation includes but is not limited to the prohibition of the following: any on or off campus fundraisers, socials, intramural competitions, receptions, service projects, conferences, retreats, etc. The organization may also not be able to update its registration until such time that it appears before a hearing. Groups under social probation may gather at regularly scheduled business meetings.

(2) Options for Resolution of Disciplinary Charges

- (a) Case Dismissal: The Director of OSC or designee may dismiss a case if it is found to not have sufficient facts or evidence to substantiate the claim of misconduct or the misconduct is not a violation of the organizational rules of conduct.
- (b) Mediation: Depending on the nature and severity of the alleged violation, the Office of Student Conduct may recommend formal mediation through the Office of Student Rights and Responsibilities as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is a confidential process where the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back to the Office of Student Conduct for disciplinary action through an informal or a formal hearing. Breach of a mediated agreement may result in a follow up mediation session or the matter may

be referred back through the conduct process at the discretion of the Office of Student Conduct.

- (c) **Informal Hearing:** At the discretion of the Office of Student Conduct, violations found not to warrant a formal hearing may be referred to an informal hearing. At the informal hearing the charged student organization has the opportunity to meet with an Office of Student Conduct staff member and accept responsibility for the charges of violation of the Organizational Rules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (warning, probation, or restrictive probation) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not settled informally, the case will be resolved through a formal hearing.
- (d) **Formal Hearing:** If an alleged violation of the Organizational Rules of Conduct is not dismissed or otherwise resolved, then the Office of Student Conduct shall present in writing formal charges to the student organization. The charged student organization may request either a panel or administrative hearing. ~~In cases of alleged Harmful Behavior or Sexual Misconduct (see Organizational Rules of Conduct, UCF 5.012) the student organization is required to have a panel hearing.~~ The charged student organization's hearing shall only be open to the charged student organization's chief officer, their advisor, the hearing body, witnesses (when called upon), a representative from the Office of Student Conduct, and a university staff member from an appropriate office (Office of Student Involvement, Office of Fraternity and Sorority Life, Recreation and Wellness Center, etc.).

(3) **Formal Hearings.** There are two types of formal hearings – panel hearings and administrative hearings.

(a) **Panel Hearings.**

- 1. A panel to consider an organizational case shall be comprised of members from the Office of Student Conduct Student Conduct Board. The panel shall consist of two (2) faculty and administrative staff members combined and two (2) student members that have been trained by the Office of Student Conduct to hear organizational cases. One panel member shall be selected by the Office of Student Conduct to chair the hearing and report the proposed finding(s) and sanction(s), if any, to the Director of the OSC or designee.

2. At hearings conducted by a panel, an Office of Student Conduct staff member shall act as an advisor to the panel. The Director of the OSC shall receive the panel's proposed finding(s) as to "in violation" or "not in violation" of the Organizational Rules of Conduct and consider any sanctions proposed by the panel.
3. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding of "in violation," they may approve, mitigate or increase the sanctions proposed by the panel.
4. Any decision by the Director of the OSC or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(b) Administrative Hearings

1. Administrative hearings shall be conducted by a faculty or staff member from the Student Conduct Board trained by the Office of Student Conduct to hear organizational cases. The charged student organization shall be informed of the hearing officer assigned to its case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification. The charged student organization shall state in writing the basis for such challenge. A hearing officer so challenged will be excused; however, indiscriminate challenges shall not be permitted. In the event that a charged student organization has opted not to challenge the impartiality of a hearing officer prior to the allotted three (3) business days, the assigned hearing officer shall remain as scheduled.
2. At hearings conducted by an administrative hearing officer, an Office of Student Conduct staff member shall act as an advisor to the administrative hearing officer. The Director of the OSC or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or "not in violation" of the Organizational Rules of Conduct, and consider any sanctions proposed by the administrative hearing officer.
3. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding(s) of "in violation," they may

approve, mitigate or increase the sanctions proposed by the administrative hearing officer.

4. Any decision by the Director of the OSC or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(c) Conduct of Formal Hearings - the following is furnished as a guide to the events in a formal hearing. Please note that all formal hearing proceedings are recorded. The recording is part of the official record of the hearing and no other recordings are permitted.

1. Reading of charges.
2. Student organization response of “in violation” or “not in violation.”
3. Presentation of information in support of the charges.
4. Opening statement by the charged student organization.
5. Questioning of the charged student organization by the hearing body.
6. Presentation and questioning of witnesses in support of the charges.
7. Presentation and questioning of witnesses by the charged student organization.
8. Final questions of the charged student organization by the hearing body.
9. Closing remarks by the charged student organization.
10. Hearing is brought to a close; ~~student organization is invited to await announcement of the proposed finding(s) and recommended sanction(s), if any.~~
11. Student organization is scheduled for a meeting to discuss the hearing panel’s proposed finding(s) and recommended sanction(s), if any.

(d) Deliberations by the panel or the administrative hearing officer are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded. ~~Following deliberations, the panel or the administrative hearing officer will announce to the student the finding(s) and recommended sanction(s), if any. The announcement of the finding(s) and recommended sanction(s), if any, will be recorded as part of the official case record.~~

(e) Case Record for Formal Hearing - The case record shall consist of the following items:

1. A copy of the formal charges in writing.
2. A recording of the formal hearing.

~~3. A recording of the announcement of the proposed finding(s) and proposed sanctions, if any.~~

~~43.~~ All staff memoranda submitted.

~~54.~~ All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.

~~6. The finding(s) and recommended sanction(s), if any, by the hearing panel or administrator.~~

~~75.~~ The Director of the OSC's decision.

(4) Student Organization Rights during the Formal Conduct Review Process - The following rights shall be explained to the charged student organization before the commencement of a formal disciplinary hearing:

- (a) The charged student organization shall be afforded written notice, at least five (5) business days prior to a formal hearing, unless waived in writing. Written notice sent to the chief student officer of the charged student organization's electronic and/or physical address shall constitute full and adequate notice. Written notice shall include:
  1. The name of the organization, the chief student officer's name and organization's address, if applicable.
  2. Date, time and location of the formal hearing
  3. Alleged Organizational Rule of Conduct Violation(s) known at the time formal charges are prepared.
  4. Names of potential witnesses known at the time that formal charges are prepared.
  5. A description of any physical or written documentation known at the time charges are prepared.

Provided that the required notice stated above has been given to the student organization along with its representative(s) but a representative failed to attend a scheduled formal hearing without providing a satisfactory reason for the absence, the organization may be placed on immediate social probation until such time as the organization completes the formal hearing and any further steps in the conduct process. The organization will also not be able to update its registration while on social probation.

- (b) The student organization may have at their own expense and initiative, an advisor present at the hearing. It is the student organization's responsibility to make appropriate

arrangements for the advisor to attend the hearing, and the hearing shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student organization but shall not speak for or present the case for the student organization or otherwise participate directly in the proceeding. A student organization may consult with their advisor at any time during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. A student organization's advisor must not be connected to the actual conduct case or a related case. In addition, an advisor may not serve as a witness. If the advisor does not adhere to their defined role in the student conduct review process, they may be removed from the hearing. The Office of Student Conduct shall maintain a list of impartial advisors and resources available to the student organization.

- (c) All hearings shall be conducted on the basis that the charged student organization is not in violation until the preponderance of evidence proves otherwise. At a student conduct organizational hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply. The burden of proof in a student conduct hearing is not on the student organization charged with a violation of the Organizational Rules of Conduct.
- (d) The student organization's chief officer may inspect any information presented in support of the charges. Information may be presented in support of the charged student organization.
- (e) The university cannot compel any person to attend a student organizational hearing. However, all parties to a student organizational conduct hearing may arrange for witnesses to voluntarily present relevant information during the proceeding. Pertinent information may be accepted as information for consideration by the person or body conducting the student organizational formal hearing. The student organization may hear and question adverse witnesses who testify at the student organizational formal hearing.
- (f) The student organization shall not be forced to present information that incriminates its individual members; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution.
- (g) The proposed finding(s), as well as the Director of the OSC's determination, of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the student organizational formal hearing.

- (h) Should the proposed finding(s) of the hearing body be that the organization is in violation, prior conduct history that has occurred within three academic years of the incident will then be reviewed and may affect the proposed sanctions.
- (i) The final decision shall be furnished in writing to the student organization within fourteen (14) business days following the hearing (the deadline can be extended by mutual agreement of the charged student organization and the Director of the OSC or designee).
- (j) The student organization's registration status shall remain unchanged pending the University's final decision in the matter except in cases where the VP of SDES or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.

(5) Additional Procedures in Cases of Sexual Misconduct and/or Interpersonal Violence. Where a student organization is charged with Sexual Misconduct and/or interpersonal violence, the procedures outlined in UCF-5.006(9)(ef) will apply in addition to the procedures of the Student Conduct Review Process.

(6) Sanctions for Student Organizations

- (a) Disciplinary Warning: An official warning that the organization's behavior is in violation of the Organizational Rules of Conduct and that if the organization is subsequently found in violation of a rule, subsequent action may be more severe.
- (b) Disciplinary Probation: A period of time during which any further violation of the Organizational Rules of Conduct puts the student organization's status with the University in jeopardy. Restrictive conditions may also be imposed as part of disciplinary probation and will vary according to the severity of the offense. Restrictive conditions may include barring or limiting some or all of the organization's activities and/or privileges (including, but not limited to: social activities; intramural competition; organizational competition; Homecoming; eligibility to receive any University award or honorary recognition; privilege to occupy a position of leadership or responsibility in any University student organization governing body, publication, or activity; or ability to represent the University in an official capacity or position). If a student organization is found "in violation" for another violation of the Organizational Rules of Conduct while on disciplinary probation, more severe sanctions may be imposed.

- (c) Suspension: While on suspension the student organization loses its University recognition and/or registration for a temporary period of time. While an organization is suspended, it may not use University resources or participate as an organization in any University activities or events.
- (d) Revocation of UCF Registration: Permanent severance of the organization's relationship with UCF.
- (e) Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
- (f) Educational Sanctions: In conjunction with any sanction listed above, a student organization found to have been in violation of any of the Organizational Rules of Conduct will be assigned educational sanctions such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a student organization has any outstanding educational sanctions at the conclusion of disciplinary probation or suspension, the disciplinary probation or suspension will remain in effect pending completion of the educational sanctions.

(7) Appeal ~~W~~within the Student Organization Review Process

- (a) A student organization found in violation as a result of a hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the Appellate Officer (VP of SDES or designee) within seven (7) business days after the date the student organization was notified of the decision by the Director of the OSC.
- (b) Student organizations may appeal the finding(s) and sanction(s) imposed on the basis of one or more of the following:
  - 1. Irregularities in fairness and stated procedures of the hearing that substantially affected the outcome of the hearing.
  - 2. Discovery of new and significant information that would be likely to change the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  - 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (c) On the appeal form, the student organization must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student organization is dissatisfied

with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.

- (d) The Appellate Officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:

1. reduce the sanction; or.
2. order a new hearing.

- (e) The student organization shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Appellate Officer's appeal load at that particular time. Decisions of the VP of SDES or designee reflect final agency action.

- (f) Any decision by Appellate Officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

- (g) If the Appellate Officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of OSC's final decision letter.

- (8) Student Organization Disciplinary Sanction Review Community ReEngagement and Educational Development (CREED) Program

- (a) Upon completion of one semester of the disciplinary probation or disciplinary suspension (not applicable for one semester probation or suspensions) and upon completion of all educational sanctions/requirements, a student organization has the opportunity to request modification of their disciplinary probation or suspension status through the Community ReEngagement and Educational Development (CREED) Program.

- (b) Requests must be submitted to the Director of the OSC or designee via an online Student Organization CREED Program Submission form that can be found at <http://www.osc.sdes.ucf.edu>. This request may only be submitted once a semester.

- (c) The CREED Program is designed for student organizations to have the opportunity to demonstrate that in the period following a violation of the Organizational Rules of Conduct, they have taken steps to become productive and engaged members of the UCF

community. Student organizations that simply fulfill the minimum requirements of their sanction(s) will not be eligible for the CREED Program.

