



**June 28, 2023 Governance Committee**  
Board of Trustees  
Live Oak Event Center / Virtual  
Jun 28, 2023 3:15 PM - 4:15 PM EDT

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**Board of Trustees Meeting  
Governance Committee  
June 28, 2023, 3:15 p.m. - 4:15 p.m.**  
*(or upon adjournment of previous meeting, and at the Chair's privilege)*  
**Live Oak Event Center | UCF Main Campus**

Livestream:

<https://www.youtube.com/watch?v=4R7eRum-Glw>

Conference call number: 1 (929) 205-6099 | Meeting ID: 916 9962 4851 | Passcode: 874420

### AGENDA

- |   |   |
|---|---|
| 1. Call to Order and Welcome  | Michael Okaty, <i>Chair, Governance Committee</i>   |
| 2. Roll Call  | Tanya Perry, <i>Legal Services Coordinator</i>  |
| 3. Minutes of the February 23, 2023 and the April 20, 2023 meetings | Chair Okaty   |
| 4. Action <i>(55 minutes)</i>                                       | Chair Okaty   |
| GOVC – 1  | Board Chair and Vice Chair Nominations<br>Chair Okaty   |
| GOVC – 2  | Transition of Limbitless Solutions, Inc. into UCF's Research Enterprise<br>Michael A. Kilbride, <i>Executive Chief of Staff</i>   |
| GOVC – 3  | Appointment and Election of Direct Support Organization Directors<br>Lauren Ferguson, <i>Assistant Vice President for Board Relations</i>                               |
| GOVC – 4  | Amendments to University Regulations UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman<br>Youndy Cook, <i>Vice President and General Counsel</i> |
| GOVC – 5  | Amendments to University Regulations UCF-2.003 Admission of Graduate Students and UCF-2.009 Admission of International Students<br>Youndy Cook                          |
| GOVC – 6  | Amendments to University Regulation UCF-3.010 Faculty Evaluation and Improvement<br>Youndy Cook   |



# Board of Trustees

## Meeting Agenda

	GOVC – 7	Amendments to University Regulation UCF-4.033 Delinquent Accounts Youndy Cook
	GOVC – 8	Amendments to Chapter 5 University Regulations Youndy Cook
	GOVC – 9	Amendments to University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines Youndy Cook
	GOVC – 10	Proposed University Regulation UCF-2.041 Nursing Education Youndy Cook
7. New Business		Chair Okaty
8. Adjournment		Chair Okaty



UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees  
Governance Committee Meeting  
February 23, 2023  
Live Oak Center/Virtual

**MINUTES**

**CALL TO ORDER**

Trustee Michael Okaty, chair of the Governance Committee, called the meeting to order at 9:19 a.m. Committee members Bill Christy, Daniella Lopez, and Caryl McAlpin attended in person, and John Miklos attended by telephone. The following board members were also in attendance: Chair Alex Martins, Tiffany Altizer, and Stephen King. Trustee Jeff Condello attended virtually.

**MINUTES**

Trustee Christy made a motion to approve the minutes from November 16, 2022, Governance Committee meeting and Trustee Miklos seconded. The committee unanimously approved the minutes as submitted.

**NEW BUSINESS**

**Designation of Trustee Emerita Status for Beverly Seay (GOVC-1)**

Mike Kilbride, Executive Chief of Staff and Associate Secretary to the Board of Trustees, recommended the designation of trustee emerita status to former trustee Beverly Seay. Trustee Seay served the Board of Trustees from 2013-2023. Trustee Christy made a motion to award Trustee Emerita status to Beverly Seay and Trustee McAlpin seconded. The motion was approved unanimously.

**Amendments to the Collective Bargaining Agreement Between the UCF Board of Trustees and the United Faculty of Florida (GOVC-2)**

Charles Reilly, Associate Provost for Contract Compliance and Administrator Support, presented the proposed amendments to the collective bargaining agreement between the UCF Board of Trustees and the United Faculty of Florida. Two articles were reopened for negotiation, Article 22 Sabbaticals and Professional Development Programs and Article 23 Salaries and parties reached a tentative agreement on January 18, 2023. Union membership ratified the tentative agreement on February 3, 2023. Trustee McAlpin made a motion to approve the amendments to the collective bargaining agreement and Trustee Christy seconded. The motion was approved unanimously.

**Board Self-Assessment Survey (GOVC-3)**

Lauren Ferguson, Assistant Vice President for Board Relations, presented the proposed board self-assessment survey. The bi-annual board self-assessment process begins with a review of

the draft self-assessment in the fall. Approval of the self-assessment tool occurs at the first regular meeting of the calendar year and is administered electronically in March. Presentation of the results is scheduled for the Board's Spring retreat on May 18, 2023. Trustee McAlpin made a motion to approve the board self-assessment survey and Trustee Christy seconded. The motion was approved unanimously.

#### Amendments to University Regulation UCF-2.032 Textbook Adoption (GOVC-4)

Youndy Cook, Vice President and General Counsel, presented the proposed amendments to university regulation UCF-2.032 Textbook Adoption. The proposed amendments bring the regulation into compliance with Board of Governors Regulation 8.003 Textbook and Instructional Materials Affordability. Trustee Lopez made a motion to approve the proposed amendments to UCF-2.032 Textbook Adoption and Trustee Christy seconded. The motion was approved unanimously.

#### Amendments to University Regulation UCF-2.040 Development, Approval, Termination, and Suspension of Degree Programs (GOVC-5)

Cook presented the proposed amendments to UCF-2.040 Development, Approval, Termination, and Suspension of Degree Programs. The proposed amendments bring the regulation into compliance with Board of Governors Regulation 8.008 Nursing Education which was adopted in 2022. Trustee Christy made a motion to approve the proposed amendments to UCF-2.040 Development, Approval, Termination, and Suspension of Degree Programs and Trustee McAlpin seconded. The motion was approved unanimously.

#### Amendments to University Regulation UCF-4.006 Trespass and Loitering (GOVC-6)

Cook presented the proposed amendments to university regulation UCF-4.006 Trespass and Loitering. The proposed amendments update the definition of university facilities, add additional language related to the Campus Free Expression Act, and clarify processes related to the issuance of warnings. Trustee Christy made a motion to approve the proposed regulation amendments to UCF-4.006 Trespass and Loitering and Trustee McAlpin seconded. The motion was approved unanimously.

#### Proposed University Regulation UCF-2.030 Confidentiality of Examination and Assessment Instruments (GOVC-7)

Cook presented the proposed university regulation UCF-2.030 Confidentiality of Examination and Assessment Instruments. This proposed regulation implements the requirements of Board of Governors Regulation 3.005 Examination and Assessment of Instruments which was adopted in 2022. Trustee Christy made a motion to approve the proposed regulation amendments to UCF-2.030 Confidentiality of Examination and Assessment Instruments and Trustee McAlpin seconded. The motion was approved unanimously.

#### Proposed University Regulation UCF-4.040 Educational Research Center for Child Development (GOVC-8)

Cook presented the proposed university regulation UCF-4.040 Educational Research Center for Child Development. This proposed regulation implements the requirements of Board of Governors Regulation 10.004 Educational Research Centers for Child Development. This proposed regulation addresses the governance, operations, admissions, and financial aspects

for the Creative School for Children. Trustee Christy made a motion to approve the proposed regulation amendments to UCF-4.040 Educational Research Center for Child Development and Trustee Miklos seconded. The motion was approved unanimously.

Appointment of Board Members to UCF Research Foundation, Inc. (GOVC-9)

Ferguson presented the appointments of two individuals to the UCF Research Foundation Board of Directors. Beverly Seay and Ben Patz will each begin a three-year term beginning February 24, 2023, and serve according to the Bylaws of the UCF Research Foundation, Inc. Trustee Christy made a motion to approve the appointments of Seay and Patz to the UCF Research Foundation board and Trustee McAlpin seconded. The motion was approved unanimously.

Chair/Vice Chair Nomination Process (DISC-1)

Ferguson presented an overview of the chair and vice chair nomination process as outlined in the Governance Committee’s charter. The nominations for both positions begin on May 19<sup>th</sup> and any nominations can be submitted by email to the Board Office. Nominations will be presented at the June 28<sup>th</sup> board meeting for a vote.

**ADJOURNMENT**

The meeting adjourned at 9:54 a.m.

Reviewed by:

\_\_\_\_\_  
Michael Okaty  
Chair, Governance Committee

\_\_\_\_\_  
Date

Respectfully submitted:

\_\_\_\_\_  
Michael A. Kilbride  
Associate Corporate Secretary

\_\_\_\_\_  
Date



UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees  
Governance Committee Meeting  
April 20, 2023  
Virtual

**MINUTES**

**CALL TO ORDER**

Trustee Michael Okaty, chair of the Governance Committee, called the meeting to order at 10:00 a.m. Committee members Bill Christy, Danny Gaekwad, Daniella Lopez, Caryl McAlpin, and John Miklos attended virtual. The following board members were also attended virtually: Chair Alex Martins, Rick Cardenas, Harold Mills, and Stephen King.

**NEW BUSINESS**

**Amendments to University Regulation UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status (GOVC-1)**

Youndy Cook, Vice President and General Counsel, presented a summary of the proposed amendments to university regulation UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status. Trustee Christy made a motion to approve the proposed amendments to UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status and Trustee Miklos seconded. The motion was approved unanimously.

