



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees
Nominating and Governance Committee
FAIRWINDS Alumni Center
May 24, 2018
11:30 a.m. – 12:00 p.m.
Call-in Number: 800-442-5794, Passcode: 463796**

Agenda

- | | | |
|-----------------------------|---|--|
| I. CALL TO ORDER | | William Yeargin <i>Chair, Nominating and Governance Committee</i> |
| II. ROLL CALL | | Tanya Perry <i>Coordinator, Legal Affairs</i> |
| III. MEETING MINUTES | | |
| | <ul style="list-style-type: none">• Approval of the March 22, 2018, Nominating and Governance Committee meeting minutes | Chair Yeargin |
| IV. NEW BUSINESS | | |
| | <ul style="list-style-type: none">• Direct Support Organization reports (INFO-1) | Scott Cole <i>Vice President and General Counsel</i> |
| | <ul style="list-style-type: none">• Amendments to UCF-9.001 Schedule of Tuition and Fees (NGC-1) | Scott Cole Youndy Cook <i>Deputy General Counsel</i> |
| | <ul style="list-style-type: none">• Amendments to UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines (NGC-2) | Scott Cole Youndy Cook |
| | <ul style="list-style-type: none">• Amendments to UCF-4.019 Fee Policy- Payments, Refunds and Release of Fee Liability (NGC-3) | Scott Cole Youndy Cook |
| V. CLOSING COMMENTS | | Chair Yeargin |



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees
Nominating and Governance Committee
FAIRWINDS Alumni Center
March 22, 2018**

MINUTES

CALL TO ORDER

Trustee William Yeargin, chair of the Nominating and Governance Committee, called the meeting to order at 9:30 a.m. Committee members Alex Martins and Beverly Seay were present and committee member John Sprouls attended by telephone. Chairman Marcos Marchena was present, and Trustees Ken Bradley, Joseph Conte, and William Self were also present.

MINUTES APPROVAL

The minutes from the January 18, 2018, Nominating and Governance Committee meeting were approved as submitted.

NEW BUSINESS

Approval of Honorary Doctor of Public Service for Governor Jeb Bush

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for Governor Jeb Bush for his significant support to the university. The motion passed unanimously.

Approval of Honorary Doctor of Public Service for Governor Buddy Dyer

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for Buddy Dyer for his significant support to the university. The motion passed unanimously.

Approval of Honorary Doctor of Public Service for Governor James Heekin

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for James Heekin for his significant support to the university. The motion passed unanimously.

Approval of Honorary Doctor of Public Service for Governor Teresa Jacobs

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for Teresa Jacobs for her significant support to the university. The motion passed unanimously.

Approval of Honorary Doctor of Public Service for Thomas Kuntz

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for Thomas Kuntz for his significant support to the university. The motion passed unanimously.

Approval of Honorary Doctor of Public Service for Carolyn Roberts

Trustee Yeargin asked the committee to approve an honorary Doctor of Public Service for Carolyn Roberts for her significant support to the university. The motion passed unanimously.

Chief Emeritus Status for Richard Beary

Trustee Yeargin asked the committee to approve Chief Emeritus to Richard Beary for his accomplishments during his tenure as Chief of Police. The motion passed unanimously.

University Regulation UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers

Youndy Cook, Deputy General Counsel, presented for approval new university regulation UCF-3.0177 *Promotion of Non-tenure-earning Instructional Designers*. The committee unanimously approved the regulation as presented.

Amendment to University Regulation UCF-3.035 University Closings Due to Emergency Conditions

Cook requested approval to amend existing university regulation UCF-3.035 *University Closings Due to Emergency Conditions* to update language related to leave and notification of the university closing. The committee unanimously approved the proposed amendments.

The meeting adjourned at 9:55 a.m.

Respectfully submitted: _____
W. Scott Cole

Date

ITEM: INFO-1

**University of Central Florida
BOARD OF TRUSTEES
Nominating and Governance Committee**

SUBJECT: Direct Support Organization reports

DATE: May 24, 2018

PROPOSED COMMITTEE ACTION

Reports from four of the university's direct support organizations: UCF Foundation, UCF Stadium Corporation, UCF Academic Health, and UCF Finance Corporation.

BACKGROUND INFORMATION

Each of the university's direct support organizations has a UCF trustee on its board. Representatives of four DSOs will give the committee a brief annual update on their respective direct support organizations.

Supporting documentation: None

Prepared by: Scott Cole, Vice President and General Counsel

Submitted by: Scott Cole, Vice President and General Counsel

ITEM: NGC-1

**University of Central Florida
Board of Trustees
Nominating and Governance Committee**

SUBJECT: Amendments to University Regulation UCF-9.001 Schedule of Tuition and Fees

DATE: May 24, 2018

PROPOSED COMMITTEE ACTION

Approve amendments to University of Central Florida Regulation UCF-9.001 Schedule of Tuition and Fees.

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-9.001 is amended to update the repeat course fee for undergraduate students.

Supporting documentation: Attachment A: Proposed Amended Regulation UCF-9.001 (redline)

Prepared by: Youndy C. Cook, Deputy General Counsel
Tracy Clark, Associate Provost for Budget, Planning and Administration and
Associate Vice President for Finance

Submitted by: Scott Cole, Vice President and General Counsel

Attachment A

UCF-9.001 Schedule of Tuition and Fees

- (1) All students shall pay resident or non-resident tuition, as applicable, and associated fees. Tuition shall be defined as the basic fee charged to a student for instruction in credit courses at the University of Central Florida. Non-resident tuition shall be defined as the basic fee and the out-of-state fee assessed to non-resident students for instruction in credit courses at the University of Central Florida. Only those students who qualify as a Florida resident as defined in BOG Regulation 7.005 shall not be assessed the out-of-state fee.
- (2) Associated fees shall include the following:
 - (a) Tuition differential (applied to undergraduate courses only);
 - (b) Student Financial Aid Fee;
 - (c) Non-resident Student Financial Aid Fee (if student is not a Florida resident);
 - (d) Capital Improvement Trust Fund Fee;
 - (e) Transportation Access Fee;
 - (f) Activity and Service Fee;
 - (g) Athletic Fee;
 - (h) Health Fee; and
 - (i) Technology Fee.
- (3) In addition to the fees listed above, a Distance Learning Course Fee of \$18.00 per credit hour will be assessed for online Web-based courses.
- (4) Registration shall be defined as consisting of two components:
 - (a) Formal enrollment in one or more credit courses approved and scheduled by the university; and
 - (b) Payment or other appropriate arrangement for payment (installment, deferment, or third party billing) of tuition and associated fees for the courses in which the student is enrolled as of the end of the drop and add period.
- (5) Tuition and associated fees liability shall be defined as the liability for the payment of tuition and associated fees incurred at the point at which the student has completed registration.
- (6) The following tuition and associated fees shall be levied and collected effective the fall semester indicated for each student regularly enrolled, unless provided otherwise by law or in this chapter.