- (d) A CREED Program application should include information such as the following:
1. Reflection Essay
  2. Faculty/Staff/Advisor (Academic or Organization) Letter of Recommendation
  3. Community Service
  4. Fraternity and Sorority Life (FSL) Letter of Support (*Greek Affiliated Student Organizations Only*)
  5. Proof of Counseling/Assessment (*If applicable*)
- (e) Upon receipt of the CREED Program packet, the Director of the OSC or designee will review to determine whether or not the student organization meets the criteria for review. If the Director of the OSC or designee agrees that the student organizations request meets any or all of the above mentioned criteria, the student organization will be contacted within fourteen (14) business days to schedule a “CREED review meeting” with a committee appointed by the Director of the OSC or designee, comprised of faculty, staff and students.
- (f) Prior to this meeting, the committee will have reviewed the packet and will prepare 10-15 questions to be addressed, as well as provide the opportunity to further discuss why the applying organization disciplinary probation or suspension 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. A time frame of not more than two (2) weeks will be given to the organization to produce requested information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the review with the organization.
- (g) After the meeting, the committee will issue a recommendation to the Director of the OSC or designee. The Director of the OSC or designee will provide a decision to the student organization in writing within ~~five to seven~~ (5-7) business days of receiving the recommendation.
- (h) If the request is denied by the Director of the OSC or designee the decision shall include a concise and explicit written statement that explains the basis for that decision.

- (i) There is no appeal process for a Student Organization Disciplinary CREED Review meeting decision.

*Authority: BOG Regulations 1.001 and 6.0105. History - New 10-16-09, Amended 9-3-13, 10-29-15, \_\_\_\_\_-16.*

Attachment I

**UCF-5.015 Student Academic Behavior Standards**

(1) The Office of Undergraduate Studies, College of Graduate Studies, Registrar's Office, and the Office of Student Rights and Responsibilities will review this regulation periodically.

(2) UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations or grades. Disciplinary action could affect student enrollment status.

(3) Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. Violations of academic misconduct ~~on~~at the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008)

(4) Alleged violations of the UCF Rules of Conduct (Academic Misconduct) shall be reported in writing to the Director of the Office of Student Conduct or designee. When an instructor becomes aware of an alleged violation of ~~student~~academic misconduct and before any ~~academic~~ action is taken, the instructor must:

~~(a)~~—document the alleged violation(s) through the Academic Misconduct Report Form (AMR), available at <http://osc.sdes.ucf.edu>.

Upon receiving an alleged violation of academic misconduct, the Director of the OSC or designee may review relevant information and consult with relevant parties regarding the incident in question.

(a) The Director of the OSC will refer all information warranting disciplinary action to the Office of Student Conduct (OSC). The OSC will send notification to the student indicating the nature of the activity in question and what university rules were allegedly violated.

(b) Upon receipt of an AMR form the OSC has six months to charge a student with a violation of academic misconduct. The OSC may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six month time limit from the date of discovery.

(c) Students charged with alleged violations of academic misconduct will receive notice to attend a required preliminary conference with the OSC to discuss the charges. If the student fails to attend the conference, a hold will be placed on the student's record, preventing them from registering for future classes until the

matter is resolved. Students who leave the university or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved. The student will receive information regarding the student conduct review process, including the student's rights during the process, an opportunity to inspect and/or review the information known at the time charges are prepared, and notice of how to contact the impartial advisor. At the conclusion of the meeting, the OSC will recommend an option for resolution of the academic misconduct charges. These options are case dismissal, informal hearing, or academic formal hearing

~~(b) discuss proposed action with the department chair prior to student notification;~~

~~(c) attempt to notify the student within 10 business days of becoming aware of the alleged violation of academic misconduct; and~~

~~(d) attempt to meet with the student, whether in person or virtually, to discuss the incident and to complete the remainder of the AMR form. The instructor can recommend one of the following options through the Office of Student Conduct:~~

~~1. Documentation only with an Academic Integrity Workshop~~

~~2. Initiate the Conduct Review Process~~

(5) Options for Resolution of Academic Misconduct~~After the AMR form is completed by the instructor, the following steps will be taken:~~

(a) Case Dismissal: The Director of the OSC or designee may dismiss a case if: the reported case fails to have sufficient facts or information to substantiate the claim of academic misconduct; or the reported violation is not seen to warrant punitive disciplinary action; or the reported behavior reported as academic misconduct is not a violation of the Rules of Conduct. An informal conference may be held where the student may be instructed to complete an educational requirement to demonstrate what was learned from the reported behavior. Upon successful completion of the educational requirement, the reported incident will be dismissed.

(b) Informal Hearing: At the discretion of the OSC, violations found not to warrant a formal hearing may be referred to an informal hearing. At the informal hearing, the charged student has the opportunity to meet with an OSC staff member or

designee and accept responsibility for the charges of violation of academic misconduct. At the informal hearing level the matter will be settled by the following outcomes: punitive sanction (disciplinary warning or disciplinary probation) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing. The outcomes from an informal hearing process (decision of responsibility and recommended sanctions) are final and are not eligible for appealed.

(c) Formal Hearings: If an alleged violation of academic misconduct is not dismissed or otherwise resolved, then the OSC shall present in writing formal charges to the student. The charged student's formal hearing shall be open only to the charged student/co-charged students involved in the same incident, selected advisor, witnesses (when called upon), and a representative from the OSC. Formal notification shall include:

1. The student's name and address.
2. Date, time and location of the formal hearing.
3. The rule(s) of conduct allegedly violated as known at the time formal charges were prepared.
4. Names of potential witnesses known at the time formal charges were prepared.
5. A description of any physical or written documentation known at the time charges were prepared.

(d) Academic Integrity Formal Hearings: Students going through the Academic Integrity formal hearing process may elect an Administrative Academic Integrity Formal Hearing or a Panel Academic Integrity Formal Hearing.

1. Administrative Academic Integrity Formal Hearing
  - i. Administrative Academic Integrity formal hearings shall be conducted by one faculty randomly selected by the OSC from the Student Conduct Board. The charged student shall be informed of the hearing officer assigned to the case and shall have the opportunity to challenge the impartiality of the individual within three (3) business

days of notification. The student shall state in writing the basis for such challenge. A hearing officer so challenged will be excused; however, indiscriminate challenges shall not be permitted. In the event that a student has opted not to challenge the impartiality of a hearing officer prior to the allotted three (3) business days, the assigned hearing officer shall remain as scheduled.

- ii. At hearings conducted by an administrative hearing officer, an OSC staff member shall act as an advisor to the administrative hearing officer. The Director of the OSC or designee shall receive the administrative hearing officer's proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any punitive and/or educational sanctions proposed by the administrative hearing officer.
- iii. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate or increase the sanctions proposed by the administrative hearing officer.
- iv. Any decision by the Director of the OSC or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

2. Academic Integrity Panel Hearings.

- i. A panel to consider an individual case shall be randomly selected by the OSC from the Student Conduct Board and shall consist of at least one (1) faculty, one (1) additional faculty/administrative staff members, and two (2) student members. One panel member shall be selected by the OSC to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of the OSC or designee.
- ii. For panel hearings, an OSC staff member shall act as an advisor to the panel. The Director of the OSC or designee shall receive the panel's

proposed finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any punitive or educational sanctions proposed by the panel.

iii. The Director of the OSC or designee may accept the proposed finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSC or designee accepts the proposed finding(s) of "in violation," they may approve, mitigate or increase the sanctions proposed by the panel.

iv. Any decision by the Director of the OSC or designee to alter proposed sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

(e) Following the Academic Integrity Formal Hearing:

~~(a) the AMR form and all supporting documentation will be submitted to the department chair or unit head.~~

~~(b) the instructor will forward the form to the Office of Student Conduct (Ferrell Commons 7G-227)~~

~~(c) If the student accepts responsibility for the academic misconduct and the recommended action is "Documentation only with an Academic Integrity Workshop", the following steps shall include:~~

- ~~1. the student and the instructor of record review the allegation(s) and sign (physically or virtually) the completed AMR form;~~
- ~~2. the instructor files the AMR form with the Director, Office of Student Conduct (<http://osc.sdes.ucf.edu/reporting>);~~
- ~~3. the student must complete the Academic Integrity Workshop through the Office of Integrity and Ethical Development;~~
- ~~4. an Office of Student Conduct hold will be placed on the student's record until the Academic Integrity Workshop requirements are completed.~~

~~(d) If the student accepts responsibility for the academic misconduct and the recommended action is "Initiate the Conduct Review Process", the final resolution will come from an Academic Integrity Panel following a formal hearing.~~

- ~~(e)~~ — If the student does not accept responsibility for the academic misconduct; or the reported violation of Academic Misconduct is deemed especially egregious; or the student has previously been documented for an Academic Misconduct violation; the student will be required to attend an Academic Integrity Panel as defined in UCF 5.007 (4)(a).
- ~~(f)~~ — The Director of Student Conduct has the ability to change the instructor's recommended action if the violation is particularly egregious or if the student has been previously reported for violating the academic misconduct policy.
- ~~(g)~~ — 1. \_\_\_\_\_ Undergraduate students found “in violation” will be prescribed punitive and educational conduct sanctions appropriate to the findings and recommendations of the Academic Integrity formal hearing Panel. The Office of Student Conduct OSC will report the hearing outcome from the academic integrity hearing back to the instructor, department chair and college dean who will, with consultation with the college to; determine if further course or academic sanctions should be imposed. If the undergraduate program recommends further course or program action, the undergraduate program must notify OSC and Academic Services. Final results of the academic integrity panel formal hearing and/or course or program action must be made available to the student within fourteen (14) business days.
- ~~(h)~~ 2. \_\_\_\_\_ Undergraduate Students found “not in violation” will be notified within fourteen (14) business days. The Office of Student Conduct OSC will report the findings back to the instructor, department chair, and college dean. Students may have their proposed course sanctions removed and the instructor may determine a new grade since no violation was found.
- ~~(i)~~ 3. \_\_\_\_\_ For graduate students found “in violation”, the OSC notifies the Dean of the Academic College in which the graduate program resides. They will in turn notify the graduate program that a student was found in-violation and ask if the program wishes to invoke any program-level academic sanction(s). The student's graduate program will determine if program sanctions are necessary. If they are deemed necessary,

recommendation of program sanction(s) will be made using the *Probation/Dismissal Form* and/or *Conditional Retention Plan*. This information will be forwarded to the College of Graduate Studies. The OSC will be notified if the graduate program recommends additional program sanctions. The results of any formal hearing and/or program action(s) should be available for the student within fourteen (14) business days.

j 4. Graduate students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor may determine a new grade since no violation was found.

(f) Appeals:

k ~~1.~~ 1. Undergraduate or graduate Sstudents found “in violation” as the result of an ~~A~~academic ~~I~~integrity ~~formal~~Panel hearing may appeal the finding(s) and sanction(s) imposed by the Director of the OSC. The appeal must be made in writing to the appellate officer (Provost or designee) within seven (7) business days after the date the student was notified of the decision by the Director of the OSC. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:

~~1-i.~~ 1-i. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.

~~2-ii.~~ 2-ii. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the hearing.

~~3-iii.~~ 3-iii. The sanction(s) are extraordinarily disproportionate to the violation(s).

~~4.~~ 4. The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case, ~~and~~ the information mentioned in the appeal, as well as the appellate officer’s appeal load at that particular time. Decisions of the Provost or designee reflect final agency action.

3. Any decision by the Decisions of the Provost or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

m4. Undergraduate students may appeal program sanctions provided by the student's undergraduate program, per UCF-5.016. Graduate Students may appeal program sanctions provided by the student's graduate program, per UCF-5.017. Students found "in violation" for academic misconduct are not eligible for academic appeal regarding the final grade issued by the course of the reported violation.

(6) Z Designation for Academic Misconduct

- (a) A Z designation ~~is to~~ denotes a student was found "in violation" of academic misconduct while enrolled in a course. A Z designation does not affect a student's grade point average.
- (b) Z designations will remain on a student's transcript if:
  - 1. The student is found "in violation" of academic misconduct and the punitive sanction is suspension for one or more semesters or expulsion; or
  - 2. The student is found "in violation" of academic misconduct twice during their UCF academic career.
    - a. The punitive sanction received in either academic misconduct case has no bearing on the Z designation being permanently placed on the student's transcript.
    - b. A Z designation will be placed in association with both courses in which the student was found "in violation" of academic misconduct.
- (c) If a student is found "in violation" of academic misconduct a Z designation will be placed on their transcript in association with the final course letter grade recorded (ex. ZA, ZB, ZC, ZD, ZF).
- (d) A Z designation will be denoted on the student's transcript as a ZW if a student withdrew from the course prior to the conclusion of the conduct process and was subsequently found "in violation" of academic misconduct.
- (e) OSC will communicate with the Registrar's Office to have Z designations placed on student's transcript following the conclusion of the Conduct Review Process.