**Amendments to University Regulation UCF-3.040 Benefits and Hours of Work (GOVC-2)**

Cook presented a summary of the proposed amendments to UCF-3.040 Benefits and Hours of Work. The proposed amendments include updating the definition of the twelve-month period from a rolling period to a fixed calendar period as it relates to FMLA, as well as clarifying language regarding military leave. A short discussion occurred regarding those leave types that are governed by statute versus policy. Trustee Christy made a motion to approve the proposed amendments to UCF-3.040 Benefits and Hours of Work and Trustee Gaekwad seconded. The motion was approved unanimously.

**Amendments to University Regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment (GOVC-3)**

Cook presented a summary of the proposed amendments to university regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment. The amendments are required as the academic calendar is changing to accommodate terms within fall and spring semesters (e.g., Fall A) and to offer accelerated terms outside of the semester (e.g., intersession). Trustee Christy made a motion to approve

the proposed amendments for both regulations and Trustee McAlpin seconded. A motion was made by Trustee Mills to remove the exclusion of the accelerated semesters of Maymester and Winter Intercession in paragraph (6)(b) of each regulation. The motion was not seconded; the motion did not pass. The motion to approve regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment as submitted was approved unanimously.

**ADJOURNMENT**

The meeting adjourned at 10:30 a.m.

Reviewed by:

\_\_\_\_\_  
Michael Okaty  
Chair, Governance Committee

\_\_\_\_\_  
Date

Respectfully submitted:

\_\_\_\_\_  
Michael A. Kilbride  
Associate Corporate Secretary

\_\_\_\_\_  
Date



### Board of Trustees Governance Committee | June 28, 2023

#### **GOVC-1: Board Chair and Vice Chair Nominations**

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

#### **Purpose and Issues to be Considered:**

The current Chair and Vice Chair terms conclude on June 30, 2023. Per the bylaws of the University of Central Florida’s Board of Trustees, the Board shall elect its next Chair and Vice Chair from the appointed members and upon recommendation of the Governance Committee, at its last regular meeting of the fiscal year ending June 30.

Nominees must be an appointee of the Board of Governors or the Governor of Florida. If term limitations likely prevent a Chair nominee from fulfilling a full two-year term as Chair, that information will be provided to the Governance Committee and Board.

At the June 28, 2023, Governance Committee meeting, members of the committee who are not candidates for Chair or Vice Chair, will prepare a slate of candidates from the nominations received and submit that slate, along with supporting information about each nominee, to the Board for action during the June 29, 2023, Board meeting.

#### **Background Information:**

The Chair and Vice Chair shall serve for two years beginning July 1 and may be reelected for one additional consecutive two-year term. Upon completion of two consecutive two-year terms, additional two-year terms may be approved by a two-thirds vote of the Board of Trustees. (UCF BOT Bylaws, Article 4.2)

#### **Recommended Action:**

Prepare and recommend for approval a Chair and Vice Chair slate for Board of Trustees’ consideration.

#### **Alternatives to Decision:**

N/A

#### **Fiscal Impact and Source of Funding:**

N/A

#### **Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

Tenth Amended and Restated Bylaws, Section 4.2 SELECTION

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Lauren Ferguson, *Assistant Vice President, Board Relations*

**Supporting Documentation:**

Attachment A: Slate of nominated candidates

**Facilitators/Presenters:**

Trustee Michael Okaty, *Governance Committee, Chair*



## UCF Board of Trustees Chair and Vice Chair Nominations

Chair Nominations				
Name	Years of Service	Term Expiration	Current Committee Service	Nomination Status
Alex Martins	11 Years	1/6/2026*	Executive (chair), ex-officio member on all remaining committees	Accepted
Michael Okaty	4 Years	1/6/2025*	Governance (chair), Executive, Budget & Finance, Facilities & Infrastructure	Declined

\* Eligible for renewal to a consecutive term

Vice Chair Nominations				
Name	Years of Service	Term Expiration	Current Committee Service	Nomination Status
Harold Mills	5 Years	1/6/2026*	Strategic Planning (chair), Audit & Compliance, Budget & Finance (chair), Executive (vice chair), Strategic Partnerships & Advancement (vice chair)	Accepted
John Miklos	3 Years	1/6/2026*	Strategic Planning, Facilities & Infrastructure, Governance	Declined

\* Eligible for renewal to a consecutive term



### Board of Trustees Governance Committee | June 28, 2023

## GOVC-2: Transition of Limbitless Solutions, Inc. into UCF’s Research Enterprise

Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

### **Purpose and Issues to be Considered:**

Approval of the UCF Board of Trustees is necessary to decertify a direct support organization of UCF. Limbitless Solutions, Inc. (LSI) is planning to transition from an individual DSO to a component within the university’s research enterprise. This transition is primarily administrative and aims to enable Limbitless to maintain its unique brand identity and ongoing work, while also benefiting from additional resources and infrastructure provided by the UCF Research Foundation.

### **Background Information:**

On May 22, 2023, the LSI Board of Directors adopted a resolution approving the corporate dissolution of LSI and a plan of distribution for LSI’s assets, subject to the UCF Board of Trustees’ approval of LSI’s decertification.

Florida Statute 1004.28 allows a university to establish direct support organizations. A direct support organization is a not-for-profit corporation established pursuant to Chapter 617 of the Florida Statutes, organized, and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university, and which the Board of Trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interests of the state.

The UCF Board of Trustees certified LSI as a direct support organization of the University of Central Florida on December 1, 2016. The purpose of the organization noted during certification was to research, design, create, and deliver mechanical and electronic solutions to children and adults who are missing limbs and to enter arrangements with third parties to facilitate research and innovations in related areas. Subsequently, the Articles of Incorporation for LSI were filed with the State of Florida on April 10, 2017.

The UCF Research Foundation (RF), also a certified direct support organization of the University of Central Florida, provides excellence in research support solutions by clearing through the administrative landscape to an open road of research and innovation. As part of its mission and support purpose, RF manages a variety of agreements, including sponsored contracts and grants; clinical trial agreements; research donations, sponsorships, conferences, services and consulting agreements; vendor agreements; lease and sublease agreements; and licensing and option agreements.

The proposed transition of LSI into the university’s research enterprise will position it as a component of the RF and provide LSI with the infrastructure and expertise held by the RF. LSI’s brand will remain intact as a DBA (doing-business-as) within the RF.



The assets of LSI will be transferred to the UCF Foundation per its Articles of Incorporation. The assets would continue to be used to further LSI's mission.

**Recommended Action:**

Recommend approval of the decertification of Limbitless Solutions, Inc. as a direct support organization of UCF.

**Alternatives to Decision:**

Decline to recommend to approve the decertification.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Florida Statutes Section 1004.28

Florida Board of Governors Regulation 9.011

University Regulation UCF-4.034

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Michael A. Kilbride, Executive Chief of Staff

**Supporting Documentation:**

Attachment A: Resolutions of the Board of Directors of Limbitless Solutions, Inc. Adopted May 22, 2023

Attachment B: Plan of Distribution of Assets Adopted by LSI Board May 22, 2023

**Facilitators/Presenters:**

Michael A. Kilbride

**RESOLUTIONS OF THE  
BOARD OF DIRECTORS OF  
LIMBITLESS SOLUTIONS, INC.**

**Adopted May 22, 2023**

**APPROVAL TO DISSOLVE LIMBITLESS SOLUTIONS, INC.**

WHEREAS, Limbitless Solutions, Inc., a direct support organization (DSO) affiliated with the University of Central Florida (UCF or university), has been operating as a separate entity focused on providing assistive technology solutions; and

WHEREAS, UCF's strategic initiatives aim to foster innovation, research, and academic excellence, and the integration of Limbitless Solutions, Inc. into the university's research enterprise is aligned with these goals; and

WHEREAS, transitioning Limbitless Solutions, Inc. into UCF's research enterprise will enhance collaboration opportunities, streamline administrative processes, and promote the efficient utilization of resources; and

WHEREAS, the corporate dissolution of Limbitless Solutions, Inc., subject to UCF's Board of Trustees approval to decertify Limbitless Solutions, Inc. as a direct support organization, is necessary to facilitate its integration within the university's research framework; and

WHEREAS, allowing the name of Limbitless Solutions, Inc. to be retained as a "Doing Business As" (DBA) under the University of Central Florida Research Foundation, Inc. will maintain the continuity and recognition of the brand; and

WHEREAS, completing all activities necessary and required to align Limbitless Solutions, Inc. with the strategic initiatives of the university will ensure optimal utilization of expertise, facilities, and resources;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the following:

1. The transition of Limbitless Solutions, Inc. into the university's research enterprise, encompassing its integration within the university's research framework and administrative structure.
2. The corporate dissolution of Limbitless Solutions, Inc., subject to UCF's Board of Trustees approving the decertification of Limbitless Solutions, Inc. as a direct support organization of the university, enabling its alignment with the strategic initiatives and governance structure of the university.

3. The allowance for the name of Limbitless Solutions, Inc. to be held as a "Doing Business As" (DBA) of the University of Central Florida Research Foundation, Inc., ensuring continuity and brand recognition.
4. The completion of all necessary and required activities to best align Limbitless Solutions, Inc. with the strategic initiatives of the university, including but not limited to, operational integration, resource consolidation, and policy adherence.