(a) Students will be assessed the following tuition and associated fees per credit hour:

FALL2017~~8~~

For All Programs Except Doctor of Physical Therapy, Doctor of Medicine, Florida Interactive Entertainment Academy, and UCF Online (amounts per credit hour):

| Fee | Undergraduate | | Graduate | |
|------------------------------------|---------------|--------------|----------|--------------|
| | Resident | Non-Resident | Resident | Non-Resident |
| Tuition | \$105.07 | \$105.07 | \$288.16 | \$288.16 |
| Tuition Differential | \$44.20 | \$44.20 | | |
| Out-of-State Fee | | \$511.06 | | \$785.15 |
| Student Financial Aid Fee | \$5.16 | \$5.16 | \$14.40 | \$14.40 |
| Non-Resident Financial Aid Fee | | \$25.55 | | \$39.25 |
| Capital Improvement Trust Fund Fee | \$6.76 | \$6.76 | \$6.76 | \$6.76 |
| | | | | |
| Transportation Access Fee | \$9.10 | \$9.10 | \$9.10 | \$9.10 |
| Activity and Service Fee | \$11.67 | \$11.67 | \$11.67 | \$11.67 |
| Athletic Fee | \$14.32 | \$14.32 | \$14.32 | \$14.32 |
| Health Fee | \$10.84 | \$10.84 | \$10.84 | \$10.84 |
| Technology Fee | \$5.16 | \$5.16 | \$14.40 | \$14.40 |
| Total | \$212.28 | \$748.89 | \$369.65 | \$1,194.05 |

Doctor of Physical Therapy (amounts per credit hour):

Graduate

| Fee | Resident | Non-Resident |
|------------------------------------|----------|--------------|
| Tuition | \$494.50 | \$494.50 |
| Out-of-State Fee | | \$785.15 |
| Student Financial Aid Fee | \$14.40 | \$14.40 |
| Non-resident Financial Aid Fee | | \$39.25 |
| Capital Improvement Trust Fund Fee | \$6.76 | \$6.76 |
| Transportation Access Fee | \$9.10 | \$9.10 |
| Activity and Service Fee | \$11.67 | \$11.67 |
| Athletic Fee | \$14.32 | \$14.32 |
| Health Fee | \$10.84 | \$10.84 |
| Technology Fee | \$14.40 | \$14.40 |
| Total | \$575.99 | \$1,400.39 |

Doctor of Medicine (annual amounts):

Graduate

| Fee | Resident | Non-Resident |
|------------------------------------|-------------|--------------|
| Tuition | \$25,490.80 | \$25,490.80 |
| Out-of-State Fee | | \$25,594.00 |
| Student Financial Aid Fee | \$1,274.40 | \$1,274.40 |
| Non-resident Financial Aid Fee | | \$1,279.60 |
| Capital Improvement Trust Fund Fee | 270.40 | \$270.40 |
| Transportation Access Fee | \$364.00 | \$364.00 |
| Activity and Service Fee | \$466.80 | \$466.80 |
| Athletic Fee | \$572.80 | \$572.80 |
| Health Fee | \$433.60 | \$433.60 |
| Technology Fee | \$206.40 | \$206.40 |
| Equipment Fee | \$601.00 | \$601.00 |
| Total | \$29,680.20 | \$56,553.80 |

Florida Interactive Entertainment Academy (FIEA) (Fall 2017~~8~~ cohort¹ amounts):

Graduate

| Fee | Resident | Non-Resident |
|------------------------------------|------------|--------------|
| Tuition | \$1,016.51 | \$1,016.51 |
| Out-of-State Fee | | \$785.15 |
| Student Financial Aid Fee | \$14.40 | \$14.40 |
| Non-resident Financial Aid Fee | | \$39.25 |
| Capital Improvement Trust Fund Fee | \$6.76 | \$6.76 |
| Transportation Access Fee | \$9.10 | \$9.10 |
| Activity and Service Fee | \$11.67 | \$11.67 |
| Athletic Fee | \$14.32 | \$14.32 |
| Health Fee | \$10.84 | \$10.84 |
| Technology Fee | \$14.40 | \$14.40 |
| Total | \$1,098.00 | \$1,922.40 |

¹ FIEA cohort requires thirty student credit hours obtained in four consecutive semesters.

Graduates receive a Master of Science degree in Interactive Entertainment.

UCF Online (amounts per credit hour):

| Fee | Undergraduate | | Graduate | |
|------------------------------------|---------------|--------------|----------|--------------|
| | Resident | Non-Resident | Resident | Non-Resident |
| Tuition | \$105.07 | \$105.07 | \$288.16 | \$288.16 |
| Tuition Differential | \$44.20 | \$44.20 | | |
| Out-of-State Fee | | \$194.93 | | \$350.00 |
| Student Financial Aid Fee | \$5.16 | \$5.16 | \$14.40 | \$14.40 |
| Non-Resident Financial Aid Fee | | \$9.74 | | \$17.50 |
| Capital Improvement Trust Fund Fee | \$6.76 | \$6.76 | \$6.76 | \$6.76 |
| Distance Learning Course Fee | 18.00 | 18.00 | 18.00 | 18.00 |
| Total | \$179.19 | \$383.86 | \$327.32 | \$694.82 |

- (b) Pursuant to Section 1009.285 F.S., each student enrolled in the same undergraduate course more than twice shall be assessed an additional ~~\$181.12~~\$190.84 per credit hour charge, in addition to the fees outlined above for each such course.