- (f) Students have the opportunity to improve the letter grade recorded in association with a course in which they were found “in violation” of academic misconduct through the use of grade forgiveness. The Z designation however will still remain on the student’s transcript.
- (g) A student can attempt to have a Z designation permanently removed through participating in the Community ReEngagement and Educational Development (CREED) Program~~an Academic Misconduct Disciplinary Sanction Review.~~

*Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12, 10-29-15, \_\_\_\_\_-16.*

ITEM: EPC-4c

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Amendment to University Regulation UCF-5.0021 Student Government and Registered Student Organizations

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approve amendments to University of Central Florida Regulation UCF-5.0021.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate University Regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-5.0021 addresses extracurricular opportunities at the university, including the Student Government Association and Registered Student Organizations.

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**Supporting documentation:** Attachment A: Proposed Amended Regulation UCF-5.0021

**Prepared by:** Youndy C. Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

Attachment A

**UCF-5.0021 Student Government and Registered Student Organizations.**

(1) Purpose.

(a) The University of Central Florida encourages its students to actively participate in Student Government and Registered Student Organizations as a way of complementing and extending the classroom experience. Participation in Student Government and Registered Student Organizations is an integral part of the overall University of Central Florida experience, because it provides opportunities for students to network, to develop leadership skills, and to pursue social, civic, recreational, and career interests.

(b) Student Government and Registered Student Organizations provide a valuable service to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. Student Government and Registered Student Organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These activities allow UCF students to meet and interact with local, state, nationally, and internationally renowned scholars, artists, politicians, academicians, and other professionals. Student Government and Registered Student Organization members spend countless volunteer hours each academic year participating in service projects for campus and community efforts.

(2) Student Government.

(a) Student Government ~~shall be~~ is the official representative of ~~all the student body of~~ the University Of Central Florida and aims to represent student issues and concerns at all levels of University decision making. ~~students and student functions on campus~~ However, Student Government must operate with the recognition that the ultimate decision making authority for University affairs rests with the University's Board of Trustees, President or their designees. The University exercises general oversight over all Student Government activities and is directly involved in the Student Government budget process. Student Government is subject to the policies, procedures, rules, and regulations governing or promulgated by the University and/or the Florida Board of Governors.

- ~~(b)~~ Student Government may not act as an agent for the State of Florida or the University Of Central Florida. Student Government may not enter into agreements or contracts which purport to bind the University for any purpose.
- ~~(bc)~~ Student Government is authorized to make recommendations to or through the Vice President for Student Development and Enrollment Services concerning all University policies, regulations and operating procedures which significantly affect students and, further, is authorized to nominate students to serve on University committees, councils, and boards which have student membership or representation. Student Government may adopt internal procedures, including a constitution, bylaws, student statutes, and other student legislative acts; may establish appointed or elected student officer positions; and may recommend University employment or personnel to carry out its functions. Any internal procedures adopted by Student Government must be consistent with applicable law, UCF and Florida Board of Governors' policies and regulations, and must generally serve the best interests of the UCF Student body. Internal procedures of Student Government are not effective unless approved by University administration.
- ~~(ed)~~ Subject to the approval of the President, Student Government may adopt a constitution and by laws, establish appointed or elected offices and recommend employment of personnel required to carry out its functions. Student Government is authorized to make recommendations to or through the Vice President for Student Development and Enrollment Services concerning all University policies, regulations, and operating procedures which significantly affect students and further, is authorized to nominate students to serve on University committees, councils, and boards, which have student membership or representation.
- ~~(de)~~ Through its own constitutional procedures and in accordance with Section 1009.24(10)(b), Florida Statutes, Student Government may ~~determine proposed~~ how the allocation and use of that portion of University fees fixed by law and designated as Activity and Service Fees will be spent at the University. The University must give approval to the proposed allocation and use of Activity and

Service Fees, and the President may veto any particular line item in the Activity and Service Fee budget proposal.

- (ef) All Activity and Service Fees shall be maintained in accounts kept by the UCF Finance and Accounting Office. All contracts and purchases on behalf of Student Government shall be made in accordance with ~~u~~University rules, regulations, and policies, and all appointments and payments of personnel shall be made in accordance with University personnel and payment procedures.
  - (fg) Student Government shall audit all accounts which receive and/or expend Activity and Service Fees.
  - (gh) At the end of each university fiscal year, unexpended Activity and Service Fees shall revert to Student Government for reallocation in the subsequent fiscal year.
- (23) Registered Student Organizations.
- (a) Any student association, group, or organization other than the Student Government Association is eligible for active registration as a Registered Student Organization. Registration is contingent upon the review and recommendation of the Office of Student Involvement, compliance with all registration requirements (including academic requirements for members) and approval of the Student Government Association and Associate Vice President for Student Development and Enrollment Services or designee.
  - (b) Registration of a student organizations by the University ~~shall~~does not imply the University's support for ~~any student organization's~~the purpose, philosophy, or activities of the Registered Student Organization. Registration of a student organization by the University does not mean or imply that the Registered Student Organization has been granted status as an entity or agent of the State of Florida or the University Of Central Florida. The University will not assume any legal liability for any student organization's activities. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age are adults and, therefore, make and are accountable for their decisions and behaviors as individuals and as members of the organization.

- (c) To be considered for registration, a student organization must submit in writing to the Office of Student Involvement a list of UCF student members and their UCF PID numbers, a list of all officers and their UCF PID numbers, the signature of all officers and the faculty/staff advisor(s), and the organization's constitution. Proposed student organizations must have a minimum of twelve UCF student members, ~~except at regional campuses (which need a minimum of eight), and on a case by case basis, when affiliated with a national governing body (which needs a minimum of four).~~ Student membership exceptions apply to student organizations at regional campuses, which need a minimum of eight student members, and, on a case by case basis, to student organizations affiliated with a national governing body, which need a minimum of four student members. A proposed student organization with a mission/purpose that appears to duplicate that of an existing organization may not be recognized. No student organization may be set up so that any individual benefits monetarily from its existence. In seeking, securing and maintaining the privilege to be registered, each student organization must agree in writing to abide by all University policies, procedures, and regulations and to hold harmless the University for any actions or activities of the organization.
- (d) Student Organizations registered by the University may be granted certain privileges as established by Student Development and Enrollment Services. Such privileges may include:
1. The privilege to use University facilities depending on availability, program, and guidelines;
  2. The privilege to request that Student Government allocate activity and service fees to the organization, provided that the student organization adheres to the internal procedures of Student Government;
  3. The privilege to establish dues and sponsor money-raising projects;
  4. The privilege to use the University's name as part of the organization's name as per the Organizational Rules of Conduct;
  5. The privilege to invite guest speakers to campus;
  6. The privilege to grant awards and honors to organization members;

7. The privilege of access to campus for recruiting, fundraising, and publicity;
8. The privilege of a free organizational email address and website;
9. The privilege of access to resources provided by University departments and offices;
10. The privilege to apply for cubicle space on campus;
11. The privilege to program with Student Government Association agencies;
12. The privilege to participate, as a group, in University-sponsored events.

(e) Registered Student Organizations are subject to the Organizational Rules of Conduct. Registered Student Organizations ~~which~~that violate the Organizational Rules of Conduct~~University regulations or policies~~ are subject to disciplinary action. ~~as would be a student who engaged in the same violations.~~ Such disciplinary action may include:

1. Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
2. Revocation of UCF Registration: Permanent severance of the organization's relationship with UCF.
3. Suspension of UCF Registration: Temporary severance of the organization's relationship with UCF for a specific period of time. The period of time and any requirements that must be satisfied before re-registration must be specified in the recommendation of the hearing body.
4. Probation: Temporary restrictions of certain activities on the part of the organization as defined by the hearing body and/or an officially sanctioned status of the organization whereas further violations of UCF policy could result in suspension, revocation of registration, etc.
5. Warning: An official warning that the organization's behavior is in violation of UCF policies, and that if the organization is subsequently found in violation of this policy, subsequent action may be more severe.
6. Restitution: Reimbursement for a loss caused by the organization's actions.

7. Community Service: Assignment to work a specific number of hours at a community service agency or project.
8. Mediation: Official mediation between the organization and any offended parties.
9. Restrictions: Restriction of some or all of the organization's activities or privileges, including, but not limited to, social activities, intramural competition, organizational competition, Homecoming, etc.
10. Organizational Suspension: Suspension of all organization activities with the exception of regular business meetings.
11. Required Educational Programs: Alcohol awareness programs, risk management programs, etc. for a specified percentage of organizational membership.

*Authority: BOG Regulations 1.001 and 6.014. History—New 11-8-79, Amended 12-4-83, Formerly 6C7-5.021, Amended 4-23-03, 10-18-05, Formerly 6C7-5.0021, Amended 2-6-09, 7-2-13, \_\_\_\_\_-16.*

**ITEM: EPC-5**

**EDUCATIONAL PROGRAMS COMMITTEE**  
University of Central Florida

**SUBJECT:** 2016-17 Tenure with Hire

**DATE:** July 28, 2016

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**PROPOSED BOARD ACTION**

Approval of tenure with hire.

**BACKGROUND INFORMATION**

New faculty members are hired each year with tenure. Normally, such faculty members have earned tenure at their previous institution and meet UCF's requirements for tenure. For others, tenure is part of the hiring package when senior faculty members are hired for administrative positions. Department faculty members and the university's administrative officers have approved granting tenure to these faculty members.

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**Supporting documentation:** Attachment A: 2016-17 Tenure with Hire Justifications

**Prepared by:** Cynthia Young, Vice Provost for Faculty Excellence and International Affairs  
and Global Strategies

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President

**Attachment A**

**2016-17 Tenure with Hire Justifications  
Board of Trustees  
July 28, 2016**

**College of Arts and Humanities**

**Dr. Geri Smith, professor  
Department of Modern Languages and Literatures**

Dr. Geri Smith received her Ph.D. in romance languages, with a specialization in medieval French literature, from the University of Pennsylvania in 1998. She was subsequently appointed to the faculty at the United States Military Academy at West Point where she served as professor of French and director of faculty development. Dr. Smith has published in highly regarded journals in her field, has presented numerous national and international conference papers, and has written two books and co-edited a volume. She has received multiple grants. The Department of Modern Languages and Literatures and the College of Arts and Humanities support her tenure with hire.

**College of Business Administration**

**Dr. Qinghai Wang, professor  
Department of Finance**

Dr. Qinghai Wang received his Ph.D. in finance from The Ohio State University. He comes to UCF from the University of Wisconsin where he served as the Sheldon B. Lubar Professor of Finance. His research interests are principally in the areas of investment and portfolio choice and in issues related to shareholder rights and corporate governance. Dr. Wang has published 16 articles in the top journals in his field, including the *Journal of Financial Economics*, *Journal of Finance*, *Review of Financial Studies*, *Journal of Financial and Quantitative Analysis*, *Journal of Business*, *Journal of Corporate Finance*, *Financial Management* and the *Journal of International Business Studies*. Dr. Wang will serve as the director of the doctoral program in finance. The Department of Finance and the College of Business Administration support his tenure with hire.

**Dr. Khim Kelly, associate professor  
Kenneth G. Dixon School of Accounting**

Dr. Khim Kelly received her Ph.D. in accounting from the University of Southern California. In 2008, she was appointed to the faculty of the University of Waterloo where she served as associate professor of managerial accounting and financial accounting. During her tenure at Waterloo, she won awards for teaching, research, and service. In addition, the BYU Accounting Rankings listed Dr. Kelly as the 6th most productive researcher in the world for her sub-discipline. She has published in leading journals in her field and has received nearly \$300,000 in research grant funding during her career. The Kenneth G. Dixon School of Accounting and the College of Business Administration support her tenure with hire.

**Dr. Rebecca Bennett, professor**  
**Department of Management**

Dr. Rebecca Bennett received her Ph.D. in organizational behavior from Northwestern University's Kellogg School of Management. She has served as the Herbert McElveen Endowed Professor of Management and head of the Management Department at Louisiana Tech University since 2004. She has had additional administrative experience as interim associate dean of Graduate Studies and Research at Louisiana Tech. During her academic career, Dr. Bennett has authored or co-authored 29 peer-reviewed journal articles, 12 of which appear in top-level journals in management. Citation rates on her publications are very high. In addition, Dr. Bennett has delivered over 50 conference papers, produced 8 book chapters, and has served as a member or chair of 23 dissertation committees. The Management Department and the College of Business Administration support her tenure with hire.