#### **APPROVAL OF PLAN OF DISTRIBUTION**

**RESOLVED, that the attached Plan of Distribution of Assets is in the best interests of Limbitless Solutions, Inc. and is hereby approved; and, be it**

#### **RATIFICATION OF PRIOR ACTS**

RESOLVED, that any and all actions heretofore taken by any officer or director of Limbitless Solutions, Inc. in connection with the above matter is hereby ratified, confirmed and approved in all respects; and, be it

#### **GENERAL AUTHORIZING RESOLUTION**

RESOLVED, that each officer of Limbitless Solutions, Inc. be, and the same hereby is, authorized, empowered, and directed for, in the name of, and on behalf of Limbitless Solutions, Inc. to execute the documents needed to carry out these resolutions with such changes, modifications, or amendments thereto as the officer so acting deems necessary or advisable and in the best interests of Limbitless Solutions, Inc. and to do all other acts, and take all actions, and prepare all papers, instruments, and documents, and do all other things in connection with the above resolutions, which such officer in his or her sole discretion approves as being proper, appropriate or necessary in connection therewith, with the signature of the officer so acting being deemed conclusive evidence of his or her approval

BE IT FURTHER RESOLVED that this transition shall be completed in a timely manner, with progress updates provided to the UCF Board of Trustees and/or the Limbitless Solutions, Inc. Board of Directors as deemed necessary.

This motion is effective immediately upon approval

**LIMBITLESS SOLUTIONS, INC.**

**PLAN OF DISTRIBUTION OF ASSETS**

The undersigned Corporation adopts the following Plan of Distribution of Assets for the purpose of dissolving and liquidating the corporation:

First: The name of the Corporation is Limbitless Solutions, Inc.

Second: All debts, liabilities and obligations of the Corporation have been paid and discharged or adequate provisions have been made therefor.

Third: Any assets that are held by the Corporation upon any condition requiring their return, transfer or conveyance, which condition occurs by reason of the dissolution of the corporation will be returned, transferred or conveyed as required.

Fourth: Any assets that are held by the corporation subject to any limitation permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purposes (but not held upon any condition requiring their return, transfer or conveyance by reason of the dissolution) which assets must be transferred or conveyed to any corporation, trust, society or organization engaged in activities substantially similar to those of the corporation by reason of the dissolution of the corporation will be so transferred or conveyed.

Fifth: All of the assets of the corporation have been or will be distributed to the University of Central Florida Foundation, Inc. in accordance with Article XIII of the First Amended and Restated Articles of Incorporation.

Sixth: No assets will remain for distribution to any other person, trust, society, organization or corporation, whether for profit or not for profit.

LIMBITLESS SOLUTIONS, INC.

By: \_\_\_\_\_  
Its: President

**CERTIFICATE OF COMPLIANCE**

I hereby certify that the foregoing has been executed in compliance with Section 617.1406(2), Florida Statutes.

\_\_\_\_\_  
President

STATE OF FLORIDA  
COUNTY OF ORANGE

SWORN TO AND SUBSCRIBED before me by \_\_\_\_\_, and \_\_\_\_\_, the President of Limbitless Solutions, Inc. is personally known to me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public, State of Florida  
My commission expires:



Board of Trustees  
Governance Committee | June 28, 2023

**GOVC-3: Appointment and Election of Direct Support Organization Directors**

Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

Florida Statutes section 1004.28(3) requires the Board of Trustees to approve all appointments to direct support organizations (DSOs), except for the designees of the Board Chair and the President of the University of Central Florida (President).

The UCF Direct Support Organizations listed below are presenting new board member appointments and reappointments for terms of service pursuant to their bylaws. The UCF Foundation Board stands as the sole self-perpetuating DSO Board, with Directors being elected by the Board of Directors rather than appointed by the President. Elected Directors of the UCF Foundation Board require final approval by the Board of Trustees to assume their positions.

**UCF Academic Health, Inc. (3-year Term) | Attachment A**

Roslyn Burttram (*New Appointment; July 1, 2023 - June 30, 2026*)  
Gideon Lewis (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Athletics Association, Inc. (3-year Term) | Attachment B**

Sheila Gutierrez de Piñeres (*New Appointment; July 1, 2023 - June 30, 2026*)

**Central Florida Clinical Practice Organization, Inc. (3-year Term) | Attachment C**

Albert Francis III (*New Appointment; July 1, 2023 - June 30, 2026*)  
Michael Deichen (*New Appointment; July 1, 2023 - June 30, 2026*)  
Richard Pepler (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Convocation Corporation (3-year Term) | Attachment D**

Adrienne Frame (*New Appointment; July 1, 2023 - June 30, 2026*)  
Michael Manglardi (*New Appointment; July 1, 2023 - June 30, 2026*)  
Jonathan Varnell (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Finance Corporation (3-year Term) | Attachment E**

Mike Johnson (*New Appointment; July 1, 2023 - June 30, 2026*)  
Rebeca Richards (*New Appointment; July 1, 2023 - June 30, 2026*)  
Danta White (*New Appointment; July 1, 2023 - June 30, 2026*)

**UCF Foundation, Inc. (4-year Term Elected) | Attachment F**

Roslyn Burttram (*Second Term Appointment; July 1, 2023 - June 30, 2027*)  
Jessica Blume (*Second Term Appointment; July 1, 2023 - June 30, 2027*)



Robert P. "Rob" Kantor, Jr. (New Appointment; July 1, 2023 - June 30, 2027)  
Laurette T. Koellner (New Appointment; July 1, 2023 - June 30, 2027)  
John P. Mahony (New Appointment; July 1, 2023 - June 30, 2027)  
Dana Patton (Second Term Appointment; July 1, 2023 - June 30, 2027)  
Mark Plaumann (Second Term Appointment; July 1, 2023 - June 30, 2027)  
Kevin Wydra (Second Term Appointment; July 1, 2023 - June 30, 2027)

**UCF Research Foundation, Inc. (3-year Term) | Attachment G**

Ed Alexander (Second Term Appointment; July 1, 2023 - June 30, 2026)  
Waymon Armstrong (Second Term Appointment; July 1, 2023 - June 30, 2026)  
Mark Crandall (Second Term Appointment; July 1, 2023 - June 30, 2026)

**UCF Stadium Corporation (3-year Term) | Attachment H**

Olga Calvet (New Appointment; July 1, 2023 - June 30, 2026)  
Manoj Chopra (New Appointment; July 1, 2023 - June 30, 2026)

Attachments A-H include supporting documentation for each respective DSO Board's appointments.

**Background Information:**

UCF DSOs are 501(c)(3) non-profit corporations and are certified as direct support organizations of the University of Central Florida. DSOs are organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures in a manner consistent with the goals of the University and the best interest of the State.

**Recommended Action:**

Recommend approval of the DSO appointments and elections as presented to the Board of Trustees.

**Alternatives to Decision:**

Decline to recommend approval of the presented appointments and elections to the Board of Trustees.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Florida Statute 1004.28(3)  
University Regulation UCF-4.034(3)(c)

**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Lauren Ferguson, Assistant Vice President, Board Relations



## Agenda Memo

### **Supporting Documentation:**

- Attachment A: UCF Academic Health, Inc. Board Appointments
- Attachment B: UCF Athletics Association, Inc. Appointments
- Attachment C: Central Florida Clinical Practice, Inc. Appointments
- Attachment D: UCF Convocation Corporation Appointments
- Attachment E: UCF Finance Corporation Appointments
- Attachment F: UCF Foundation, Inc. Elections
- Attachment G: UCF Research Foundation, Inc. Appointments
- Attachment H: UCF Stadium Corporation Board Appointments

### **Facilitators/Presenters:**

Lauren Ferguson



## UCF Academic Health, Inc.



**Rosalyn Burttram**

**Independent Contractor (Medical Affairs and Health Economics)**

*Academic Health, Inc Board of Directors*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Roslyn Burttram**, now retired, served over 30 years in the healthcare industry; most recently as a regional associate director and medical science liaison for neuroscience with Novartis where she focused on multiple sclerosis therapy. Her career includes roles with Cubist Pharmaceuticals, ViroPharma Inc. and Bayer. She currently serves as a coach for The Jobs Partnership of Florida.

Burttram earned a BS in Nursing from the Medical College of Georgia, continued her nursing education at Clemson, and received a MS in Pharmacy from the University of Florida.

She is married to Jody Burttram, a co-founder of Harbinger Capital Advisors LLC, an Orlando based private equity investment firm.



**Dr. Gideon Lewis**

**Podiatrist and Founder**

**Foot & Ankle Sports Medicine Institute**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Dr. Gideon Lewis** is a world-renowned sports medicine physician, known for working with Olympic and professional athletes from a wide array of sports. He is double board certified in reconstructive rearfoot/ankle and foot surgery.

Medicine has been part of Lewis' entire life. His late grandfather was a well accomplished general surgeon and his father, Dr. Gideon G. Lewis, is a practicing family medicine

physician. His childhood consisted of frequent visits to the hospital making rounds with his father. In 2006, immediately after completing his surgical residency, Lewis joined his father to create Drs. Lewis and Lewis. In 2017, he established the Foot & Ankle Sports Medicine Institute in Winter Park in which currently serves hundreds of new athletes, as well as professional athletes from across the country and internationally.