(7) Students are required to pay an excess hours surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. The excess hour surcharge shall become effective for students who enter a state university for the first time and maintain continuous enrollment as follows:

- (a) For students who enter a state university for the first time in the Fall 2009 semester or any academic term thereafter up to and including Summer 2011, the University shall require the student to pay an excess hour surcharge equal to 50 percent of the tuition rate for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (b) For students who enter a state university for the first time in the Fall 2011 semester or any academic term thereafter up to and including Summer 2012, the University shall require the student to pay an excess hours surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (c) For students who enter a state university for the first time in the Fall 2012 semester or thereafter, the University shall require the student to pay an excess hours

surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

Authority: BOG Regulations 1.001 and 7.001; General Appropriations Act, 2011. History—New 9-25-02, Amended 12-8-03, 11-22-05, 6-27-06, 8-27-07, 12-07-07, 8-19-08, Formerly 6C7-9.001, Amended 6-22-09, 8-12-10, 7-6-11, 9-15-11, 7-3-12, 8-12-13, 7-17-14, 7-17-15, 4-1-16, 7-5-16, 5-18-17, 7-28-17, _____-18.

ITEM: NGC-2

**University of Central Florida
Board of Trustees
Nominating and Governance Committee**

SUBJECT: Amendments to University Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees: Parking Violation Fines

DATE: May 24, 2018

PROPOSED COMMITTEE ACTION

Approve amendments to University of Central Florida Regulations UCF-6.007 Traffic/Parking Regulation and Enforcement and UCF-6.008 Vehicle Registration Fees; Parking Violation Fines

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-6.007 is amended to update the description of the University Parking and Transportation Advisory Committee and to include language to restrict the areas student residents are allowed to park during weekdays. Employees and students at the Rosen campus will now purchase the appropriate classification permit (“B”, “C”, or “D”) instead of an “RL” permit. Duplicate language concerning display of disabled placards is removed. Additional language relating to personal appeals has been added to describe the makeup of the subcommittee which reviews written appeals.

Regulation UCF-6.008 is amended to add new language concerning electric vehicle charging stations. A reference to UCF-6.007 has also been included for on-campus residents. These residents must purchase only the permit designated for their residence and must park in those designated areas during the specified weekday hours. Lastly, new language has been included to indicate that first offenses for failure to display a valid parking permit or license plate will be waived for the first occurrence only.

Supporting documentation: Attachment A: Proposed Amended Regulation UCF-6.007 (redline) and UCF-6.008 (redline)

Prepared by: Youndy C. Cook, Deputy General Counsel
Kris Singh, Director, Parking and Transportation Services

Submitted by: Scott Cole, Vice President and General Counsel

Attachment A

UCF-6.007 Traffic/Parking Regulation and Enforcement.

(1) General Information.

(a) Definitions.

1. The term “vehicle” shall include bicycles, motorcycles, automobiles, trucks, and other mobile equipment.
2. High Efficiency Vehicles: Vehicles which run on rechargeable batteries and gasoline engines combined or which use one or more electric motors or other non-fossil fuel for momentum. Only these vehicles will be allowed to park in spaces that have signs and/or stenciling that state “Hybrid Vehicles Only” or “HEV Parking Only”. Only Electric Vehicles which require electricity for power may park in the parking spaces designated “Electric Vehicles Only”. Vehicles parked in these spaces must be in the charging mode. Maximum time allowed in Electric Vehicle Only spaces is 4 hours. Valid UCF parking permits must be displayed.
3. Decals and hang tags: Printed labels or hang tag permits issued by the university evidencing vehicle registration. For the purposes of this regulation, the words “decal”, “hang tag”, and “permit” are synonymous.

- (b) The University Parking and Transportation Advisory Committee is an advisory body to the president and identified in the Faculty Senate Constitution as a joint committee of the Faculty Senate. The Committee serves as the principal advisory body to the president through the vice president for Administration and Finance, recommending policies and regulations that govern traffic and parking on the UCF campus. The committee shall consist of two (2) faculty members selected by the Faculty Senate Parking Advisory Committee; two (2) students appointed by the president of Student Government Association; two (2) staff members appointed by USPS Staff Council; one (1) Administrative and Professional employee appointed by the vice president for Administration and Finance. The vice president for Administration and Finance will appoint one additional member to serve as chair. The term of service shall be two (2) years, staggered with the exception of student members, who shall serve for one year. The committee may elect a vice-chair to serve in the absence of the chair. The University Parking and Transportation Advisory Committee serves as the

~~principal advisory body to the president through the vice president for Administration and Finance, recommending policies and regulations that govern traffic and parking on the UCF campus. The committee shall consist of two (2) faculty members selected by the Faculty Senate Parking Advisory Committee; two (2) students appointed by the president of Student Government Association; two (2) staff members appointed by USPS Staff Council; one (1) Administrative and Professional employee appointed by the vice president for Administration and Finance. The vice president for Administration and Finance will appoint one additional member to serve as chair. The term of service shall be two (2) years, staggered with the exception of student members, who shall serve for one year. The committee may elect a vice chair to serve in the absence of the chair.~~

- (c) The University Parking Citation Appeals Committee is composed of up to two faculty (2) members, four (4) students, two (2) university employees and one (1) chair. The University Parking Citation Appeals Committee has jurisdiction over violations of the university's parking regulations. In those cases heard before it, this committee will render decisions adjudicating guilt and will impose appropriate monetary or restrictive penalties. The University Parking Citation Appeals Committee reports to the vice president for Administration and Finance.
- (d) Applicability – The provisions of this regulation shall apply at all times to vehicles that are operated or parked on the UCF campus. The fines, penalties and other sanctions against persons in violation of the provisions of this regulation will be enforced as follows:
 - 1. In the case of a vehicle registered with the Department of Parking and Transportation, the university shall assess fines for parking violations against the person in whose name the vehicle is registered with Parking and Transportation Services.
 - 2. In the case of a vehicle not so registered, assessments for parking violations shall be made against the operator if it is determined that the operator at the time of the violation is associated with the university and, in fact, should have registered the vehicle with the Department of Parking and Transportation.