**Dr. Ronald Piccolo, professor**  
**Department of Management**

Dr. Ronald Piccolo received his Ph.D. in management from the University of Florida. His first academic position was with the UCF Management Department (2005-2009). He returns from Rollins College, where he was the George D. and Harriet W. Cornell Professor of Management. He also served as the academic director of the Center for Leadership Development at Rollins College. During his academic career, Dr. Piccolo has authored or co-authored 23 peer-reviewed journal articles, 13 of which appear in top-level journals in management. Citation rates on his publications are very high. In addition, Dr. Piccolo has delivered 49 monographs, proceedings papers, and conference presentations; conducted 20 academic symposia; and delivered 44 invited addresses. The Management Department and the College of Business Administration support his tenure with hire.

**College of Education and Human Performance**

**Dr. Dave Edyburn, professor**  
**Department of Child, Family and Community Sciences**

Dr. David L. Edyburn received his Ph.D. in special education from the University of Illinois. Since 1992, he has served on the faculty of the University of Wisconsin at Milwaukee, where he was professor and faculty chair for the Zilber School of Public Health. Dr. Edyburn's achievements as an administrator and faculty member have been recognized nationally and at the University of Wisconsin at Milwaukee. He is widely published and has presented at numerous national and international conferences. He has received more than \$7 million in grant funding since 1990. The Department of Child, Family and Community Sciences and the College of Education and Human Performance support his tenure with hire.

**Dr. Jerry Johnson, professor**  
**School of Teaching, Learning and Leadership**

Dr. Jerry Johnson received his Ed.D. in educational administration from Ohio University. Since 2014, he was professor and chair of the Department of Education and Educational Leadership at the University of West Florida. He has held prior academic appointments at the University of North Florida, Ohio University and Eastern Kentucky University. Prior to his experience in higher education, Dr. Johnson was a teacher and principal of a high school. His

research agenda focuses on rural school districts. He has done extensive work in schools in Appalachia, as is reflected in his publishing and grant work. The School of Teaching, Learning and Leadership and the College of Education and Human Performance support his tenure with hire.

**Dr. Paula Kohler, professor**  
**Department of Child, Family and Community Sciences**

Dr. Paula Kohler received her Ph.D. in special education from the University of Illinois. She will join UCF in September from Western Michigan University, where she is currently professor and associate vice president for research. At UCF, she will serve as director of the Florida Center for Students with Unique Abilities. Dr. Kohler's achievements as an administrator and faculty member have been recognized nationally and at Western Michigan University. She has published 27 peer-reviewed journal articles and is the author or co-author of 17 monographs and books, and seven book chapters. She has presented at a substantial number of national conferences and has been the recipient of research grants totaling more than \$1 million. The Department of Child, Family, and Community Sciences and the College of Education and Human Performance support her tenure with hire.

**Dr. Jesse Perez Mendez, professor**  
**Department of Child, Family and Community Sciences**

Dr. Jesse Perez Mendez received a J.D. from Indiana University Maurer School of Law (2002) and a Ph.D. in higher education and student affairs from Indiana University (2006). He was on the faculty of Oklahoma State University for ten years, most recently as head of the School of Educational Studies and associate professor of higher education and student affairs. He also held the Donnie and John A. Brock Professorship in Educational Leadership and Policy at Oklahoma State. Dr. Mendez's achievements as an administrator and faculty member have been recognized nationally and at Oklahoma State. He has a strong publication record and has presented at numerous national conferences. He was selected as a 2015-2016 American Council on Education Fellow and was a Governor-appointed member of the Board of Regents of Northern Oklahoma College from 2007 to 2012. Dr. Mendez will make a significant contribution to UCF. The Department of Child, Family, and Community Sciences and the College of Education and Human Performance support his tenure with hire.

**College of Health and Public Affairs**

**Dr. Alisa Smith, associate professor**  
**Department of Legal Studies**

Dr. Alisa Smith received a J.D. and a Ph.D. in criminology from Florida State University. She served on the faculty of the University of Tampa since 2004, most recently as professor of law and justice. She has been a member of the Florida Bar since 1989 and held various positions in criminal law prior to joining the University of Tampa. She maintains a volunteer legal practice with the Polk County Public Defender's Office where she has worked as an assistant public defender since 2005. Her publication record includes two books, eight peer-reviewed articles, six law review articles and a number of published reports, professional articles, and book chapters. While at the University of Tampa, she developed and administered programs including *Inn of Court* and *Moot Court*. The Department of Legal Studies and the College of Health and Public Affairs support her tenure with hire.

**Dr. Jeremy Hall, professor  
School of Public Administration**

Dr. Jeremy Hall received his Ph.D. in public administration from the University of Kentucky. He comes to UCF from Rutgers University where he served as a tenured associate professor in the School of Public Affairs and Administration. Dr. Hall's publication record includes 3 books and 19 book chapters; 25 peer-reviewed articles in highly ranked journals in his discipline, including *Journal of Public Administration Research and Theory* and *Public Administration Review*; and he currently has approximately 15 manuscripts under review or in preparation. He has presented at a substantial number of national and international conferences, and has been awarded grants totaling more than \$500,000. Dr. Hall has taught and designed numerous courses in his field. The School of Public Administration and the College of Health and Public Affairs support his tenure with hire.

**College of Medicine**

**Dr. Claudia Andl, associate professor of medicine  
Burnett School of Biomedical Sciences**

Dr. Claudia Andl received her Ph.D. from the University of Essen. Her area of study was desmoglein 3 incorporation into desmosomes. Following graduation, she trained as a postdoctoral research fellow in the GI division of the Department of Medicine at the University of Pennsylvania School of Medicine. She comes to UCF from Vanderbilt University School of Medicine, where she served as an assistant professor in the Departments of Surgery and Cancer Biology since 2008. Dr. Andl's research program focuses on the roles of cytokine signaling pathways in cancer progression and cancer cell invasion. Her publication record includes 31 peer-reviewed papers and review articles. She has been the recipient of several National Institutes of Health awards, including a current R01 grant from the National Institute of Diabetes and Digestive and Kidney Diseases on the role of Activin A in esophageal cell invasion. She was awarded the Outstanding Research Scholar Award from the Foundation for Digestive Health and Nutrition and American Gastroenterological Association. The Burnett School of Biomedical Sciences and the College of Medicine support her tenure with hire.

**Dr. Saleh Rahman, professor of medicine  
Department of Medical Education**

Dr. Saleh Rahman received his Ph.D. in health behavior (behavioral epidemiology) from the University of Alabama at Birmingham. He comes to UCF from Florida A & M University where he was a tenured professor of behavior sciences and health education. A number of Dr. Rahman's efforts have centered on bringing medical care to the underserved in the Tallahassee area. He is a two-time recipient of the Minority-Serving Institution Faculty Scholar in Cancer Research Award from the American Association of Cancer Research and National Cancer Institute (2008 and 2010). He is currently the director on a P20 grant from the National Center on Minority Health and Health Disparities of the National Institutes of Health and co-investigator on a National Cancer Institute/National Institutes of Health P20 grant. In addition to his national and international scholarly works, he has published a number of non-medical books that range from fiction to children's books in his native Bengali language. The Department of Medical Education and the College of Medicine support his tenure with hire.

**Dr. Hongxia Zhou, associate professor of medicine  
Burnett School of Biomedical Sciences**

Dr. Hongxia Zhou received her M.D. in pharmacology from the University of Freiburg Medical School. She subsequently underwent postdoctoral training at the University of Massachusetts Medical School and at Thomas Jefferson University School of Medicine. Since 2008, she has been on the faculty of Thomas Jefferson University where she is currently an associate professor in the Department of Neurology. Dr. Zhou's research focuses on the use of novel transgenic rats as a model for understanding mechanisms of neurodegenerative diseases including ALS and Alzheimer's Disease. She currently has two R01 grants from the Neuroscience Institute of the National Institutes of Health, and has a number of pending grant applications. Her teaching experiences include medical student and Ph.D. graduate courses. The Burnett School of Biomedical Sciences and the College of Medicine support her tenure with hire.

**College of Sciences**

**Dr. Robert Littlefield, professor  
Nicholson School of Communication**

Dr. Robert Littlefield received his Ph.D. in speech communication from the University of Minnesota. He has served on the faculty of North Dakota State University as a professor in the Department of Communication and has had vast administrative experience, including service as interim dean, chair and associate chair. Dr. Littlefield's research focuses on risk and crisis communication and he is the recipient of more than \$3 million in external grants as PI or Co-PI, including awards from the United States Department of Agriculture and Homeland Security. He has served as editor or on editorial boards for several highly respected journals. The Nicholson School of Communication and the College of Sciences support his tenure with hire.

**Dr. Eduardo Texeira, professor  
Department of Mathematics**

Dr. Eduardo Texeira received his Ph.D. in mathematics from the University of Texas at Austin. After holding a three-year Hill Assistant Professorship at Rutgers University, he joined the faculty of Universidade Federal do Ceará in Brazil where he served as professor of mathematics. Dr. Texeira's research interests include nonlinear partial differential equations, free boundary problems, and effective methodologies in pedagogy of undergraduate mathematics. For his scientific accomplishments, he was awarded the 2013 Mathematical Congress of the Americas Prize and was elected Permanent Fellow of the Brazilian Academy of Sciences in 2014. He was the recipient of a National Science Foundation research grant in 2006 and was principal investigator on a number of grants while in Brazil. He has successfully supervised six Ph.D. students with high-quality publications. The Department of Mathematics and the College of Sciences support his tenure with hire.

## **Rosen College of Hospitality Management**

### **Dr. Murat Hancer, professor Department of Hospitality Services**

Dr. Murat Hancer received his Ph.D. in hospitality management from The Ohio State University. He then joined the faculty of the School of Tourism and Hotel Management of Adnan Menderes University, subsequently becoming founding chair of the Department of Food and Beverage Management. In 2006, he was appointed as an associate professor at Oklahoma State University School of Hotel and Restaurant Administration and was promoted to full professor in 2013. Dr. Hancer has authored 47 peer-reviewed research articles over the course of his career, with many in top journals in the hospitality discipline. He is the author or co-author of four books and three book chapters. He has been a frequent invited lecturer at a variety of national and international venues. In 2014, he was the recipient of the Regents Distinguished Research Award at Oklahoma State, as well as the Best Paper Award at the 19<sup>th</sup> Annual Graduate Education and Graduate Research Conference in Hospitality and Tourism. He has extensive teaching experience and has served as graduate program coordinator at Oklahoma State, where he was responsible for the master's and doctoral degree programs in the School of Hotel and Restaurant Administration. The Department of Hospitality Services and the Rosen College of Hospitality Management support his tenure with hire.

**ITEM: INFO-1**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Citizen Science Geographic Information Systems in Belize

**DATE:** July 28, 2016

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For information only.

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**Supporting documentation:** Attachment A: Citizen Science Geographic Information Systems in Belize

**Prepared by:** Timothy Hawthorne, Assistant Professor, College of Sciences

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President

# **Citizen Science Geographic Information Systems in Belize**

**Timothy L. Hawthorne**

**Assistant Professor of Geographic Information Systems**

**UCF Department of Sociology and GIS Cluster Initiative**



# Why Citizen Science GIS in Belize?



## Visualizing local knowledge:

- key to improving research & education
- key to addressing social & environmental inequalities



# Meaningful learning opportunities with geographic information systems and maps



Collecting marine debris data in Caye Caulker



Collecting land use and building data in San Ignacio

# Working with communities rather than in communities on action-oriented research



University of Belize, UCF, and San Ignacio town planners map the town's building infrastructure for disaster management



UCF and Ocean Academy students map marine debris and develop a recycling plan for Caye Caulker

# Challenge students to think about why and how they can impact broader society



“I had never done field work before and I learned what GIS stood for about a week before we left. The learning experience, from the labs before to the field work, to the project after has been great at teaching me how to really apply the information instead of just inputting things onto a screen for a grade.” - Emily Clark, first year student



# Citizen science mapping applications to engage communities

A screenshot of a web browser displaying a GIS application. The browser's address bar shows the URL 'ucfonline.maps.arcgis.com/apps/Viewer/index.html?appid=725aeea1e27248d59358edf135a48ed4'. The application title is '2016 San Ignacio Land Use Planning' with the subtitle 'Mapping Potential Flood Damage and Shelters'. The map shows a street grid with buildings colored in red, purple, blue, and green. A legend on the right side of the map identifies the colors: purple for 'Most At Risk Buildings', red for 'At Risk Buildings', blue for 'Highest Potential Flood Shelters', and green for 'Potential Flood Shelters'. A blue box labeled 'Mapped Buildings' is also present. A pop-up window titled '2016 San Ignacio Land Use Planning Web Application' is open, providing text about the survey results. A 'Close' button is visible at the bottom of the pop-up. On the left side of the map, a table lists details for 'At Risk Buildings'.