Additionally, Lewis is the attending physician for Advent Health's Foot and Ankle Surgical Residency program and chief medical director for Star Athletics training team led by former



## Attachment A

### **UCF Academic Health, Inc.**

Olympian, Dennis Mitchell. This team has been the training group for numerous Olympic medalists.

Lewis earned his doctorate degree from the California College of Podiatric Medicine, training at the University of California at San Francisco teaching hospitals. He completed his foot and ankle surgical residency at Advent Health (formerly Florida Hospital) with extensive training in advanced foot and ankle surgery.

In 2012, he was selected by the FBI to participate in their distinguished FBI Citizen's Academy and completed this program in Washington D.C. and Quantico, Virginia.



Attachment B

**UCF Athletics Association, Inc.**



**Sheila Amin Gutiérrez de Piñeres, Ph.D.**  
**Dean of the UCF Burnett Honors College**  
**Professor of Public Administration**  
*UCF Athletics Association, Inc.*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Sheila Amin Gutiérrez de Piñeres, PhD**, is the dean of the Burnett Honors College and professor of public administration. She received her PhD in economics from Duke University, MA from the University of Chicago, and BA from Texas A&M University.

Dr. Piñeres joined UCF in May of 2018 following her role as executive vice president for Academic Affairs and dean of faculty at Austin College in Sherman, TX.

Prior to Austin College, Piñeres served in several administrative and faculty roles at the University of Texas at Dallas, including dean of undergraduate education and professor of political economy and economics. She has taught courses in economics, international trade, Latin America and social entrepreneurship. Her research focused on Latin American development. She is a founding member of the University of Texas System Academy of Distinguished Teachers and is active nationally with honors education. She co-founded the Council of Higher Education which serves honors colleges and programs at APLU institutions.



## Central Florida Clinical Practice Organization, Inc.



**Dr. Michael G. Deichen**  
**Associate Vice President**  
**UCF Student Health Services**  
CFCPO Board of Directors  
New Appointment  
3-Year Term  
7/1/2023 to 6/30/2026

**Dr. Deichen** is the Associate Vice President of UCF Student Health Services and serves as the Chief Public Health Officer for the university as a whole. Dr. Deichen has been with UCF Student Health Services since 2001. His educational career began at the University of Florida earning his Bachelor of Science in Chemistry followed by a Medical Degree at the University of South Florida and then his residency in Family Medicine completed at the University of Florida. He also holds a Master of Public Health Degree from the University of South Florida. Dr. Deichen's areas of interest include emerging public health threats and emergency response.

Dr. Deichen currently serves as UCF's Institutional Review Board Vice Chair and has served as an affiliate scientist on the UCF IRB since 2004. He has participated as an investigator with various clinical trials and grants. In 2005 he was co-selected for the American College Health Koster Grant for Innovation. His publications include an assessment of the accuracy of web-based health information and an overview of a mass pandemic flu immunization procedure. He is a contributing editor to the *Journal of American College Health*.

Dr. Deichen's wife, Susan Saroka Deichen, earned her MA in Elementary Education from UCF in 1994.



**Albert (Bert) Francis III, CPA**  
**UCF Treasurer and Assistant Vice President of**  
**Debt Management**  
CFCPO Board of Directors  
New Appointment  
3-Year Term  
7/1/2023 to 6/30/2026

**Bert Francis** currently serves as the University Treasurer and Assistant Vice President of Debt Management for the University of Central Florida. Bert has over 18 years of GASB finance and accounting experience and previously served as the Controller for four of the University's Direct Support Organizations. Those organizations include the UCF Convocation Corporation which manages a budget of over \$30 million for the UCF Arena, the UCF Towers housing facilities, and surrounding retail areas; the UCF Stadium Corporation which includes all financial activity relating to UCF's Football Stadium; the UCF Finance Corporation which is a corporation used to facilitate debt related transactions on behalf of the University, and Limbitless Solutions, Inc. which primarily develops innovative 3D prosthetic limbs for children. Bert graduated from the University of Central Florida with a bachelor's in business administration with a major in accounting in 2005, a master's degree in business administration in 2009, and obtained his Florida CPA license in 2013. Bert currently serves as Chair of the Legacy Pointe Board of Directors.



## Central Florida Clinical Practice Organization, Inc.



### **Dr. Richard D. "Dick" Peppler**

Retired Associate Dean/Faculty and Academic Affairs

CFCPO Board of Directors

New Appointment

3-Year Term

7/1/2023 to 6/30/2026

**Dr. Peppler** joined the College of Medicine in 2007 as associate dean for Faculty and Academic Affairs and a professor of anatomy. During his 14 years at UCF, he also served as interim chair for Medical Education, interim director for Burnett School of Biomedical Sciences, interim co-director for the Pre-Health and Pre-Law Advising Office and interim vice dean.

As a founding faculty member, he helped with the development of academic programs and curriculum for medical students. In addition, he was instrumental in creating management processes of appointment, promotion, and award of tenure for faculty. Over the years, he also trained medical students in the Structure and Function module in the Anatomy laboratory. A retired Army Colonel and lifelong medical educator, Dr. Peppler was the second person hired at the UCF College of Medicine in 2007. He holds a Ph.D. in anatomy and taught first-year students in the college's state-of-the-art Anatomy Lab.

As a retired military officer, he gave the military oath to and lead the pinning ceremony of UCF Knights minutes after being declared physicians for eight years. After 14 years leading medical education at the College of Medicine, Peppler retired from UCF in June 2021.



## UCF Convocation Corporation



**Adrienne Frame**

**Vice President, Student Success and Well-Being**

**University of Central Florida**

**UCF Convocation Corporation**

*Director Appointment*

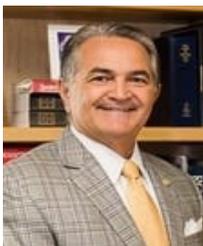
*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Adrienne Frame** serves as the vice president for Student Success and Well-Being at the University of Central Florida, a public metropolitan research institution with over 68,000 students. Prior to her current role, Dr. Frame served as the Associate Vice President and Dean of Students at UCF with oversight and supervision of Career Services, Student Accessibility Services, Inclusive Education Services, First Year Experience, Neighborhood Relations, Counseling and Psychological Services, Academic Support for Student Athletes, and the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities includes the Office of Student Conduct, Integrity and Ethical Development and Student Care Services.

A native of Massachusetts, Frame has more than 28 years of higher education experience. She has served in several leadership positions in student affairs prior to UCF, including dean of students at Endicott College and as director of housing at Florida State University. She has worked at the Colby-Sawyer College, the University of Miami and most recently at Suffolk University in Boston. Frame has extensive experience in campus-based crisis response, relationship building, campus partnership development and Title IX compliance.

Frame earned a doctorate of education in higher education from Florida State University, a master's degree from the University of New Hampshire and a bachelor's degree from Denison University.



**Michael Manglardi**

**Attorney, Martinez Manglardi P.A.**

*UCF Convocation Corporation*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Mike Manglardi** is a personal injury attorney at Martinez Manglardi in Orlando. He has successfully represented thousands of individuals and families throughout Florida in various types of personal injury claims, including automobile accidents, defective product and theme park negligence. He is a volunteer as a Guardian Ad Litem for abused neglected and abandoned children.

He is a loyal supporter of all things UCF and strongly believes in giving back. He has offered UCF students internships and job shadowing experiences, spoken for LEAD



## UCF Convocation Corporation

Scholars, and raised money for the Foundation. In 2010, he was the recipient of the Jefferson Award for outstanding work.

Manglardi and his wife Karen, who received an honorary alumni award in 2020, have four adult sons who all attended UCF.



**Jonathan "Jon" Varnell**

**Vice President, UCF Facilities and Business Operations**

*UCF Convocation Corporation*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Jon Varnell** serves as the vice president for Facilities and Business Operations at UCF. In his role, Varnell is responsible for overseeing all aspects of facilities, including planning and construction, real estate, grounds and landscaping, custodial services, parking and transportation, and business services, as well as the infrastructure and utilities to support them.

Varnell has nearly 25 years of experience in higher education. Before joining UCF, he served as the associate vice chancellor for Facilities Management at UNC Charlotte, where he led all facilities management operations; utilities and energy management; sustainability; capital planning, design and construction; engineering; real estate; space planning; and more and oversaw nearly \$250 million in capital projects.

Additionally, he has also held leadership roles at Valparaiso University and Guilford College as vice president for Administration. He has been an active participant in numerous industry associations and a key member of executive leadership teams at both public and private institutions.



## UCF Finance Corporation



**Michael “Mike” Johnson, Ph.D.**  
**Vice President, University Provost**  
**University of Central Florida**  
*UCF Finance Corporation*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Mike Johnson** serves as UCF’s provost and executive vice president for Academic Affairs. As the chief academic officer, he leads UCF’s academic programs and initiatives across 13 colleges, which serve 68,000 students and support more than 3,000 teaching and research faculty. His responsibilities also include multiple campuses, research centers and institutes. In addition, he manages UCF’s academic operating budget in collaboration with the president’s office, vice presidents, deans, and other academic leaders. Dr. Johnson joined UCF in 1990 and in 2011 became dean of the College of Sciences, where he is also a professor in the Department of Physics.

His research is in theoretical condensed matter physics, including nonequilibrium high-current transport in nanodevices, quantum statistical mechanics of integrable systems, fractional statistics and pattern formation in complex fluids. He earned his Ph.D. in physics from the University of Virginia.