3. If a vehicle is not registered with the university and the operator is not associated with the university, fines will be assessed against the vehicle's state registration vehicle certificate holder.
- (e) Responsibility – Unless otherwise noted, the Department of Parking and Transportation is responsible for the implementation and enforcement of this regulation and for resolution of disputes with regard to the university's parking and traffic regulations.
- (f) Authorizations.
1. Operation of a motor vehicle upon the campus of UCF is a privilege granted by the university. All vehicles parked on the university campus must be currently registered with the Department of Motor Vehicles and display a valid license tag. UCF adheres to Florida State Statutes regarding vehicle registration expiration dates.
 2. The university is authorized and reserves the right to regulate the use of any of its vehicle parking facilities for the exclusive use of designated groups or individuals.
 3. Any individual possessing a valid driver's license may operate a properly registered motor vehicle on the UCF campus in accordance with the provisions of these regulations.
 4. UCF police officers, community service officers (CSO's) and parking patrollers are authorized to issue a university parking and traffic citation to any person or vehicle violating university parking and traffic regulations.
 5. Vehicles are subject to immobilization or being towed from the campus, depending upon the need for such action, as set forth in these regulations.
 6. UCF assumes no responsibility for vehicles, or their contents, parked on campus.

(2) Registration Regulations.

- (a) All motor vehicles parked on the UCF campus must be registered with the Department of Parking and Transportation and have the appropriate parking permit properly displayed while parked on campus. This includes vehicles used by evening and special students. Exceptions to this requirement are as follows:

1. Vehicles displaying “government” license plates.
 2. Properly identified Government officials, such as FBI, ATF, US Customs, etc., who park on campus on official business, whose vehicles do not display an official government tag or other governmental markings, may be issued a one day parking permit free of charge. These permits may be issued at either the Visitor and Parking Information Center or the Department of Parking and Transportation.
 3. Construction personnel and contractors engaged in projects on campus may park within the designated fenced enclosure of the construction site without a UCF parking permit.
 4. Visitors shall comply with subparagraph (i)15 below.
- (b) Registration of more than one automobile and one motorcycle is permissible by paying full price for each permanent decal or hang tag. A hang tag permit transferable from automobile to automobile is also available; however hang tags cannot be transferred from an automobile to a motorcycle.
 - (c) The vehicle registration year begins September 1 and ends August 31 the following year. Each vehicle must be registered with permit properly displayed no later than the first day of classes of each semester.
 - (d) All individuals who register their vehicles at the university must register them online. Registrants may pay for their parking permits online with a credit card, Knight Cash, or pay for them in person at the Department of Parking and Transportation in Parking Garage B.
 - (e) Decal Display – Issued decals are to be permanently affixed to the registered vehicle. Decals must be affixed either to the left rear bumper or on the outside of the rear windshield of the driver’s side. Motorcycle decals must be affixed to the right front fork. Decals not affixed in accordance with instructions will result in a citation for improper display.
 - (f) Hang tag permits must be displayed on the rear view mirror with the permit number and expiration date visible and legible from the exterior of the vehicle.
 - (g) Registrants must register their own vehicle. The Department of Parking and Transportation must be notified of any change in ownership or license plate number.

- (h) Permanent decals are not transferable between individuals or vehicles. Upon sale or other disposal of a registered vehicle, the permanent decal must be destroyed unless the registrant wishes to purchase a replacement decal. If the registrant wishes to purchase a replacement decal, the registrant must remove the original decal from the disposed vehicle and return it (or sufficient fragments thereof, including the decal number) to the Department of Parking and Transportation as proof that the original decal is no longer in use.
- (i) Parking permits are sold or issued under the following guidelines:
 - 1. Only the university president, vice presidents, associate vice presidents, assistant vice presidents, deans and others as approved by the University Parking and Transportation Advisory Committee are eligible to purchase “A” permits. An “A” permit authorizes parking in a 24-hour reserved space, as well as in any other legal parking space on campus that is not reserved for 24 hours daily use. Only a limited number of 24-hour reserved spaces are available.
 - 2. Except as provided otherwise above in subparagraph (i)1, employees with salaries >\$50,001 must purchase “B” permits. “B” permits authorize parking in designated “B”, “C”, and “D” parking areas or in any unreserved parking garage on the campus. Employees with salaries < \$50,000 may purchase either a “B” or “C” permit, but they must park in the type of facility designated by the permit they choose, or in any unreserved parking garage. Category of permit must be selected when the permit order is placed. Full-time employees who are also enrolled in classes are not eligible to purchase student “D” permits.
 - 3. All non-student OPS employees may purchase “B” or “C” permits based on the aforementioned criteria, but they must park in the type of facility designated by the permit they choose, or in any unreserved parking garage on the campus.
 - 4. Eligible non-UCF employees of the Research Park and on-campus vending/retail establishments must purchase only “C” permits. A “C” permit authorizes parking in designated “C” and “D” areas only, or in any unreserved parking garage on the campus.

5. All students who do not live on campus may purchase only “D” permits. “D” permits authorize parking in designated “D” parking areas only or in any unreserved parking garage on the campus. Graduate Teaching Assistants, Graduate Research Assistants and all other student OPS employees must purchase only “D” permits.
6. All students, staff and faculty parking motorcycles, mopeds, or motor scooters on campus must purchase motorcycle (“MC”) permits. “MC” permits authorize parking in designated motorcycle spaces only.
7. Residential students who reside in the Apollo, Libra, Nike, Hercules, and Neptune communities must purchase only “R” permits. “R” permits ~~allow parking in all “D” and are restricted to~~ “R” designated parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday; however, any unreserved parking space may be used at all other times. ~~and any unreserved parking garage, however, p~~Posted overnight and game day restrictions apply.
8. Residential students who reside in the Lake Claire community must purchase only “RL” permits. “RL” permits ~~allow parking in all “D” and are restricted to~~ “RL” designated parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday; however, any unreserved parking space may be used at all other times. ~~and any unreserved parking garage, however, p~~Posted overnight and game day restrictions apply.
9. Residential Students who reside in the Towers at Knights Plaza must purchase only “KP” permits. “KP” permits ~~allow parking in~~ are restricted to parking garage E or G ~~and any designated “D” parking area and any unreserved parking garage~~ between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday; however, any unreserved parking space or garage may be used at all other times. ~~;~~ ~~however, p~~Posted overnight and game day restrictions apply.
10. Employees and students at the Rosen campus must purchase a permit of the appropriate classification (“B”, “C”, or “D”) which may be used for parking on the UCF main campus and the Rosen campus in “B”, “C”, or “D” lots as their permit designates. ~~“Rosen College” permits. A “Rosen College” permit authorizes parking only at the Rosen campus.~~