At Risk Buildings:	
Wall Type	Concrete
Roof Type	Corrugated Metal
Occupied	Occupied
Building Use	Residential-R
Number of Floors	2
Basement	Basement Included
Building Name	
Comments	

## Comparison of Marine Debris and Estimated Foot Traffic in the Tourist District of Caye Caulker, Belize



Researchers: R. Byfield, M. Barringer, D. Gray, B. Pierre, R. South  
 All data were collected in the field on June 1, 2016 via ArcCollector as part of a collaborative research initiative between the University of Central Florida and Ocean Academy.



## **NSF REU Site: Preparing the Next Generation of Scholars through Community GIS and Citizen Science in Orlando and Belize**

**\$374,480**

**2016-2019**



**<http://www.citizensciencegis.org/ucf-reu-site/>**

**ITEM: INFO-2**

**EDUCATIONAL PROGRAMS COMMITTEE**  
*University of Central Florida*

**SUBJECT:** Florida Solar Energy Follow-up Report

**DATE:** July 28, 2016

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For information only.

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**Supporting documentation:** Attachment A: Florida's Energy Research Institute  
Attachment B: Self-study Review, Florida Solar Energy  
Center (FSEC), University of Central Florida (UCF)

**Prepared by:** James Fenton, Director, Florida Solar Energy Center

**Submitted by:** A. Dale Whittaker, Provost and Executive Vice President

Attachment A



# FLORIDA SOLAR ENERGY CENTER®

*Creating Energy Independence*

## Florida's Energy Research Institute



*James Fenton, Director  
UCF Board of Trustees  
Educational Programs Committee Meeting  
July 28, 2016*

INFO-2

# Presentation Outline

- return on investment (ROI)
- industrial collaborative partnerships
- intellectual property
- principal research areas
- state certification and testing standards
- professional training and jobs
- STEM education
- opportunities

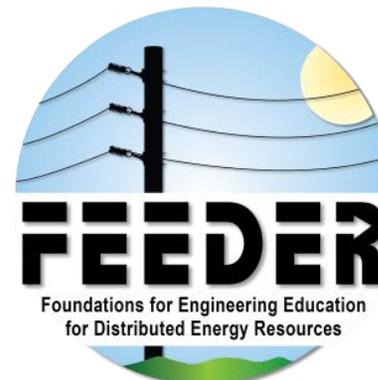


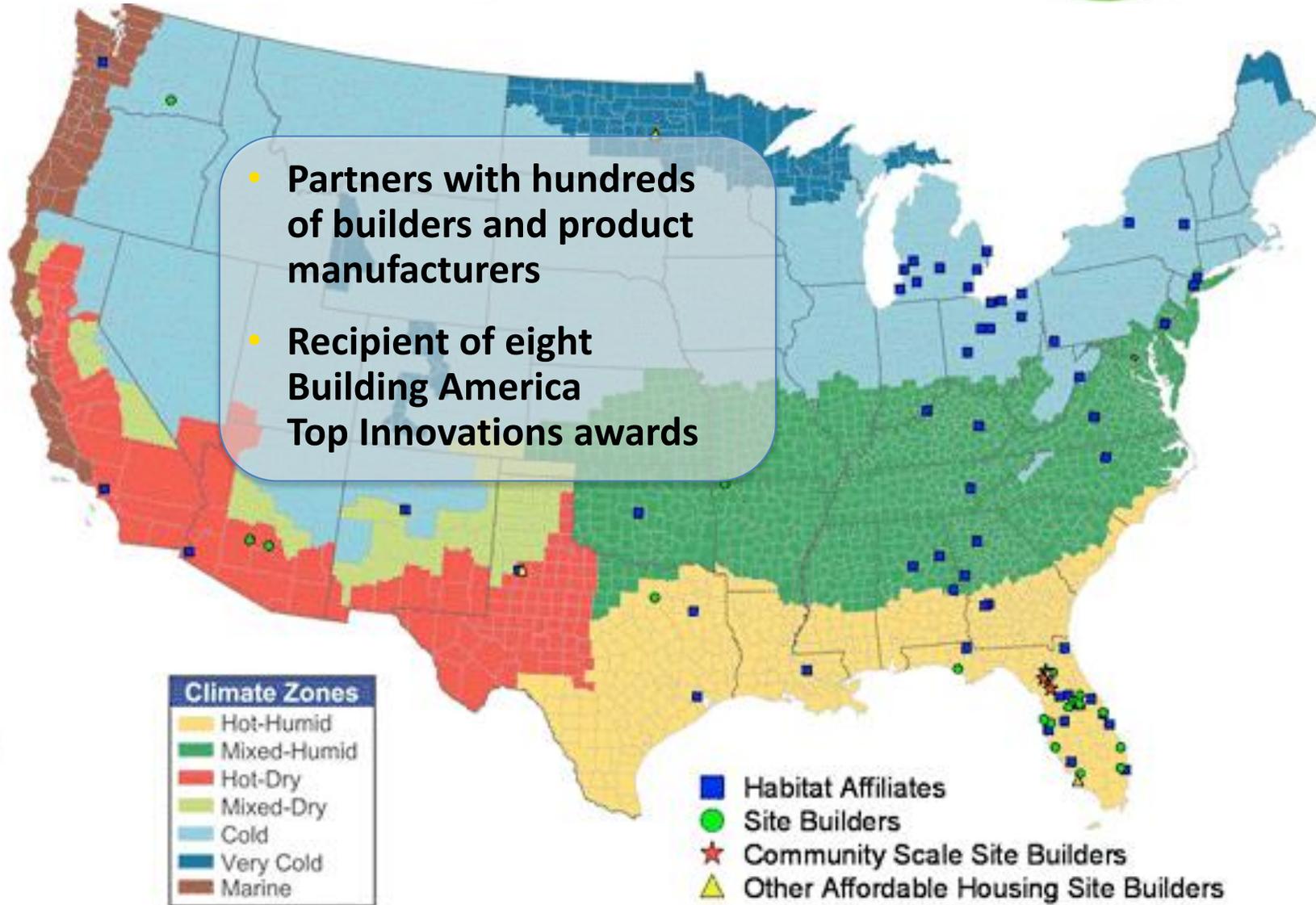
# Return on Investment (ROI)

Revenue Source	2008-15	Annualized
Total revenues	\$116,621,786	\$14,577,723
UCF funding	\$25,585,953	\$3,198,244
<b>ROI =</b>	<b>356%</b>	<b>356%</b>



# Industrial Collaborative Partnerships





- Partners with hundreds of builders and product manufacturers
- Recipient of eight Building America Top Innovations awards

# Zero Energy Homes

Concept created and proven by UCF's FSEC in 1998, now prevalent across entire nation

*“We’re proud of you, FSEC! As many times as we may try in this blog, we will never be able to repay you for your help in making LifeStyle Homes one of the nation’s leading solar power, energy efficient, home builders. Without your help, we would never have been able to develop our guaranteed HERS 59 LifeStyle SunSmart<sup>SM</sup> homes or our truly remarkable HERS 0 (zero) LifeStyle Net Zero Energy SunSmart(PV) homes which promise their owners Free Electricity for Life!”*

— LifeStyle Homes



INFO-2



6



Electric Vehicle Transportation Center

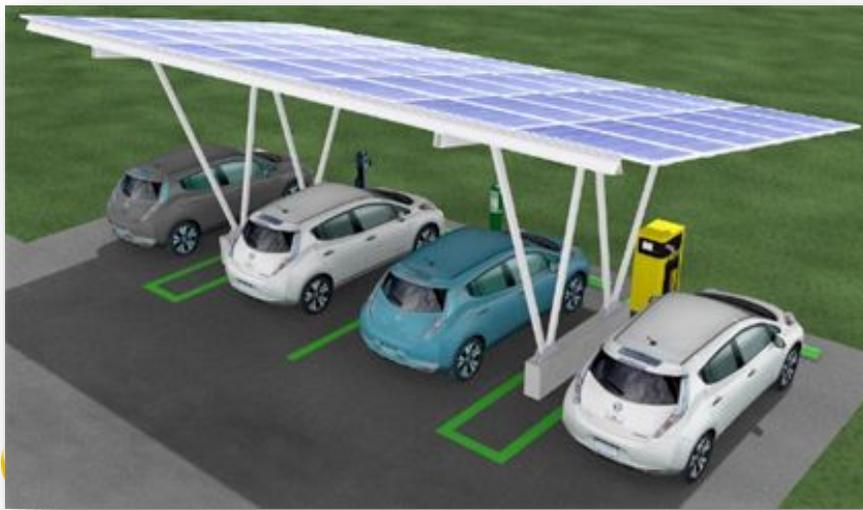


**HNEI**

Hawai'i Natural Energy Institute  
University of Hawai'i at Mānoa



**TUSKEGEE**  
UNIVERSITY

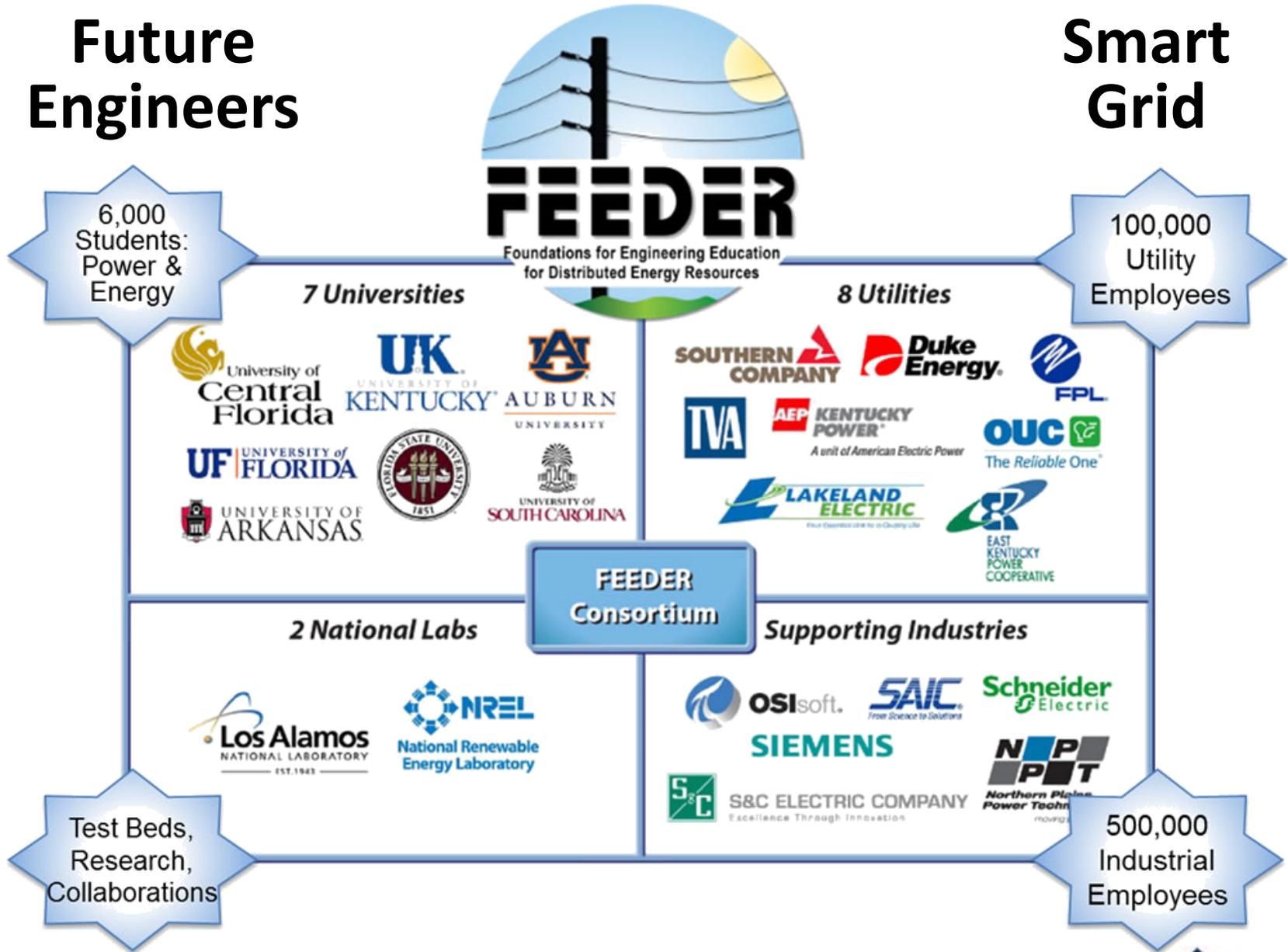


# Electric Vehicles

- nation's first U.S. Department of Transportation Center on Electric Vehicles
- university and industry partnership to advance charging, Vehicle-to-grid (V2G), and alternative fuels Infrastructure