**Danta White**  
**Sr. Assistant Vice President, UCF Controller**  
*UCF Finance Corporation*  
*Director Appointment*  
*First 3-Year Term*  
*7/1/2023 to 6/30/2026*

**Danta White** currently serves as a senior assistant vice president and university controller of Financial Affairs. Prior to joining UCF in 2020, he held several roles in the Florida Department of Financial Services in Tallahassee Florida for four years. For 9 years he served as an auditor for the Florida State Government Auditor General. White earned his bachelor’s degree in both Accounting and Finance in 2005.



Attachment E

**UCF Finance Corporation**



**Rebeca Reynolds**

**Senior Assistant Vice President, Academic Affairs**

**University of Central Florida**

*UCF Finance Corporation*

*Director Appointment*

*First 3-Year Term*

*7/1/2023 to 6/30/2026*

**Rebeca Richards** currently serves as an assistant vice president of Academic Budget, Planning and Administration. Since joining UCF in 2010, she has held several roles in the Academic Affairs department. Prior to working with UCF, she served as a tax senior with Grant Thornton LLP.



# Advancement



**Robert P. "Rob" Kantor, Jr.**  
**'97 '04MS '09MBA**

**Universal Parks and Resorts – Vice President, Business Analytics and Industrial Engineering**

*UCF Foundation, Inc.*

*Elected Director*

*New 4-Year Term*

*7/1/2023 to 6/30/2027*

**Rob Kantor** has worked for Universal Parks and Resort as a vice president since 2019. Prior to this role, he worked at Universal Orlando Resort for over 20 years in the most recent roles of senior director of Business Analytics and Industrial Engineering. During Kantor's career at Universal, he has expanded his support of divisions across the entire business, leading process improvement and cost saving initiatives in areas like revenue operations, entrance operations, entertainment, warehousing and wardrobe.

Kantor's volunteer experience includes Project Leader and Villa Adopter at Give Kids the World in Kissimmee, Florida. He is also a coach at the YMCA and for Little League International. Additionally, Kantor is a Certified Engineer-in-Training for the State of Florida.

Kantor attended the University of Central Florida, receiving multiple degrees and certificates. He most recently earned his MBA '09, received both his Graduate Certificate in Project Engineering and MS in Industrial Engineering '04, and his BS in Industrial Engineering '97.



**Laurette T. Koellner '77**

**Boeing International - Former President**

*UCF Foundation, Inc.*

*Elected Director*

*New 4-Year Term*

*7/1/2023 to 6/30/2027*

**Laurette Koellner's** distinguished career encompasses managing large, complex, international institutions in the aviation and technology industries.

Koellner began her career at McDonnell Douglas as a contract analyst. She spent 19 years at McDonnell Douglas, with an end position of vice president of Internal Audit. After the Boeing-McDonnell Douglas merger in 1997, she remained with Boeing, first as vice president and general auditor, before being named vice president and corporate controller in 1999. In 2000, she was named the senior vice president of the Shared Services group. From 2002-2004, she served as a member of the office of the chairman, as well as the company's chief administration and human resources officer. In 2004, Koellner was named the president of Connexion by Boeing, a position she held until 2006, when she was named the president of Boeing International. She remained in this position until her retirement from Boeing in 2008.



# Advancement

Koellner earned an MBA from Stetson University in 1980 and holds a Certified Professional Contracts Manager designation. Koellner is also a UCF graduate, earning her BSBA '77. In 2011, she was awarded Stetson University's Distinguished Alumnus Award. She has been designated an "audit committee financial expert" by the New York Stock Exchange. In 2014, she was featured in the book Trailblazers: The Women of The Boeing Company as the highest-ranking female in the history of the company.



**John P. Mahony '96**  
**Kavaliro – Managing Partner/COO**  
*UCF Foundation, Inc.*  
*Elected Director*  
*New 4-Year Term*  
*7/1/2023 to 6/30/2027*

**John Mahony** has worked in the recruitment and placement field for over twenty years. Mahony and wife, Diane Mahony (fellow UCF alum) founded Kavaliro with other UCF graduates, Mark Moore and Bill Pepler. Diane, CEO for Kavaliro, is a former UCF Foundation Board Director.

Mahony gives back to the community through a variety of charitable organizations including supporting Boys and Girls Club of Central Florida, Catholic Charities, and Kick off for Kids (a Kavaliro sponsored 501(c)3).

Mahony has three kids with wife, Diane, Caden, Owen and Ava. He enjoys spending time with his family and traveling to support his alma mater's athletics. Mahoney, a UCF graduate, received his BA '96 in Organizational Communication.



**Jessica L. Blume, '80**  
**Retired – Deloitte**  
*UCF Foundation, Inc.*  
*Elected Director*  
*Second 4-Year Term*  
*7/1/2023 to 6/30/2027*

**Jessica Blume** retired from Deloitte in 2015 as vice chairman after 26 years. She was a leadership partner in the U.S. firm and served on the Deloitte U.S. Executive Committee and U.S. Board of Directors when Deloitte evolved into the world's largest professional services organization. Her career success and strengths of strategic thinking, operations, execution, implementation of large change, communications, working with Fortune Global 500 companies and state/federal clients set her apart from the rest especially in the days when there were very few women in the accounting profession.

Blume received her B.S. degree in Accounting from the University of Central Florida.



# Advancement

Blume is an outstanding philanthropist and has become the shining example of board service by sharing her time, talents, and treasure. Her board service began in 2016 when she joined as a founding member of the Integrated Business Advisory Board. Jessica was inducted into the University of Central Florida's College of Business Hall of Fame in February 2019. In Blume's first term with the UCF Foundation, she has served as a member of the Audit Committee as well as the Information Technology Committee before it was dissolved in 2021. Blume has served as Vice Chair (2021-Present) of the UCF Foundation's Audit Committee.



## **Roslyn Burtrtram P'20**

### **Healthcare Consultant, Community Volunteer**

UCF Foundation, Inc.

Elected Director

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Roslyn Burtrtram** is a healthcare consultant and community volunteer. She has extensive experience in the biopharmaceutical industry, having spent 30 enjoyable years with both large and small biotech firms as a senior medical liaison where she communicated scientific information to healthcare professionals. Prior to that she was a critical care nurse.

Burtrtram holds a BS in Nursing from The Medical College of Georgia and a MS in Pharmacy, Applied Pharmacoeconomics from The University of Florida. Through Burtrtram's service and philanthropy, she has helped to impact the lives of students, student athletes and adults.

Burtrtram's UCF Foundation involvement includes currently serves as the Donor Engagement & Stewardship Committee Chair, Executive Committee Member, and previously on the Investment Committee (2020-2021).

Burtrtram has been an active UCF volunteer, serving as the Immediate Past Chair of the UCF Parent & Family Philanthropy Council, volunteering as a mentor with the College of Nursing, a member of the 40 Knight Nurse Award Selection Committee, and has volunteers as an Embedded Participant in the simulation lab. Her son Jackson '20 earned his B.S. in Mechanical and Aerospace Engineering.



## **Dana Patton '93**

### **Retired – Former Executive Recruiter**

UCF Foundation, Inc.

Elected Director

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Dana Patton** is a former executive recruiter for the healthcare industry who now serves as a community leader and philanthropist. She holds positions on several charitable and serve organization boards, including Children's Healthcare of Atlanta Friends, Ribbons of



# Advancement

Hope, and the Holy Innocents' Episcopal School.

She and her husband, R. David Patton '93, established an endowed scholarship at UCF, The President's Leadership Endowment. Patton is also an avid tennis player and coaches tennis at Holy Innocents' Episcopal School.

Patton currently serves as the UCF Foundation Board Secretary. She also serves on the Governance Committee (2020-Present) and has chaired the Board Composition Subcommittee. Patton was a member of the Donor Engagement & Stewardship Committee (2019-2021). Dana previously served as the Atlanta UCF Alumni Chapter Outreach Co-Chair (2015- 2016).



## **Mark Plaumann '74 '79 MBA**

**Managing Member – Greyhawke Capital Advisors LLC**

*UCF Foundation, Inc.*

*Elected Director*

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Mark Plaumann** is a Managing Member of Greyhawke Capital Advisors LLC, which he co-founded in 1998. It controls several million square feet of real estate around the country. Prior to founding Greyhawke, Mark was a Senior Vice President of Wexford Capital LLC. Additionally, he held positions with Alvarez & Marsal, Inc., American Healthcare Management, Inc. and Ernst & Young LLP.

Mark is married to Marilyn Wilson, and they have one daughter, Margaux. Plaumann serves as the Chair for the UCF Foundation Audit Committee. Mark has been highly involved with the College of Business, serving on the Finance Department Advisory Board (2019), CBA Capital Markets New York Advisory Board, and CBA Dean's Advisory Board. In 2012, Plaumann received the CBA Professional Achievement Award, given to outstanding alumni of the college whose work in their field demonstrates the full value of their UCF Experience. He was also a College of Business Hall of Fame recipient in 2008.



## **Kevin Wydra '92**

**Technology Consultant – Wydra Technology Services**

*UCF Foundation, Inc.*

*Elected Director*

*Second 4-Year Term*

*7/1/2023 to 6/30/2027*

**Kevin Wydra** brings over 25 years of technology and software development experience as well as the knowledge associated with buying and selling multiple companies. After graduating from UCF '92 with his B.S. in Computer Science, Wydra spent the next 18 years helping build Client Profiles, a software technology leader in the legal case management field.