11. Employees of the Athletics Department, UCF Convocation Corporation (UCFCC), and the Arena, may be issued “F” permits. Approval to purchase an ‘F’ permit must be granted by a designee of the Athletics Department or UCFCC. An “F” permit authorizes parking in parking garage F or any other parking lot or unreserved parking garage that is equivalent to the permit they are issued. “F” permits may be red or blue.
12. Special guests of the university, including but not limited to fully retired UCF employees, eligible campus ministry personnel and State Auditors, shall be issued “G” permits, subject to the availability of such permits. A “G” permit authorizes parking in any legal parking space on campus other than those reserved twenty-four (24) hours a day. Requests for this permit shall be submitted to the Department of Parking and Transportation. Retirees who return to work in a full-time position with benefits are not eligible to receive a “G” permit. “G” permits, whether decal or hang tag, are assigned to the retiree or other eligible person(s) for their use only and may not be transferred to another person. Such transference constitutes fraud and the permit may be revoked. Further, additional permit issuance may be prohibited to the retiree as well as any other individual involved with the use of said permit. A replacement fee may be assessed for a “G” permit that is reported lost.
13. Employees and students of the Health Sciences Campus must purchase an “M” permit of the appropriate classification (“BM”, “CM”, or “DM”). “M” permits allow parking at the Health Sciences Campus and the UCF main campus in “B”, “C”, or “D” lots as their permit designates.
14. Vendor permits are available to vendors who conduct business on the university campus. University departments located off campus may purchase vendor permits for short term, official business only. Vendor permits allow for parking for short term (2 hours) for use of Service Vehicles Only spaces for close parking access to buildings to load or unload materials, supplies, and/or equipment. For all other usage, including any parking exceeding 2 hours, Vendor permits allow use of any “C” or “D” parking lot or unreserved parking garage spaces. Vendor permits are not intended to be used to provide

convenient parking or an alternative to purchasing a parking permit. Departments that purchase vendor permits are specifically prohibited from allowing students to use the permits for non-vendor functions, e.g. to go to class or attend campus events. If heavy lifting of materials is not required, a UCF staff hang tag may be purchased instead. Vendors who need a permit on an infrequent basis may purchase a daily permit that can be used as a vendor permit. In such cases vendors must inform Parking and Transportation Services personnel of their need for a vendor parking permit. Departments found in violation of this regulation will have their vendor permit confiscated and rescinded for the balance of the parking year, and may be designated as ineligible for purchase/re-issue of a vendor permit for a period up to one year.

15. Visitors to the campus shall purchase a daily visitor's parking permit at the Visitors and Parking Information Center or the Department of Parking and Transportation. This permit is to be displayed on the vehicle as instructed and authorizes parking in student ("D") parking lots and unreserved parking garages unless otherwise directed by parking services personnel. Daily permits are valid from time of purchase until 11:59 p.m. of the date purchased. Visitors may also park in any metered parking space by paying the appropriate parking meter fee. Meters may be enforced 24 hours a day, unless otherwise posted.
16. Persons holding current, permanent state-issued disabled ~~placardsparking permits, disabled veteran or wheelchair license plates~~, or temporary state disabled ~~placardsparking permits~~ are required to purchase a UCF parking permit of appropriate classification, i.e., "B," "C," or "D," or "Daily Visitor" to park on the campus.
 - a. Disabled persons with such appropriate permits may park in any available disabled parking space on the campus, including unreserved parking garages, except for those spaces that are restricted, such as designated twenty-four hour reserved or service parking spaces.

~~b. State issued disabled parking permits or license plates and a valid UCF parking permit, or daily visitor permit must be properly displayed on the vehicles.~~

17. Temporary parking permits must be obtained when an unregistered substitute vehicle is being parked on campus. A temporary permit may be obtained at the Visitors and Parking Information Center or at the Department of Parking and Transportation during business hours. A temporary permit for substitute vehicles is issued at no charge and allows the same parking privileges as does the permanent decal for which it substitutes. A temporary permit shall be issued for a maximum period of seven (7) days. A maximum of six (6) temporary permits may be issued to a vehicle in a single semester. Failure to obtain a temporary permit will result in a citation for no permit. A temporary permit shall be displayed on the vehicle rearview mirror facing forward.
18. Patients of UCF Student Health Services and UCF Counseling Center or Wellness and Health Promotion Services:
 - a. Student Health Services: Both a valid UCF parking permit and Health Services parking pass must be properly displayed when parking in Health Services patient spaces. The Health Services pass must be obtained from the reception desk located in Student Health Services.
 - b. Counseling Center: Both a valid UCF parking permit and Counseling Center parking pass must be properly displayed when parking in the Counseling Center patient spaces. The Counseling Center pass must be obtained from the reception desk located in the Counseling Center.
 - c. Biofeedback Clients: Both a valid UCF parking permit and Biofeedback Center parking pass must be displayed when parking in the Biofeedback client spaces. The Biofeedback pass must be obtained from Wellness and Health Promotion Services.
19. Replacement permits:
 - a. Replacement ~~permits~~ decals are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Proof of sale of the vehicle or return of the original permit is required. If a

permit is stolen, a stolen parking permit affidavit must be filed and signed before the replacement permit may be issued.

- b. When the original permit or sufficient remnants thereof, is not returned or proof of sale is not provided, the replacement fee shall be the full fee in effect at the time of the replacement. The full fee also applies to permits to replace those that are reported lost.