# Future Engineers

# Smart Grid



INFO-2



# Intellectual Property



- Gossamer Wind ceiling fan - largest UCF royalty generator (\$2,152,754)
- basis of ENERGY STAR ceiling fan program
- approximately two million fans sold
- saving buyers approximately \$40 million per year



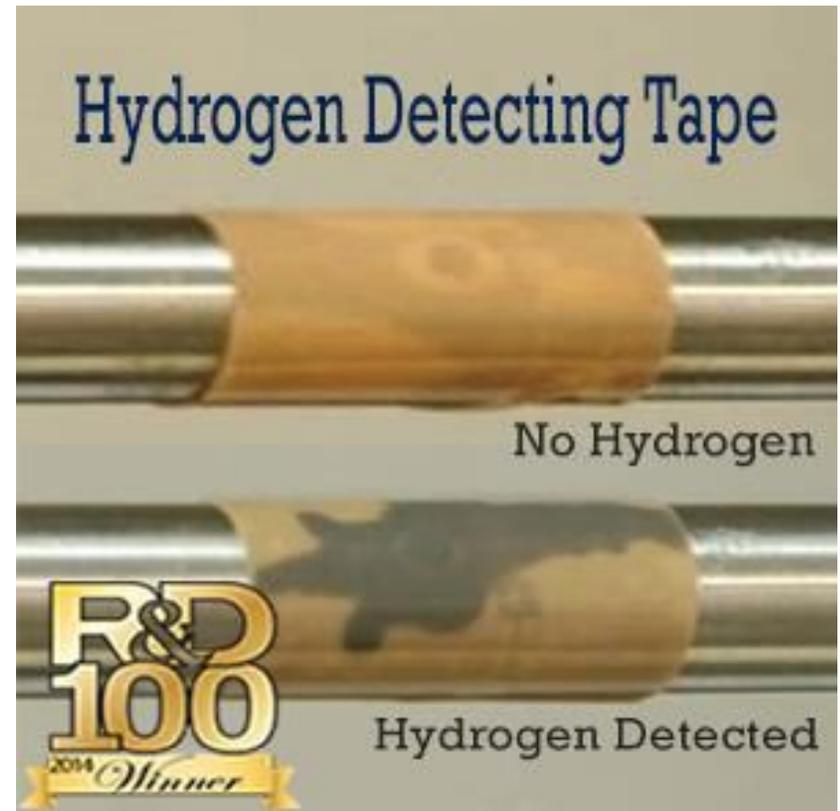


## 2014 R&D 100 Awards

The 100 Most Innovative Technologies Introduced in 2013

- UCF's first R&D 100 Award
- partner: NASA Kennedy Space Center
- licensee: HySense Technology

[http://www.bizjournals.com/orlando/morning\\_call/2014/09/ucf-recognized-with-an-oscar-of-invention.html](http://www.bizjournals.com/orlando/morning_call/2014/09/ucf-recognized-with-an-oscar-of-invention.html)



INFO-2



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# Principal Research Areas



**Building Energy Efficiency**



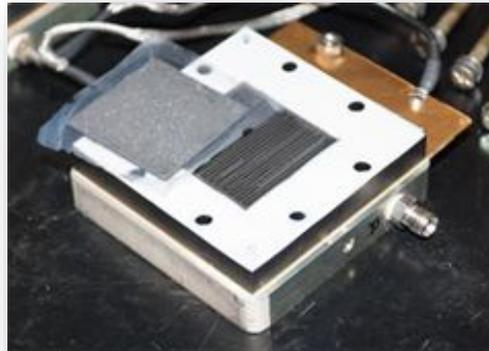
**Solar Energy Applications**



**Photovoltaic Manufacturing**



**Electric Vehicles**



**Fuel Cells/  
Alternative Fuels**



**Energy Storage**



# State Certification and Testing Standards

- Solar Thermal Collector and System Testing and Certification
- Photovoltaic Module Testing and Registration
- Photovoltaic System Design Certification and Registration
- EnergyGauge Software used for FL Building Code and Home Energy Rating

**EnergyGauge**<sup>®</sup>



INFO-2



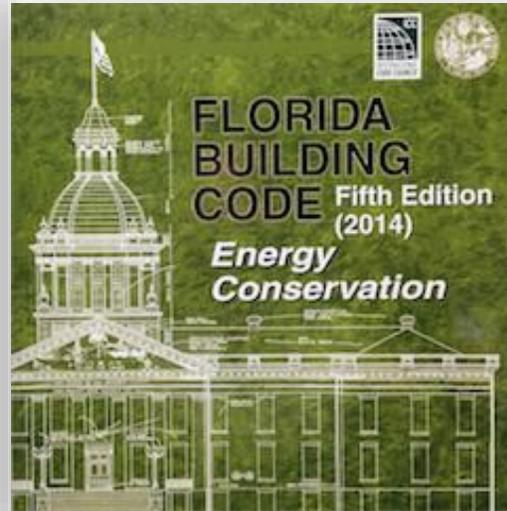
12

# Professional Training and Jobs



## Home Energy Rating System (HERS)

- 1.5 million rated homes
- 45 rater provider companies
- thousands of jobs



Principal technical resource for Florida's (and nation's) Building Energy Codes and standards



Thousands of professionals, educators, and students trained and certified



# STEM Education: K-12 Teachers and Students

- **EnergyWhiz Events at FSEC**
  - more than 1,000 participants
  - 2015 EnergyWhiz Expos in Tallahassee, Gainesville, and Orlando
- **Student Groups**
  - 4<sup>th</sup> grade to college level
  - more than 1,000 students
- **Teacher Workshops**
  - solar schools, hydrogen, solar cookers, photovoltaics



- **Presentations, Special Events and Other Outreach**
  - STEM focused
  - more than 30,000 students



# Opportunities

- energy systems integration - new division will provide increased R&D and partnerships with utilities including Duke Energy, Florida Power & Light Company, Gulf Power Company, and Orlando Utilities Commission
- electric vehicle R&D
- electric vehicle and photovoltaic demonstration projects at Orlando campus, FSEC (Cocoa), and new Downtown Campus
- microgrid - training, research, and demonstration at Eglin Air Force Base





**Questions?**



FLORIDA SOLAR ENERGY CENTER®  
*Creating Energy Independence*

**Self-Study Review  
Florida Solar Energy Center (FSEC)  
University of Central Florida (UCF)**

FSEC-RR-564-15

*Final Report*  
February 2015

**External Review Team Members:**

Bob Savinell, Case Western Reserve University  
Simon Yeung, Avery Dennison  
John Lushetsky, U. S. Department of Energy  
Bill Grieco, Owens Corning

**Author**

**Dr. James Fenton, Director**

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1679 Clearlake Road  
Cocoa, Florida 32922, USA  
(321) 638-1000

[www.floridaenergycenter.org](http://www.floridaenergycenter.org)



## **Introduction**

This document has been prepared for the use of the Florida Solar Energy Center's (FSEC's) External Review Team. The document follows an outline provided by the University of Central Florida. With added sections addressing FSEC's strengths, weaknesses and opportunities

### **Section I. Self-Study Information provided to External Review Committee**

#### **1. Evaluate the effectiveness of the center in meeting its stated mission, goals, and objectives. Indicate whether the center has outgrown or altered its original purpose.**

The Florida Solar Energy Center's motto, "Creating Energy Independence," is as timely now as when FSEC was created by the Florida Legislature in 1974. FSEC's mission is to research and develop energy technologies that enhance Florida's and the Nation's economy and environment, and to educate students, practitioners and the public on the results of the research. The Center has gained national and international recognition for its wide range of basic and applied research, and for its education, training and certification programs.

As a Type I university research institute assigned to the University of Central Florida (UCF), FSEC also functions as Florida's statewide energy research institute. The Center has a 40 year history of basic and applied research excellence, which has grown in scope to include all aspects of renewable energy, alternative fuels, fuel cells, energy storage, electric vehicles, and energy efficiency technologies.

FSEC R&D activities and programs include:

- Hydrogen energy
- Fuel cell technology
- Flow Batteries
- Electric vehicle technologies
- Photovoltaic (PV) systems
- PV cell/module manufacturing
- Solar thermal systems
- High-performance buildings
- Energy-efficiency technologies
- Energy codes and standards
- Simulation model development
- Indoor air quality
- Windows and daylighting
- Photo-electrochemical processes
- Alternative-fueled vehicles
- Product testing and certification
- Education, training and certification
- Energy policy analysis
- Public Outreach

The Center serves or has served as the program lead and research program integrator in many comprehensive and multi-organization research efforts in the areas mentioned above. FSEC also continues to conduct its long standing PV and building systems research programs for DOE and its solar testing and training programs for Florida and the nation's solar industry. The Center's 99-member staff includes 52 professionals with

expertise in energy research, building science, energy policy analysis, and education and training. The remainder of the staff is comprised of technical and administrative support personnel and university student assistants. FSEC’s research and its results are well known nationally and internationally. Over its 40-year history, FSEC has attracted over \$200 million in external contract funding to conduct research for many federal, state and industry clients.

With regard to FSEC’s original mission, energy still remains one of the most challenging and rewarding fields of research and discovery globally and it will remain so for the future. Renewable energy and energy efficiency offer the most promising alternatives to fossil and nuclear fuels making FSEC’s mission as viable today as it was when it was established.

**2. Evaluate the center’s funding and the sustainability of funds. Indicate how the center will manage its activities if funding shifts have occurred.**

The primary obstacle hindering growth and advancement for any organization is the lack of adequate financial resources. FSEC is no different in this regard. Figure 1 presents FSEC’s financial position.

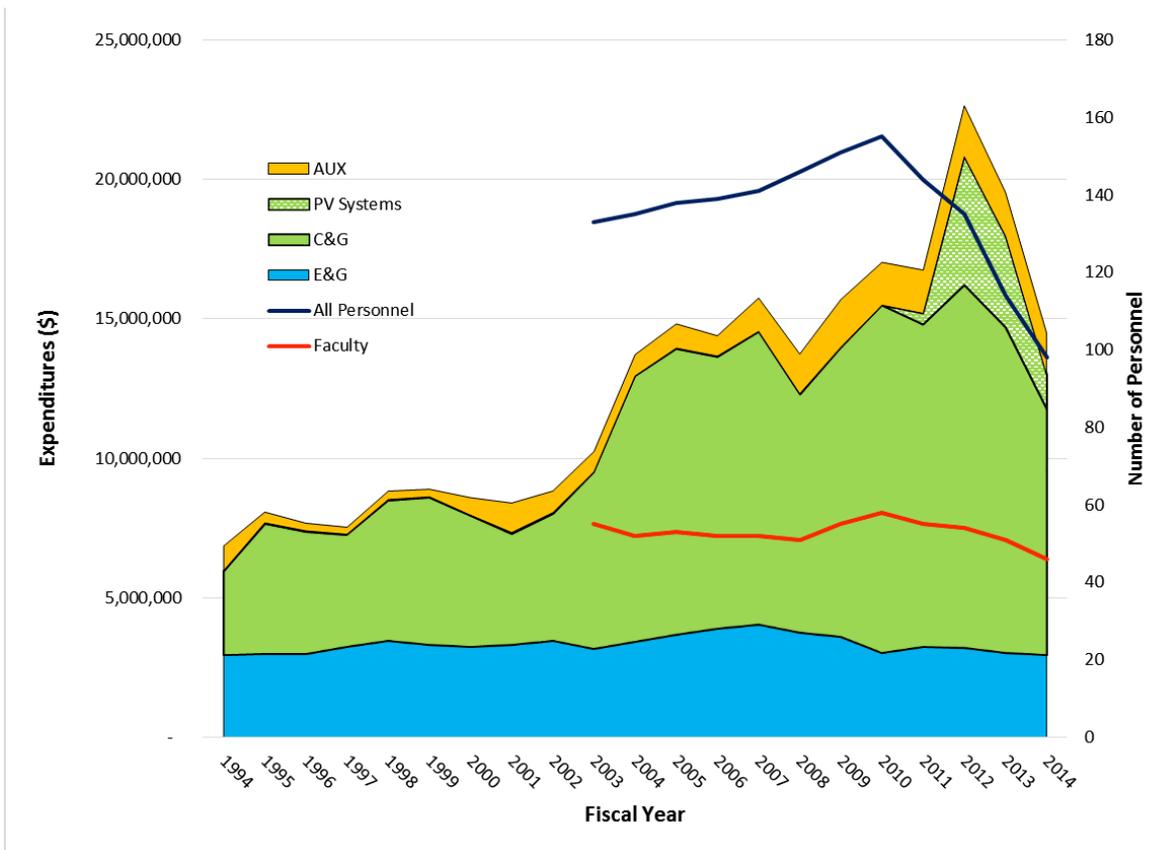


Figure 1. Annual Expenditures and Number of Personnel

Figure 1 shows that the annual state budget (E&G) since 1994 has remained relatively flat (~\$3M), if E&G followed the Consumer Price Index, a 60% increase over the same period, the budget would be \$4.8M. The center uses state funds primarily for salaries and benefits for staff and for infrastructure expenditures. With increased payroll costs, expanded program activities and increasing federal related compliance requirements, an increase to the budget allocation to FSEC is a real need.