As co-founder and Chief Technology Officer of the organization, his expertise spanned all areas of the research and development arm of the company, ranging from software architecture,



## Advancement

design, development, and testing of the applications. As his company grew, he was responsible for developing teams in the United States, India, and Russia as well as the technical relationship with Microsoft as a Microsoft Gold Certified Partner. The company grew to over 80 employees and was ultimately purchased by a venture capital group focused on consolidating the software development companies in the legal technology space.

Wydra founded Wydra Technology Services in 2012, providing business and technology consulting for small to mid-sized businesses implementing Microsoft Dynamics CRM solutions. He was also the Chief Technology Officer for RepScrubs (2017-2022), an innovative organization focused on the clinical and economic trends impacting healthcare facilities.

Wydra currently resides in Oviedo with his wife, Christine '93 and two children, Abigail and Jackson. Kevin rarely missed as UCF football or basketball game.

Wydra served on the UCF Alumni Board from 2014-2019. During that time, he serves as Chair of the Philanthropy Committee from 2018-2019 (and a member of the committee itself from 2015-2019). He served on the Alumni Board's Executive Committee from 2015-2022.

Wydra's Foundation Board Engagement began in 2019 and includes service on the Technology Committee from 2017-2021 (until the committee was dissolved after IT became centralized for the university), the Executive Committee from 2019-2021, Finance Committee from 2018-2019, and Governance Committee 2021-Present.



# Research Foundation

UNIVERSITY OF CENTRAL FLORIDA



**Edward Alexander**  
**Alexander Business Law, PLLC**  
*UCF Research Foundation, Inc.*  
*Elected Director*  
*Second Term Appointment*  
*7/1/2023 to 6/30/2026*

**Ed Alexander** is the founder of Alexander Business Law, PLLC (formerly Alexander and Abramson Firm), in Orlando, Florida, Ed has represented closely held businesses and professionals in corporate, business, and commercial law, securities, technology and intellectual property licensing, and corporate finance. Since becoming a lawyer in 1993, he has been primary counsel to clients for business acquisitions and sales, financing transactions, technology licensing and intellectual property assets, creation of partnership agreements, LLC operating agreements, shareholder agreements, employment agreements, and stock-option plans. Ed is also a Florida licensed business broker and a shareholder of Fitzgibbon Alexander, Inc., a Central Florida consulting, business valuation, and business brokerage firm. Prior to attending law school, Ed held technical and business positions with technology companies, including a pacemaker manufacturer, custom integrated circuit manufacturer and laser bar code manufacturer. He has been part of teams that coded software and designed hardware for the first generation of defibrillator pacemakers, as well as custom analog and digital integrated circuits used in, among other applications, automobiles and hearing aids. Ed is the 2018 Chair of the Small Business Resource Network of the University of Central Florida Small Business Development Center, has taught New Venture Finance as an Adjunct Professor for the University of Central Florida (School of Business), and was 2007 Chairman of the East Orlando Chamber of Commerce.



**Waymon Armstrong**  
**Engineering & Computer Simulations Inc.**  
*UCF Research Foundation, Inc.*  
*Elected Director*  
*Second Term Appointment*  
*7/1/2023 to 6/30/2026*

**Waymon Armstrong** is founder and chief Executive officer of Engineering & Computer Simulations Inc. (ECS) – an Orlando-based firm that defines innovation in the leading-edge field of modeling, simulation and training. Armstrong's company specializes in advanced training solutions that improve the performance of military personnel, first responders and corporate employees. He spends much of his day thinking about simulating disasters that will make emergency response teams better and faster, or ensure soldiers have medical skills that save lives on the battlefield. Armstrong has more than 100 employees to help, but 20 years ago he started ECS with a vision, a lot of passion and his personal life savings. After three years, the



# Research Foundation

UNIVERSITY OF CENTRAL FLORIDA

company was not generating enough revenue to pay him even a small salary. Armstrong had remortgaged his home, invested the last of the life savings, and incurred \$300,000 in credit card debt. His accountant encouraged filing for bankruptcy, but Armstrong continued and ultimately landed ECS's first large assignment for the U.S. military. Additional contracts followed and ECS built its reputation as a leading supplier of combat simulations training. ECS developed the first online virtual hospital for the U.S. Department of Veterans Affairs (VA) and is designing an online simulation learning center that will train VA doctors and staff across the globe. Armstrong was selected CEO of the Year in 2014 (Orlando Business Journal), Entrepreneur of the Year in 2013 (I4 Business) and National and State Small Businessperson of the Year in 2010 (national and state Small Business Administration). Waymon was a three-time finalist for E&Y Florida's Entrepreneur of the year award. Armstrong has served on numerous boards. He currently chairs Orange County Mayor Teresa Jacobs' Modeling and Simulation Blue Ribbon Commission and is past chair of Orlando Inc. He is a frequent speaker at national and regional conferences and was the keynote speaker at the 2015 Interservice/Industry Training Simulation and Education Conference.



**Mark Crandall**

**HMG Strategy**

*UCF Research Foundation, Inc.*

*Elected Director*

*Second Term Appointment*

*7/1/2023 to 6/30/2026*

Mark Crandall joined Consulate Health Care as Chief Information Officer in November of 2013 after serving as a Business Process Improvement and Portfolio Management consultant to Consulate since 2012. Prior to joining Consulate, Mr. Crandall was the Principal of an Information Management Consulting company in Orlando, FL that served medium and large enterprises in sixteen states.

During his tenure there, he led companies in the pursuit of improving the quality, safety and effectiveness of care in accordance with the National Council on Quality Assurance (NCQA). Mr. Crandall brings a proven track record of navigating through the ever-changing complexities of regulated industries and developing information technology solutions that meet the needs of operations leaders, combining efficiency with outstanding business value. As a 2016 Orlando Business Journal Tech IQ Award winner for Outstanding CIO, Mr. Crandall embraces technology to lead the innovative charge, enhancing quality of care given by more than 14,000 practitioners that fulfill Consulate's mission of "Providing Service with our Hearts and Hands".



## UCF Stadium Corporation



**Olga Calvet**

**Retired Vice President and CFO  
Palmas Services**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Olga Calvet** is a retired senior vice president and the chief financial officer of Palmas Services, Inc., a food services managing company. In this role, she oversaw the financial administration, which encompassed the areas of internal audit, accounting, taxation and compliance.

After college graduation, Calvet joined the international accounting firm of Seidman and Seidman CPAs at their Orlando office. She continued her career at Laventhol and Horwath CPAs, eventually establishing her own CPA firm in 1979.

After selling her accounting practice in 1986, she began her final position as senior vice president and chief financial officer for Palmas Services LLC, a participant at Walt Disney World, and operator of restaurant and lounge locations at EPCOT and Disney's Coronado Springs Resort.

In addition to her professional accomplishments, Calvet has a long-standing record of community service within Central Florida and beyond. Her service is extensive and includes serving as the international director and the first female governor of the Florida District for Civitan International, as well as president of the Frontier Civitan Club and senior club sponsor for the Bishop Moore High School Junior Civitan Club. In 1996, she received the Civitan International Honor Key – the highest award presented by the organization to its members; presented in Hanover, Germany.

Additionally, she has been a board member of the St. James Cathedral School, Central Florida Regional Transportation Authority (LYNX), City of Orlando Municipal Planning Board, and the Community Foundation of Central Florida, Inc. She was previously a Florida Supreme Court Judicial Nominating Commissioner.

She is currently a managing member in her daughter Alexandra's business, Calvet Couture Bridal located in Winter Park.



## UCF Stadium Corporation



### **Manoj Chopra, PhD**

**Professor of Engineering, Associate Dean of Academic Affairs, College of Engineering and Computer Science  
University of Central Florida**

*Director Appointment*

*First 3-Year Term*

*7/1/2023 – 6/30/2026*

**Dr. Manoj Chopra** is a Professor of Civil Engineering and serves as the Associate Dean of Academic Affairs in the College of Engineering and Computer Science. He currently leads all academic operations of the college and on the dean's cabinet. His office handles all student advising, faculty teaching, scholarships, degree conferment, space, and facilities for the college. Chopra is also a program evaluator for ABET, the Accreditation Board for Engineering and Technology and led the recent successful ABET review of all 12 programs in the college. Chopra has held numerous leadership positions in the college and for the university since joining UCF in 1993. Chopra served as the Chair of the UCF Faculty Senate and member of the UCF Board of Trustees from 2005 to 2009. Subsequently, he was elected by his peers to serve as the faculty representative on the Florida Board of Governors responsible for all 12 state universities. He has served on the UCF Athletics Association Board of Directors and is currently a member of the UCF Convocation Corporation Board of Directors. He was a member of the UCF Presidential Search Committee in 2017 and co-chaired the search for the Vice President of Facilities and Business Operations. He has also been appointed as the Associate Chair for the Civil Engineering Department and as director of the UCF Stormwater Management Academy. He served as the university's Lead for Research Space for the UCF Office of Research, working on solutions and strategies for the optimal use of limited research space on all UCF campuses. In 2014, he was selected as one of two UCF Provost Faculty Fellows to conceptualize and implement the UCF Faculty Cluster Initiative, a university-wide research effort to leverage UCF's existing strengths with interdisciplinary teams. President John Hitt appointed him as the NCAA Faculty Athletics Representative for UCF in 2012.