(3) Parking Regulations.

- (a) The responsibility of locating a legal parking space rests with the motor vehicle operator. Lack of a convenient space shall not be considered as a valid excuse for violation of any parking regulation. The fact that a person parks or observes others parking in violation of any parking regulation without being cited does not mean that the regulation is not in effect.
- (b) Except as noted herein, all parking regulations apply twenty-four (24) hours a day, seven (7) days a week and parking areas are restricted to specific decal or decals as designated by posted signs or curb markings. However, between the hours of 5:30 p.m. and 7:00 a.m. any vehicle with a valid parking permit may use any “B” (Faculty), “C” (Staff) or “D” (Student) parking space except where otherwise specified by appropriate signs or markings. “A” (Reserved 24 hours), “Service Vehicle Only” parking spaces, and disabled parking spaces shall not be used at any time except by vehicles with decals or certification authorizing use of these specific spaces.
- (c) Metered parking is enforced twenty-four hours a day, seven days a week. Drivers of all vehicles using metered spaces are responsible for paying the posted meter fees.
- (d) The following parking practices are specifically prohibited:
 - 1. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas. The absence of a “No Parking” sign does not mean parking is permissible in an area.
 - 2. Double parking, parking any portion of a vehicle outside designated lines or beyond a post or other delineation device indicating a valid parking space or row.

3. Blocking traffic, other parked vehicles, service areas or spaces, roadways, crosswalks, or wheelchair access aisles and ramps.
4. Parking in an access lane. An access lane is any area that is not designated as a parking space and that provides an avenue for traffic flow.
5. Except as noted in paragraphs (b) and (c) above, parking in any space designated for decals other than the one displayed on the vehicle.
6. Parking in a metered space after the purchased amount of time has expired.
7. Unauthorized parking in 24-hour reserved "A" parking spaces.
8. Unauthorized parking in designated service areas.
9. Parking an unregistered vehicle without a valid parking permit anywhere on the UCF campus.
10. Failure to display parking permits properly: not permanently affixed, improperly placed, or not displayed on the vehicle for which purchased.
11. Failure to cancel registration or to destroy parking decal upon disposal of the registered vehicle.
12. Unauthorized or fraudulent use of a parking permit.
13. Parking a bicycle in a motor vehicle space, on disabled ramps, in areas designated by signs as no bicycle parking, on sidewalks or crosswalks, or in any way to impede ingress or egress of a building.
14. Parking a motorcycle in a motor vehicle space, or any space not designated as motorcycle parking.

(4) Disposition of Parking Citations.

- (a) Payments of non-contested parking citations must be received by the Department of Parking and Transportation within ten (10) business days from the date of citation issue. A late charge of \$10.00 shall be assessed each citation if payment is received after the ten (10) business day period. Payments shall be made by mail, in person, by telephone, online (at www.parking.ucf.edu), or by deposit in campus fine collection boxes. Campus fine collection boxes are yellow and located throughout the campus.
- (b) Once a citation has been placed on the vehicle, Parking and Transportation personnel have no further responsibility of notification.

- (c) Fifty (50) or more coins used in any parking related transaction delays processing and will not be accepted as a form of payment.
- (d) Any person who alleges being unjustly ticketed shall appeal the citation online at www.parking.ucf.edu within ten (10) business days from the date the citation was issued. The Director of the Department of Parking and Transportation or an authorized designee shall eliminate late charges or dismiss the citation altogether if it is determined to have been issued in error. Appeals not sustained by the director or authorized designee shall be heard by the Parking Citation Appeals Committee. Individuals requesting personal appeals shall be notified of their scheduled hearing date at the time his or her appeal is submitted online. A reminder of the notification will be emailed to the appellant prior to the scheduled appeal date. Written appeals shall be reviewed by a Parking and Transportation Services sub-committee made up of representatives from parking enforcement, maintenance, management, general staff and students. ~~In addition,~~ All appellants shall be notified by email of the committee's decision subsequent to the appeal being heard. Fees assessed due to a vehicle's immobilization may not be appealed.
- (e) The decisions of the Parking Citation Appeals Committee shall be based upon the provisions set forth in this regulation and extenuating circumstances, if any, and are final and binding, except as set forth herein. A student may request a second level of appeal by submitting a written appeal with the Student Government Association's Judicial Council within ten (10) business days upon receiving notification that the original appeal to the Parking Citation Appeals Committee was heard and denied. The Student Government Association is responsible for establishing the appeal procedure for this second level of appeal. The decision of the Judicial Council is final and binding and no further appeals shall be permitted. For purposes of this appeal process, "student" shall be defined to mean a person enrolled in classes at UCF as of the date of the parking citation.
- (f) The following reasons will not be accepted by the Judicial Council as grounds to dismiss or reduce a citation. This is not an all-inclusive list:
1. Disagreement with the traffic and parking regulations
 2. Ignorance of the regulation

3. Stated inability to find a permitted parking space
4. Operation of the vehicle by another person
5. Tardiness to class and/or appointment
6. Inability to pay fine (lack of money)
7. Displayed expired permit
8. Traffic congestion
9. Stated perception that designated parking area is not safe
10. To delay paying the fine for an appealed citation
11. Unsupported evidence of direction by any university official

(g) Students should consider the following when choosing to file an appeal with the Judicial Council:

1. Make sure the reason for the appeal is not one of those listed in subsection (f) above.
2. The student must prepare a concise written and/or oral statement not to exceed five minutes.
3. The Judicial Council will contact the student within three (3) business days to schedule a hearing. The case will be scheduled within ten (10) business days upon the Judicial Council receiving notice of the appeal. If the student does not appear for the hearing in person before the Judicial Council, the original decision of the Parking Appeals Committee will be sustained. The Director of Parking and Transportation Services does not have the authority to overturn the decision of the Judicial Council.

(5) Vehicle Immobilization.

(a) Vehicles are subject to immobilization under the following circumstances:

1. The vehicle has accumulated three or more unpaid parking citations, or unpaid citations totaling \$200.00 or more in fines.
2. Possession of, using, or displaying a fraudulent/unauthorized parking permit. Violators may also be subject to referral to the Office of Student Conduct.
3. For law enforcement purposes, in which case an immobilization release fee may not be charged.