The actual expenditures for the single fiscal year of July 1, 2013 to June 30, 2014 were:

State (E&G)	\$ 2,986,818
Contracts & Grants (C&G)	\$10,006,248
Fees (AUX)	\$ 1,500,870
Private	\$ 4,614
<b>TOTAL</b>	<b>\$14,498,550</b>

In the last several years the Center received contracts and grants funds primarily from the U. S. Departments of Transportation, Energy, Defense, Utility Companies and State of Florida Office of Energy. Much of the funding increase from 2011 on has been for PV systems (equipment and not salary) installed under the SunSmart E-Shelters Program, shown as light green in Figure 1. The darker green shading reflects Contracts and Grant funds after subtracting out the PV system equipment.

A functional analysis of the activities of all staff provides the following results.

Primary Functions	(2008)		(2014)	
	# Employees	Percentage	# Employees	Percentage
Research & Development	92	63.0%	61	62.2%
Education & Training	12	8.2%	8	8.2%
Testing & Certification	9	6.2%	5	5.1%
Professional Service	2	1.4%	2	2.0%
General Support Services	31	21.2%	22	22.5%
<b>Totals:</b>	<b>146</b>	<b>100.00%</b>	<b>98</b>	<b>100.00%</b>

Budget comments: The past three years have seen a downward shift in the availability of funds from the U. S. DOE. This has resulted in staff reductions, leaving the current staff at about 67 percent compared to 2008 through 2012. Reducing staff has been the only option available to FSEC to handle funding shortfalls. Finding new funding sources while broadening our areas of research is the number one priority of FSEC. Recent success in this regard is the one-year-old U.S. Department of Transportation "Electric Vehicle Transportation Center" (EVTC); it is an example of funding in a new area of research as well as from a new source.

**3. Evaluate how well the center advances the overall goals of the university and the State University System (SUS) of Florida (UCF and SUS Strategic Planning) Overview: ( <http://afia.ucf.edu/files/StrategicPlanningInfo.pdf> ).**

FSEC's goals and programs are strongly aligned with those of UCF and of the State University System and are set to advance both. FSEC's program activities clearly support the goals of international prominence and focus, inclusiveness and diversity, and partnerships. Offering the best undergraduate and graduate education available in Florida is accomplished through FSEC's partnership with the UCF College of Engineering and Computer Science. Joint research and teaching programs include the US DOT funded "Electric Vehicle Transportation Center" (EVTC; <http://evtc.fsec.ucf.edu/>) and the US DOE funded "Foundations for Engineering Education for Distributed Energy Resources" (FEEDER; <http://feeder-center.org/>) program. The Departments of Electrical Engineering and Computer Science (ECE) and Civil, Environmental, and Construction Engineering (CECS) have partnered with FSEC on the EVTC with a focus on graduate student research and curriculum development. Electrical Engineering has partnered with FSEC in the smart grid graduate student and electric utility workforce education and training program (FEEDER). In addition FSEC has partnered with UCF's College of Education and Human Performance to provide resources and learning opportunities for teacher candidates in the areas of STEM and energy education.

In an effort to prepare students for these post-secondary and graduate education opportunities, FSEC's staff has developed and implemented K-12 science curricula for public schools, professional development opportunities for teachers, and STEM programs for students, including the long-standing EnergyWhiz Olympics (EWO; [http://www.fsec.ucf.edu/en/education/k-12/energywhiz\\_olympics/index.htm](http://www.fsec.ucf.edu/en/education/k-12/energywhiz_olympics/index.htm)). Through the SunSmart Schools Emergency Shelter (E-Shelter) program, 115 ten-kilowatt photovoltaic solar electric systems with battery back-up in 46 Florida school districts (<http://www.fsec.ucf.edu/en/education/sunsmart/index.html>).

FSEC's continuing education programs have encompassed solar thermal systems, photovoltaics, alternative fuels, electric vehicles, energy-efficient building design, energy rating, and energy education for teachers, students and industry. Auxiliary (AUX) operations (see Figure 1) include all "fees for services" activities, excluding all sponsored (contract and grant) projects. Auxiliary programs conducted for the benefit of external customers include: testing and certification of solar thermal collectors/system and PV modules/systems; continuing education workshops and training programs (courses not for university credit); and EnergyGauge software development and support. Internal auxiliary programs include recharge centers such as computer services and managing a small fleet of FSEC vehicles. The expenditures reported here are covered by fees charged to the users of these services. Since FY2007, the expenditures for all Auxiliary operations have averaged about \$1.5M per year.

FSEC is a leader in developing long-standing partnerships with industry and government through the development of standards, testing and certification programs. These programs have evolved from Florida based efforts to national and international

recognition. For example, the International Code Council has adopted the Solar Rating and Certification Corporation as its official standards and their party certification agent. This effort began at FSEC in 1979 as a result of FSEC's support of the Florida and national solar energy industries associations' move towards a system of quality control for its products and services.

**4. Evaluate the collaborative activities of the center with a focus on the center's multi-disciplinary and multi-university activities.**

FSEC's collaborative activities use existing infrastructure coupled with science and engineering faculty members, industry and utilities to create meaningful and productive partnerships.

- a) Building America Partnership for Improved Residential Construction (BA-PIRC), - Formerly known as the Building America Industrialized Housing Partnership (BAIHP), this program is a university-based Building America team competitively selected for funding by the U.S. Department of Energy, Office of Energy Efficiency. BA-PIRC works with developer, builder, supplier, research and utility research partners <<http://www.baihp.org/partners/index.htm>> throughout the United States to foster adoption of systems engineering principles leading to enhanced energy efficiency in new and existing housing. FSEC has been awarded DOE funds of \$13.98 M and \$1.3 M in Cost Share since April 2006 to date. <http://www.ba-pirc.org/>
- b) Electric Vehicle Transportation Center (EVTC) – The EVTC is a U.S. Department of Transportation funded center focused on developing a transportation system to accommodate the influx of electric vehicles and their power demands and made up of transportation and energy experts from the University of Central Florida, University of Hawaii, and Tuskegee University in Alabama. The EVTC program also employs a collaborative working group of industry professionals, utility representatives, manufacturers and national labs and agencies to assist in program development for the purpose of accelerating EV acceptance and adoption. FSEC was awarded \$5.6M over 4 years, which began in September 30, 2013. <http://evtc.fsec.ucf.edu/>
- c) Foundations for Engineering Education for Distributed Energy Resources Consortium (FEEDER). Led by UCF's Electrical and Computer Engineering Department (ECE) and FSEC, FEEDER is made up of eight universities, two national laboratories, eight utilities and eleven industrial companies. Its primary mission is to significantly advance power systems engineering capability in the United States. The overall goal is to accelerate the deployment of distributed power systems technologies through innovative research, cross-institutional highly-collaborative education of the current and future workforce, partnering with public and private entities in energy systems and smart grid, and leveraging well-designed and complementary research, development, test, analysis, and evaluation. UCF was awarded \$3.2 million to lead one of four national DOE consortia that started September 30, 2013. <http://www.feeder-center.org/>

- d) U.S. Photovoltaic Manufacturing Consortium (PVMC) – The PVMC is an industry-led consortium for cooperative R&D among industry, university, and government partners to accelerate the development, commercialization, manufacturing, field testing and deployment of next-generation solar photovoltaic (PV) systems. UCF manages the \$10M dedicated to the c-Si PVMC programs and activities within the PVMC, currently with 14 collaborative projects being carried out in collaboration across the c-Si PVMC member base. There are currently 39 members in the PVMC, 12 specifically signed up for the c-Si activities, with more than 50 additional collaborative and non-member participants. Members and participants span the entire supply chain (e.g., cell/module manufacturers, equipment manufacturers, materials suppliers), with c-Si PVMC members currently offering greater than \$500K per year of cash and in-kind support to collaborative consortium projects. It is potentially a critical element of a new UCF manufacturing center initiative in Osceola County. FSEC was awarded \$10 M in DOE, UCF and Industry funds, to run c-Si PVMC for five years starting September 1, 2011.  
[http://www.uspvmc.org/technology\\_csi\\_PVMC.html](http://www.uspvmc.org/technology_csi_PVMC.html)
- e) Photovoltaic (PV) Regional Test Center (RTC) – The DOE has commissioned five RTCs to provide the long-term technical data and the model validation for the performance and reliability of new PV technologies required to help U.S. PV industry expand; reduce overall costs; and reduce risks to the integrators, owners, and finance groups. The RTCs provide the framework to demonstrate large-scale manufacturing and bankability of new technology pathways. PV systems perform differently at different sites for many reasons (solar resource, environmental conditions, etc.). Thus, one of the objectives of the validation work is to measure and document these differences—to improve industry’s ability to predict the output of new technologies regardless of where they are deployed. The southeast RTC is operated and managed by FSEC with its testing sites located in Cocoa and Orlando, FL. FSEC has been awarded \$1.07 M in DOE funds since August 1, 2011.  
<https://rtc.sandia.gov/test-centers/orlando-florida/>
- f) Southeast Provider of Solar Instructor Training -- The Southeast Solar Training Network is a U.S. DOE funded five-year effort that creates a network offering solar energy training programs across the southeastern region of the U.S. The training network provides train-the-trainer instruction in photovoltaics and solar water heating to faculty from institutions designated by the Energy Offices in the nine partner states and territories. The trained instructors then conduct training in PV and SWH at their educational institutions. FSEC leads the Southeast U.S. network. FSEC has been awarded \$1.08 M in DOE funds since October 1, 2011, with a program end date of June 30, 2015.  
[http://www.fsec.ucf.edu/en/education/southeast\\_training\\_network/index.html](http://www.fsec.ucf.edu/en/education/southeast_training_network/index.html)
- g) SunSmart E-Shelters Program -- The SunSmart E-Shelter Program, coordinated by FSEC, has installed more than 115, ten-kW photovoltaic systems on emergency shelter schools throughout Florida. The Program has added more than one MW of

combined photovoltaic generating capacity to Florida using American-made components. This program, initially funded by the American Recovery and Reinvestment Act of 2009 (ARRA), through the Florida Department of Agriculture and Consumer Services, has been expanded to include additional funding from investor owned and public utilities. In addition, through the program's education and outreach efforts, more than 350 Florida teachers have received professional development in the science and use of photovoltaics. FSEC received DOE ARRA funds of \$9.6 M from Feb 10, 2010 through June 30, 2013. Duke Energy (formerly Progress) provided \$2.25 M (June 2012 – July 2013) and \$1.7 M (October 2013 – March 2015). TECO provided \$0.53 M (June 2013 – February 2015). The Florida Energy Office provided \$0.43 M (June 2013 – Feb 2015). <http://www.fsec.ucf.edu/en/education/sunsmart/index.html>