His research areas include the study of sinkholes, behavior of soils, soil erosion and sediment control, and sustainable pavements. He has conducted more than \$6 million of sponsored research and has 75+ publications with his students. He shared the 2001 Excellence in Environmental Engineering award by NASA for his patented work in innovative groundwater cleanup techniques. His professional assessment and research on sinkholes have received extensive media coverage in Central Florida and nationally. He has also received four Teaching Incentive Program (TIP) awards, the UCF Excellence in Undergraduate Teaching, and the UCF Excellence in Faculty Advising.



Board of Trustees  
Governance Committee | June 28, 2023

### GOVC-4: Amendments to University Regulation UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

This action item is a proposed amendment to University Regulation 2.002 to include in the regulation the new admissions consideration established in new Board of Governors Regulation 6.005. BOG Regulation 6.005, entitled Admission of Associate in Arts High School Students, allows high school students who are participating in dual enrollment and other acceleration programs and who are on track to earn an Associate in Arts (AA) degree from a Florida College System (FCS) or State University System (SUS) institution at the same time as their high school diploma, but who do not meet the requirements to be considered a transfer student under BOG Regulation 6.004, to be considered for admission under requirements for either First Time-in-College (FTIC) or AA transfer students (whichever is more beneficial to the student).

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulation UCF-2.002.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulation UCF-2.002.  
Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.002

**Facilitators/Presenters:**

Youndy Cook

### **UCF-2.002 Undergraduate Admission of First-time, Degree-seeking Freshman**

(1) Applicants for admission as first-time, degree-seeking freshman (FTIC) must meet the minimum requirements set forth in Florida Board of Governors Regulation 6.002 as well as any admissions criteria set by the University. A first-time, degree-seeking freshman is a student who has earned a high school diploma from a Florida public or regionally accredited high school, or equivalent and who has earned fewer than twelve (12) semester hours of transferable college credit since receiving a high school diploma or its equivalent. High school students participating in dual enrollment and other acceleration programs who are on track to earn an Associate in Arts (AA) degree from a Florida College System (FCS) or State University System (SUS) institution and who do not meet the requirements of BOG Regulation 6.004, may be considered for admission as either an FTIC or as a potential AA transfer student pursuant to BOG Regulation 6.005.

(2) The Vice President over undergraduate admissions shall evaluate the projected FTIC enrollment in light of ongoing recruitment and retention efforts and establish a projected number of admission exceptions to be reported yearly. Exceptions to the standards set forth shall be made to ensure equal access to higher education.

(3) Admission to the University shall be on a space available basis. Students judged to have a greater probability of academic success at University of Central Florida will be given priority in admissions when FTIC enrollment must be limited.

*Authority: BOG Regulations 1.001, ~~and~~ 6.002, and 6.005. History—New 10-8-75, Amended 5-22-80, 1-6-82, 7-27-83, Revised 7-21-85, Amended 9-8-85. Formerly 6C7-2.02, Formerly 6C7-2.002. Amended 5-27-09, 4-23-20, \_\_\_\_\_-23.*



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### **GOVC-5: Amendments to University Regulations UCF-2.003 Admission of Graduate Students and UCF-2.009 Admission of International Students**

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

This action item proposes amendments to University Regulations UCF-2.003 and UCF-2.009. These regulation amendments are proposed to amend admission requirements for graduate programs and international students to better align with the July 1, 2020, updates to the U.S. Department of Education (USDOE) rules that make no distinction between regional and national accreditors, treating all USDOE-recognized accrediting agencies as “institutional” accreditors. The list of accrediting bodies in each regulation has been replaced with language to indicate that any accreditor recognized by the USDE is acceptable to meet the admissions criteria stipulated in each regulation.

These regulations were posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulations UCF-2.003 and UCF-2.006.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulations UCF-2.003 and UCF-2.006. Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-2.003

Attachment B: Proposed Amended Regulation UCF-2.009

**Facilitators/Presenters:**

Youndy Cook

**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) Beginning with admission for the Spring 2024 academic year, eEach 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 U.S. institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education. by one of the following accrediting bodies or its equivalent from a foreign institution

- ~~1. Accrediting Commission for Community and Junior Colleges (ACCJC)~~
- ~~2. New England Commission of Higher Education (NECHE)~~
- ~~3. Higher Learning Commission (HLC)~~
- ~~4. Middle States Commission on Higher Education (MSCHE)~~
- ~~5. Northwest Commission on Colleges and Universities (NWCCU)~~
- ~~6. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~
- ~~7. WASC Senior College and University Commission~~

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 U.S. institution of higher education accredited by an accrediting body listed in (2)(a) or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Each graduate program may determine other requirements for admission, consistent with the mission and purpose of their college and program beyond those listed in (2). All program admissions requirements must be published in the Graduate Catalog and are required to be reviewed and updated annually.

- (a) Graduate programs must include at least 2 of the following materials to support the application:
- Letter(s) of reference
  - Resume or CV
  - Writing Sample
  - Personal, Goal, or Professional Statement
  - Research Statement
  - Professional, Academic, Artistic, or Music Portfolio
  - Video answer to prompt
  - Other relevant supporting materials approved by the College of Graduate Studies
- (b) Admissions criteria must not include preferences for applicants on the basis of race, color, national origin, disability, religion, or sex.

(4) The requirement to submit GRE, GMAT, or MCAT scores is at the discretion of the program to which the student is applying. Please refer to the current catalog for specific program level standardized test score requirements.

- (a) For programs that do not require a GRE or GMAT, all international applicants must submit a course-by-course evaluation of the student's official transcript by a credential evaluation service recommended by UCF that shows a GPA equivalent of 3.0 from an earned degree equivalent to a U.S. bachelor's degree obtained from an institution of higher education accredited by an accrediting body listed in (2)(a).

(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 paragraph (2) (b) & (c), above.
- (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) Exceptions: Students may apply for an exception to the University's immunization requirements 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 probation 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, 9-16-16, 4-23-20, 10-22-20, 6-17-21, 5-26-22, \_\_\_\_\_-23.*

### UCF-2.009 Admission of International Students.

Admission of international students to UCF is governed by the university admission regulations, Florida Board of Governors Regulation 6.009 and the following:

(1) Eligible international students may be accepted at the appropriate level subject to space and fiscal limitations. International applicants can only be admitted in a status that is appropriate for the visa category designated on the application.

(2) In addition to University admission requirements, international students must meet the following requirements as a minimum:

- (a) The applicant shall be academically eligible for further study in his/her own country.
- (b) An applicant whose native language is other than English shall show proficiency in written and spoken English by:
  1. proving they are from a country where English is the only official language; or
  2. establishing that a prior bachelor's, master's or doctoral degree was earned from a United States institution of higher education accredited by an institutional accreditor recognized by the U.S. Department of Education; one of the following accrediting bodies or its equivalent from a foreign institution:
    - ~~a. Accrediting Commission for Community and Junior Colleges (ACCJC)~~
    - ~~b. New England Commission of Higher Education (NECHE)~~
    - ~~c. Higher Learning Commission (HLC)~~
    - ~~d. Middle States Commission on Higher Education (MSCHE)~~
    - ~~e. Northwest Commission on Colleges and Universities (NWCCU)~~
    - ~~f. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~
    - ~~g. WASC Senior College and University Commission; or~~
  3. establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the only official language, or a university at which English is the only official language of instruction; or
  4. submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores for graduate applicants are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information will be included in the Graduate Catalog and program website information for that specific program. Qualifying scores for undergraduate applicants are: a TOEFL computer-based score of 220, a TOEFL internet-based score of 80, a TOEFL paper-based score of 550, or an IELTS score of 6.5; or
  5. completion of the English Language Institute's (ELI) level 8 or higher with a grade of a "B" or better; or
  6. completion of EAP 2851 with a grade of a "C" or better or placement into ENC 1101; or

7. an onsite assessment by UCF ELI faculty qualified to administer English proficiency assessment and determining that the student is English proficient at the university level.
- (c) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the Versant English Speaking exam administered by the UCF English Language Institute before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.
  - (d) The graduate applicant shall have an overall GPA of at least 3.0 on a 4 point scale or equivalent.
  - (e) The applicant shall furnish a detailed statement showing specific sources of a satisfactory level of financial support and the amount expected from each source.
  - (f) The applicant shall submit a health examination form to the University physician indicating his fitness, mentally and physically to pursue a college level study program. In addition, all international students on an F or a J visa must submit proof of health insurance that complies with the requirements of BOG Regulation 6.009.
  - (g) International student applications, undergraduate and graduate, along with all other records required for admission must be received by the program or university international application deadline, whichever is earliest, or the deadline must be waived by the university.