- (b) Cost of release from immobilization is \$50.00 and payment of all unpaid citations. Citations issued up to time immobilization are not allowed to be appealed. Release is available from Parking Services personnel Monday through Friday 7:30 a.m. to 9:00 p.m.

(6) Tow away – Vehicles are subject to being towed from campus at the owner’s expense under the following circumstances:

- (a) The vehicle is parked in a hazardous manner, blocking traffic, roadways, crosswalks, sidewalks, disabled ramps, or creating a hazard such as leaking gasoline.
- (b) The vehicle is parked in a space reserved twenty-four (24) hours per day.
- (c) When arrangements to release an immobilized vehicle have not been made within forty-eight (48) hours of the original immobilization.
- (d) When the vehicle is abandoned on campus for any reason whatsoever for more than forty-eight (48) hours.
- (e) When immobilization is not appropriate due to vehicular construction.
- (f) When the vehicle owner has previously removed or attempted to remove an immobilization device without authorization.
- (g) When the vehicle is parked in a parking lot or garage during posted time restrictions.

(7) Revocation of Campus Parking Privileges – The Director of the Department of Parking and Transportation shall revoke the privilege of any person to park a vehicle on campus for a period of one year when it is determined that:

- (a) That person falsifies or willfully misrepresents vehicle registration information.
- (b) That person, whether the owner or operator, displays a fraudulent permit on a vehicle.
- (c) That person has accumulated six (6) or more parking citations during an academic year.

(8) Administrative Penalty for Non-Payment of Parking Citations – A student who is delinquent in the payment of parking citations shall not be permitted to register for class, drop or add classes, receive transcripts or diplomas until the debt has been satisfactorily resolved.

(9) Traffic Regulations.

- (a) Florida Uniform Traffic Control Law, Chapter 316, F.S., as well as Chapter 320 F.S., is in effect on campus at all times.

- (b) Campus speed limits are 10 mph in parking lots and parking garages and 30 mph on roads unless otherwise posted.
- (c) It is a violation to drive or park in an opposing direction than indicated by signs, flow of traffic or directional arrows. Back in parking is allowed unless prohibited by posted signage located at entrances to parking lots or garages.
- (d) Parking bicycles, scooters or vehicles on grass or on sidewalks not used as access areas is a violation. Conveyances used by disabled persons are exempt from this regulation.
- (e) State of Florida Uniform Traffic citations issued on campus by university police officers are referred to appropriate local government courts for disposition.

Authority: BOG Regulation 1.001. History—New 3-22-76, Amended 8-19-82, 5-5-83, 8-14-83, Formerly 6C7-6.07, Amended 8-1-88, 9-20-89, 8-12-90, 7-21-91, 10-11-92, 9-8-93, 9-15-96, 8-14-02, 12-8-03, 8-14-05, 6-27-06, 8-15-06, 6-25-07, 7-31-08, Formerly 6C7-6.007, Amended 7-1-09, 6-24-10, 7-7-11, 3-16-12, 7-23-13, 9-2-14, 6-22-15, 7-5-16, 6-23-17, _____-18.

UCF-6.008 Vehicle Registration Fees; Parking Violation Fines.

(1) Vehicle Registration Fees. All fees, as posted, do not include applicable State Sales Taxes. Vehicle permit fees are subject to change at the beginning of each academic year. There is no refund for a parking permit once it is issued.

(a) Decal fees for the 2017-18 academic years and going forward are:

| Classification | Multi-semester | 1 Semester |
|----------------|----------------|------------|
| B | \$303.60 | \$152.29 |
| BM | \$303.60 | |
| C | \$181.01 | \$ 90.98 |
| CM | \$181.01 | |
| D | \$90.03 | \$ 45.01 |
| DM | \$90.03 | |
| G | No charge | No charge |
| KP | \$135.04 | \$67.52 |
| MC | \$46.93 | \$23.94 |
| R | \$135.04 | \$67.52 |
| RL | \$135.04 | \$67.52 |

(b) Hangtag fees for the 2017-18 academic years and going forward are:

| Classification | Multi-semester | 1 Semester |
|----------------|----------------|------------|
| A | \$1029.58 | \$514.79 |
| B | \$318.78 | \$159.39 |
| BM | \$318.78 | |
| C | \$190.06 | \$95.03 |
| CM | \$190.06 | |

| | | |
|----|--|---------|
| D | \$94.53 | \$47.27 |
| KP | \$141.79 | \$70.90 |
| R | \$141.79 | \$70.90 |
| RL | \$141.79 | \$70.90 |
| V | \$47.89 monthly or \$478.87 annually from date of purchase | |

(c) Additional Parking Fees:

1. Daily Visitor: \$5.00 per day.
 - a. Daily Visitor permits after 5:30 p.m.: \$3.00
 - b. Daily Visitor permits are valid from the time of purchase until 11:59 p.m. the same day.
2. Temporary, No Charge (available to current permit holders only).
3. Metered parking: \$1.00 per hour.
4. Pay-by-space (Visitors Lot Only): \$1.00 per hour for a 2-hour maximum.
5. Replacement permits are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Proof of sale of the vehicle or return of the original permit is required.

6. EV charging stations are provided for electric vehicles. Vehicles parked in the EV charging station spaces must display a valid UCF parking permit and be in charging mode. Vehicles will be assessed \$1.00 per each hour they are charging up to 4 hours. There will be a 30 minute time frame to remove the vehicle from the EV charging space. The fee will increase incrementally by \$1.00 for each hour parked at the charging station beyond the initial four (4) hours. (Example - at hour 5.5 the fee will increase to \$2.00 per hour; at hour 6.5 the fee will increase to \$3.00 per hour, and so forth).