- h) Florida Energy Systems Consortium – UCF received funding as part of a Florida multi-university program to enhance & expand the use of solar energy and other renewable energy and energy efficiency technologies in the State of Florida. The UCF project was a multi-task R&D effort which supported both FSEC and UCF Electrical Engineering. The program covered a five year period with tasks in biomass, PV, solar thermal and building efficiency. State Funding for FSEC of \$4.1M July 2008 – December 2012. <http://www.floridaenergy.ufl.edu/energy-research/>
- i) High Temp Membrane for PEM Fuel Cells – FSEC prepared and evaluated new polymeric electrolyte phosphotungstic acid composite membranes. FSEC led eleven other university/industry teams in meeting DOE targets for membrane resistivity at 120 °C and managed the U.S. DOE's High Temperature Membrane Working Group (HTMWG) (<http://energy.gov/eere/fuelcells/high-temperature-membrane-working-group>). Standardized experimental methodologies to 1) measure conductivity 2) characterize mechanical, mass transport and surface properties of the membranes and 3) predict durability of the membranes and their membrane electrode assemblies was developed. DOE funding of \$2.65 M with \$0.6 M cost share, April 1, 2006 – May 31, 2012.
- j) Central Florida Clean Cities Coalition: FSEC has served as the Coordinator of the U.S. DOE funded Central Florida Clean Cities Coalition since 1997. This project has resulted in slightly over \$1.2 million in contract funding and includes stakeholders from all Florida utility companies, Nissan, GM and local transportation planning organizations. Coalition activities include facilitating the adoption of alternative fuel vehicles (AFVs); assisting in the development of AFV infrastructure; conducting public education and outreach programs; organizing and hosting stakeholder meetings and events; and, providing technical assistance and special training to early adopters of AFVs. FSEC has been awarded) US DOE funds of \$0.5M (Jan 2013 to February 2015). Applied for renewal, asked US DOE for \$0.69 M for April 2015 – April 2017. <http://centralfloridacleancities.com/>

- k) **Go Solar Florida:** Part of the US DOE SunShot initiative, Go Solar Florida serves to reduce the soft costs associated with photovoltaic installations. FSEC is spearheading the effort to streamline and automate PV system design, certification and permitting. FSEC is also providing training and educational opportunities for building officials, solar practitioners, community associations and the general public. As part of this initiative, FSEC has convened a solar energy industry advisory council to assure their participation and acceptance of the system. Initial funds of \$75,000 have been received from Broward County for July 2014- March 2016. Additional funds of \$170,000 are expected for an expanded scope of work. <http://www.broward.org/GoGreen/GoSOLAR/GoSOLARFlorida/Pages/Mission%20Objectives.aspx>
- l) SEMATECH (from Semiconductor Manufacturing Technology) is a not-for-profit consortium that performs research and development to advance chip manufacturing. SEMATECH applied for \$100 million from the US DOE to form the *U.S. Photovoltaic Manufacturing Consortium (PVMC)* with support from the Department of Energy's Photovoltaic Manufacturing Initiative in 2010. This consortium has the potential to boost the U.S. photovoltaic manufacturing industry, speed up commercialization of next generation photovoltaic technologies and products, and considerably increase the U.S. share of this critical market. The SEMATECH consortium, in a joint venture with the College of Nanoscale Science and Engineering (CNSE) at the University of Albany-SUNY and the University of Central Florida (UCF), has secured commitments from over 80 companies, universities and government laboratories nationwide to join this alliance. The consortium had financial commitments totaling \$400 million from state and corporate entities. While this project was not funded as intended, UCF did receive funding for the PVMC-cSi listed as 4) above. The SEMATECH alliance with UCF was based on an interaction between FSEC and Dan Holladay of SEMATECH.

**5. Evaluate the productivity of the center, including an assessment of overall impact and external funding received. Comment on challenges and opportunities, and provide suggestions for improvement, if appropriate.**

Productivity of a research based organization can be measured by calculating return on investment which is defined as contracts and grants (C&G) funds divided by state (E&G) funds. Figure 2 presents a time plot of C&G to E&G funds for the past 30 years with the results showing a 3 to 1 ROI.

The major challenge facing FSEC is the shrinking of opportunities for funding from the U. S. Department of Energy. DOE has been the primary agency providing FSEC's federal funding for the past 30 years. DOE's long-term program strategy has led to a significant drop for university level R&D programs. This problem is a national concern and ranks very high at UCF/FSEC. The DOE programs have shifted to support of industry and national labs. It is noted that the new U.S. DOT electric vehicle program is from a federal agency that makes direct support to university research.

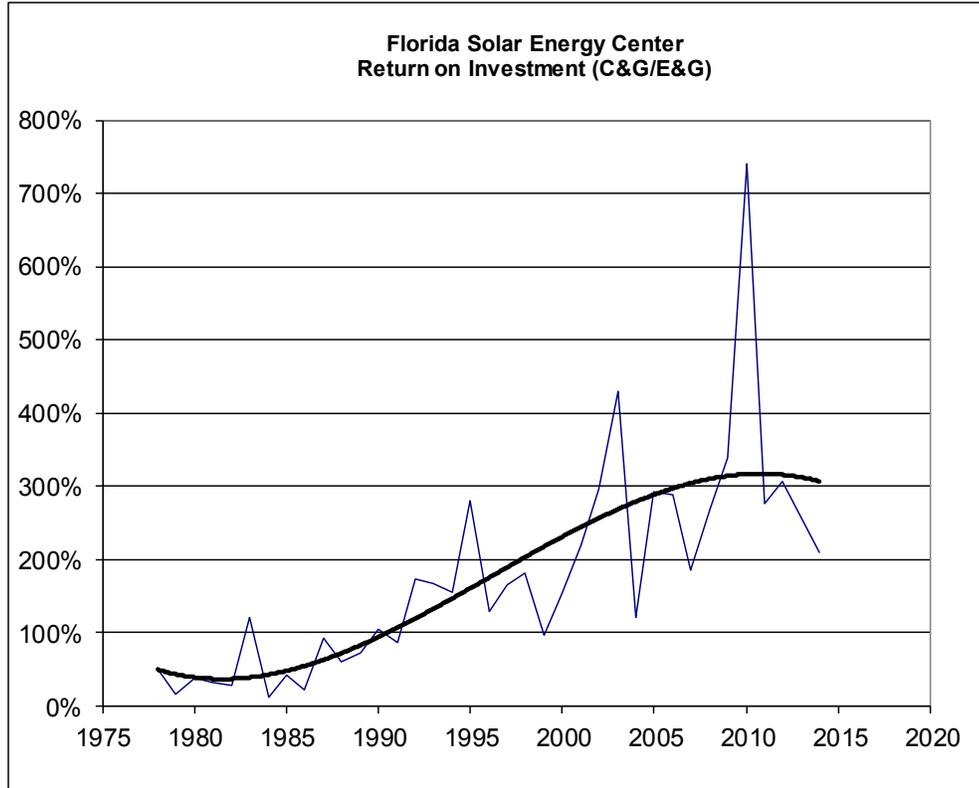
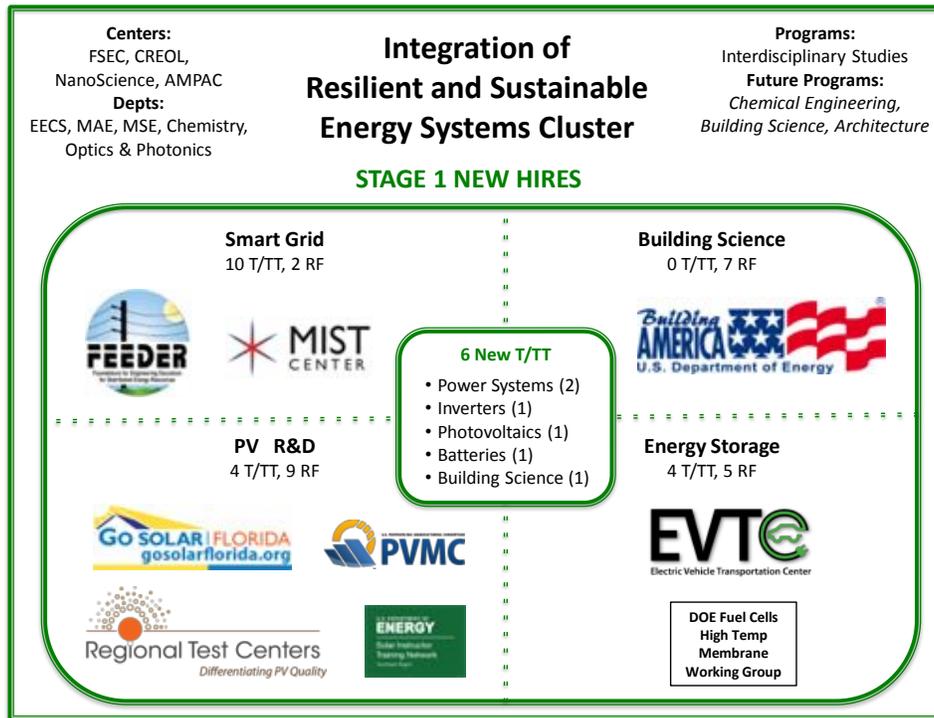


Figure 2.

The second challenge is also funding related and is directed at state funding. As Figure 1 has shown, state funding has remained relatively constant for the past 20 years. Both of these funding reductions cause ripple effects presenting challenges in keeping outstanding faculty, hiring new staff in emerging areas of technology and overall staff morale. They also cause problems for development of new laboratory and other capital improvements. On the positive side, it goes without saying that FSEC's challenges have prompted its faculty to use their capabilities and reputation to develop new programs with federal agencies, private utility companies, and state agencies.

UCF has recently created a Faculty Cluster Initiative designed to leverage UCF's existing strengths and foster the development of strong, interdisciplinary diverse teams focused on solving today's most challenging scientific and societal problems. One hundred new tenure track faculty will join UCF in AY 2015-2016, and an additional one hundred new faculty will be hired in AY 2016-17. 30 to 50 of these will be cluster hires. FSEC is working with other Centers, Departments and Programs to create an Integration of Resilient and Sustainable Energy Systems Cluster (six new tenure-track hires) as shown below.



**6. List center or institute strengths.**

FSEC’s strengths may be listed in many ways, but for this review, three areas are used – existing capabilities, program development and education.

**A. Existing Capabilities**

- Strong reputation
- Technical expertise of faculty
- Support staff and laboratory facilities
- UCF support in both R&D and education
- The adaptability to new opportunities
- Successful cooperative programs

**B. Program Development**

- Reputation with DOE is strong
- Very strong proposal writing skills
- Recognized for high quality R & D
- FSEC brand

**C. Education Programs**

- Continuing Education and K-12
- Public education
- Train-the-trainer programs

**7. List center or institute weaknesses as well as perceived barriers, threats, and vulnerabilities.**

As already mentioned in 5 above, the continuation of funding is the critical problem in maintaining the Center's programs and faculty. In a SWOT analysis done by FSEC staff and the FSEC Advisory Board December, 2014, a number of weaknesses, barriers and threats were identified. Again the critical ones were funding related; however, other areas were:

- Need to increase outreach to other universities
- Focus not always understood by outside entities
- Need to develop Smart Grid Research and Development Focus
- Lack of marketing arm
- Must improve interaction with state energy office and private utilities
- Need to define solar commercialization strategies for Florida
- EV and smart grid development in FL
- Provide national certification in renewable energy and energy efficiency
- Expand Latin American presence
- Provide energy efficiency products testing
- Consult to other state agencies
- Aggressive licensing of IP
- Spin-off businesses
- Need to work with Utilities to increase Utility solar usage

**8. Identify potential opportunities to improve center or institute quality, competitiveness, productivity, or efficiencies not already identified above.**

One other critical area is for FSEC to become a more integral part of the UCF teaching and research programs. To accomplish this goal, FSEC has studied the creation of both an architectural and chemical engineering program at Brevard and has made offers to new tenure and tenure earning faculty members. These activities are critical to FSEC's ability to participate in UCF budget allocation procedures. The second critical area is the need for laboratory equipment. To attract and to provide resources for a new tenure-track faculty, new laboratories are a must. A third element to increasing FSEC's resources and viability is to plan an effort for greatly increased state and/or utility company support. FSEC also has new opportunities in partnering with both the Air Force and Navy in solar energy generation, energy efficiency, electric vehicles and micro-grids. With the new UCF downtown campus there is the opportunity to make the campus a model of sustainability, renewable energy and energy efficiency.