(d) Special Provisions. ~~All on-campus residents must pay a premium of 50% above the regular price of a decal. Parking Lots H 5 through H 9 are designated for Lake Claire residents only. Per University regulation UCF-6.007 2(i)(7)-(9), all on-campus students who reside in Apollo, Libra, Nike, Hercules, Neptune~~

communities (R permits), Lake Claire residents (RL permits) and Towers at Knights Plaza (KP permits) are eligible to purchase only those designated permits associated with their residencies. Vehicles displaying these associated decals or hang tags are restricted to their designated residential parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday. Unreserved campus parking spaces may be used by these vehicles outside those days and times.

- (e) Students who are enrolled in the programs offered by the Center for Multilingual Multicultural Studies (CMMS) are eligible to purchase a seven (7) week permit designated as “DIT”. The fee for each seven (7) week permit will be \$25 + state sales tax.

(2) Schedule of Parking Violation Fines.

| (a) Violation | Fine |
|---|----------|
| Unregistered or No Valid Permit | \$30.00 |
| Improper Display of Permit | \$20.00 |
| Unauthorized or Fraudulent Use of Permit | \$100.00 |
| Expired License Plate | \$40.00 |
| Parking in a Disabled Space Without Proper Permit | \$250.00 |
| Blocking a Disabled Ramp | \$250.00 |
| Unauthorized Parking in a 24-Hour Reserved Space | \$50.00 |
| Blocking Traffic or a Roadway | \$30.00 |
| Parking in a Service Vehicle Space Without Proper Permit | \$35.00 |
| Parked Out of Assigned Area | \$25.00 |
| Expired Meter or Overtime in a Pay-by-Space Parking Space | \$20.00 |
| Parking in an Undesignated Area | \$30.00 |
| Immobilization Fee | \$50.00 |
| Any Other Parking Violation Not Herein Specified | \$20.00 |

- (b) All parking violation fines are due within 10 business days. Fines not paid within ten (10) business days, will accumulate a \$10.00 late fee.
- (c) Administrative Fees: A fee may be applied in lieu of the original citation fee(s) when the appellant is found to have committed the violation but the appeals committee deems it reasonable to waive a portion of the fee.
 - 1. Immobilization (Boot) Fee: \$50.00
 - 2. Impoundment Fee (for bicycles): \$20.00

4. (d) The following violations may be considered for waiver only on the first occurrence; subsequent violations will be charged at the full citation fee and are not eligible for a waiver.

- 13. Failure to display a valid parking permit: \$10.00 ~~each occurrence~~
- 24. Failure to display a valid license plate: \$10.00 ~~each occurrence~~

Authority: BOG Regulations 1.001 and 7.003. History—New 7-1-09, Amended 8-12-10, 7-7-11, 6-29-12, 7-23-13, 7-9-14, 7-1-15, 6-23-17, _____-18..

ITEM: NGC-3

**University of Central Florida
Board of Trustees
Nominating and Governance Committee**

**SUBJECT: Amendments to University Regulation UCF-4.019 Fee Policy – Payments,
Refunds and Release of Fee Liability**

DATE: May 24, 2018

PROPOSED COMMITTEE ACTION

Approve amendments to University of Central Florida Regulations UCF-4.019 Fee Policy – Payments, Refunds and Release of Fee Liability

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-4.019 is amended to add language regarding the refund of 25 percent of tuition if official withdrawal from the university occurs after the end of the drop/add period and prior to the end of the fourth week of classes (or, for summer terms by the date designated by the university).

Supporting documentation: Attachment A: Proposed Amended Regulation UCF-4.019 (redline)

Prepared by: Youndy C. Cook, Deputy General Counsel
Adrienne Frame, Associate Vice President and Dean of Students

Submitted by: Scott Cole, Vice President and General Counsel

Attachment A

UCF-4.019 Fee Policy – Payments, Refunds, and Release of Fee Liability.

- (1) All tuition, non-resident fees, associated fees, and special fines and fees that are authorized by Board of Governors Regulations 7.001, 7.002, and 7.003 are collected by the University.
- (2) Past Debts: Prior to registration for any term, students must pay or make arrangement to pay all due or delinquent amounts owed to the University.
- (3) Tuition, non-resident fees, and associated fees and their due dates are to be made available to each student for each semester in which they register.
- (4) Except in the cases of authorized deferred payment, the Registrar's Office will be notified to cancel the registration of any student who fails to pay required tuition and associated fees.
- (5) Students who fail to pay tuition and associated fees by the published deadline and whose registration is cancelled in accordance with subsection (4) above may petition to be re-registered. If the petition is approved, the student must pay or make arrangements to pay the tuition and associated fees plus a late registration fee and late payment fee.
- (6) The university will refund 25 percent of the tuition and fees assessed, adjusted for waivers, to a student Students who withdraws from all courses after the end of the drop/add period and prior to the end of the fourth week of classes, or as designated by the university for summer sessions.;
~~will be refunded 25 percent of the tuition and associated fees assessed, adjusted for waivers.~~
- (7) Tuition refunds or release of fee liability are based on circumstances determined by the University to be exceptional and beyond the control of the student, and are processed as medical withdrawals or late drops. The university must document the basis for any medical withdrawal or late drop.

- (a) The basis for a medical withdrawal involves illness of a student of such severity or duration, as confirmed in writing by a physician or other medical provider, to preclude completion of the course(s), including the death of the student.
- (b) A late drop may only be granted to a student who has experienced an extenuating circumstance beyond the student's control and which either precludes the student from completing the course(s) or has such a severe effect on the student that the student is substantially impaired in their ability to complete the course(s). The extenuating circumstances that may serve as basis for a late drop include but are not limited to death in the immediate family (parent, step-parent, spouse, child, sibling, or grandparent), involuntary call to active military duty, a documented university error, or documented trauma to the student.

(87) A student seeking a refund of or a release from liability for tuition and fees under paragraph (96) of this Regulation must submit a request or petition, in writing, to the University within six months of the close of the semester to which the action is applicable. Petitions or requests should be submitted to the Office of Academic Services if the individual is an undergraduate student and to the College of Graduate Studies if the individual is a graduate student.

Authority: BOG Regulations 1.001, 7.001, 7.002, and 7.003. History—New 10-8-75, Amended 8-4-82, Formerly 6C7-4.19, Amended 4-27-03; Formerly 6C7-4.019, Amended 8-7-09, 10-26-17, _____-18.