*Authority: BOG Regulations 1.001 and 6.009. History–New 10-8-75, Amended 7-14-80, Formerly 6C7-2.09, Amended 3-16-03, Formerly 6C7-2.009, Amended 6-11-09, 12-19-16, 3-21-19, 4-23-20, \_\_\_\_\_-23.*



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### GOVC-6: Amendments to University Regulation UCF-3.010 Faculty Evaluation and Improvement

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

This action item proposes an amendment to Regulation UCF-3.010 to conform with new Board of Governors Regulation 10.003 Post Tenure Faculty Review. The proposed conforming amendment is to add a new paragraph (8) to provide for a comprehensive post-tenure review requirement. This change depends on the university developing and adopting a policy to guide the comprehensive post-tenure review for tenured faculty members. Another, non-substantive change is proposed to the regulation, specifically in section (3) to correct the time period for the sustained performance evaluation period to three (3) years.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulation UCF-3.010, to be effective July 1, 2023.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulation UCF-3.010. Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-3.010

**Facilitators/Presenters:**

Youndy Cook

### **UCF-3.010 Faculty Evaluation and Improvement.**

(1) General Policy. The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding faculty evaluations. All faculty, full-time and part-time, shall be evaluated annually by their supervisor. The purpose of the evaluation is to assess and communicate with the employee about their performance on assigned duties, e.g., teaching, research, service. The annual evaluation period shall be the academic year, beginning August 8<sup>th</sup>, and shall include the preceding summer, when appropriate. The evaluation period for research may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures (AESP).

(2) The following evaluations shall be made for non-administrative personnel in faculty pay plans:

- (a) Annual evaluations- for in-unit faculty shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.
- (b) Evaluations for non-unit faculty shall be conducted annually. Each year, the department chair, school director, or unit head shall prepare a written evaluation of all faculty. The evaluation shall be based on the professional performance of assigned duties and shall carefully consider the nature of the assignments and quality of performance.
  1. A written evaluation shall be provided to the employee no later than the start of the fall semester. The evaluation shall be based upon:
    - a. The annual report, including the assignment, submitted in the spring by the employee.
    - b. Department, School or unit AESP.
    - c. Assigned duties and the nature of the assignment.
    - d. Where appropriate and available, information obtained from the following sources: immediate supervisor, peers, students, other university officials who have responsibility for supervision of the employee, and individuals to whom the faculty member may be responsible in the course of a service assignment.
    - e. Classroom observation/visitation may also be conducted by the evaluator or the evaluator's representative.
    - f. The evaluation will provide an assessment of overall performance. Ratings shall be in the form of a 5-category scale (outstanding, above satisfactory, satisfactory, conditional, unsatisfactory).
  2. Each department, school, or unit shall maintain AESP by which to evaluate each employee. Employees shall be evaluated according to the most recent AESP in place prior to the beginning of the evaluation period.
  3. Each employee shall be offered the opportunity to discuss the evaluation prior to its being finalized and placed in their personnel file. The evaluation shall be signed and dated by the employee and the evaluator. The employee may attach a concise comment to the evaluation within 30 days of receipt. A copy of the completed evaluation shall be provided to the employee. In the event the employee does not sign the evaluation, the supervisor shall place a statement to this effect at the bottom of the form and place the form in the employee's personnel file.

4. Upon written request from the employee, the supervisor shall provide recommendations to the employee in addressing any performance deficiencies.

(3) Sustained performance evaluation (SPE). For in-unit tenured employees in faculty pay plans SPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. Non-unit tenured employees in faculty pay plans shall receive a SPE once every three (3) years following the award of tenure or promotion. The purpose of this evaluation is to document sustained performance during the previous three (3~~7~~) years of assigned duties and to evaluate continued professional growth and development. If the employee's performance is below satisfactory for the evaluated three-year period, in any area of assigned duties, the employee will be issued a performance improvement plan.

(4) Cumulative progress evaluation (CPE). For in-unit personnel in faculty pay plans CPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. For non-unit personnel in faculty pay plans beginning with the second year of employment (or the first year, if tenure credit was given) and continuing annually, an employee who is eligible for tenure and/or promotion to the rank of associate professor shall receive a CPE by the unit tenured faculty; the department chair, school director, or unit head; and the dean. Employees eligible for promotion to professor shall be similarly apprised of their progress toward promotion at least once prior to submitting their promotion dossier. Only employees seeking promotion to associate professor are required to include their CPE in their promotion dossier. All CPEs shall be completed during the Spring semester. CPEs are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure.

(5) Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data for consideration in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member will be evaluated by students enrolled in his or her classes.

- (a) All credit bearing classes in any format, shall be assessed, with the exception of the following categories of courses or sections:
  1. Courses involving individual instruction such as independent study, internship, and practicum;
  2. Class sections where the number of respondents is so small it limits statistical usefulness and/or jeopardizes anonymity of the respondents.
- (b) In class sections co-taught by two or more faculty members, each faculty assigned to the class shall be separately assessed.
- (c) The student evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing before the official final exam period begins.
- (d) Summaries of all evaluations shall be distributed to the college dean's office who will be responsible for distribution to the department or unit and then to the faculty member being evaluated.

(6) Administrative Faculty. All faculty classified as administrative faculty will be evaluated annually by their direct supervisor. Evaluations for administrative faculty shall take place at the same time as non-administrative faculty.

(7) OPS Adjunct Faculty. All employees classified as OPS adjunct faculty will be evaluated annually in a format provided by Faculty Excellence by the departmental chair or associate chair. The evaluation shall be for the academic year, Fall and Spring, and shall include the preceding summer as appropriate. Evaluations must be conducted at the end of the Fall if the employee will not return in the Spring semester. Evaluators shall consider, where appropriate, information from the following sources: faculty member, self, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible for in the course of their assignment.

(8) Comprehensive Post-Tenure Review. Tenured faculty members shall receive a comprehensive post-tenure review in accordance with BOG Regulation 10.003 and subject to any University policies related thereto.

*Authority: BOG Regulations 1.001 and 10.003. History—New 10-8-75, Amended 11-10-77, 7-7-81, Formerly 6C7-3.10, Amended 4-23-03. Formerly 6C7-3.010. Amended 11-13-09, 8-5-13, 4-22-21, \_\_\_\_\_-23.*



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### GOVC-7: Amendments to University Regulation UCF-4.033 Delinquent Accounts

Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

**Purpose and Issues to be Considered:**

This action item proposes to amend the Regulation UCF-4.033 to update the threshold for withholding official transcripts from students with delinquent accounts in line with recent amendments to Board of Governors Regulation 7.002 (Tuition and Fee Assessment, Collection, Accounting, and Remittance). Previously, students with any amount of outstanding balance were prevented from receiving official transcripts. With this amendment, students with outstanding balances of \$500 or more may not be able to receive official transcripts until the debt is paid, settled, or otherwise resolved.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulation UCF-4.033.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulation UCF-4.033.  
Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

**Submitted by:**

Youndy Cook, Vice President and General Counsel



# Board of Trustees

## Agenda Memo

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-4.033

**Facilitators/Presenters:**

Youndy Cook

**UCF-4.033 Delinquent Accounts Receivable.**

- (1) The University may pursue the collection of delinquent accounts receivable through the use of lawful procedures.
- (2) Collection efforts may include contracting for the services of a collection agency.
- (3) Students with delinquent accounts will have a hold placed on their accounts. Students with balances of \$500 or greater~~and~~ may not be allowed to register or; receive transcripts. Students with a balance of any amount may not be allowed to; ~~or~~ receive a diploma. The account hold will remain until the debt is paid, settled, or otherwise resolved. If the student account is charged written off pursuant to the procedures in subsection (4) below, the hold will continue in force until the indebtedness is paid, settled, or otherwise resolved.
- (4) Except for such delinquent, unpaid and uncanceled scholarship loan notes and student loan agreements as may be collected pursuant to Rule 6A-20.024, F.A.C., by the Department of Education:
  - (a) The Student Accounts Office is authorized to charge off as uncollectable accounts with past due balances of \$500 or less when those accounts become six (6) months past due and the cost of further collection efforts would not be warranted.
  - (b) The University Controller is authorized to settle or charge off as uncollectable accounts up to \$10,000.00 after reasonable and lawful collection attempts have failed.
  - (c) The Vice President for Administration and Finance, or designee, is authorized to settle or charge-off uncollectable accounts over \$10,000.00 after reasonable and lawful collection attempts have failed.

*Authority: BOG Regulations 1.001 and 7.002. History—New 7-14-80, Formerly 6C7-4.33, Amended 4-27-03; Formerly 6C7-4.033, Amended 8-7-09, 3-10-15, \_\_\_\_\_-23.*



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## **GOVC-8: Amendments to Chapter 5 University Regulations**

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Information

Discussion

Action

**Meeting Date for Upcoming Action: June 29, 2023**

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### **Purpose and Issues to be Considered:**

This group of regulations addresses student rights and responsibilities and are reviewed annually and updated as needed. This action item seeks the Committee’s recommendation for approval of proposed regulations as described below.

UCF-5.006 Students Rights and Responsibilities sets forth student rights and responsibilities, including the definitions used in the student conduct process and the procedures used to address sex-based misconduct. The only proposed amendment is to update a title in paragraph (6) to correctly identify the university official responsible for that particular action in the student conduct process.

UCF-5.0065 Involuntary Withdrawal Procedures; Mandated Assessment, addresses involuntary withdrawal and mandated assessment processes for students in crisis. The proposed amendments to this regulation are to update job titles and make a specific legal citation in section (2).

UCF-5.008 Rules of Conduct sets out the student rules of conduct. The only proposed amendments update the definition for and examples of academic misconduct.

UCF-5.009 Student Conduct Review Process; Sanctions sets out the process for reviewing alleged student rule violations. The proposed amendments to this regulation include a reference to UCF-5.010 for the appeals process; new language regarding a student’s right to their disciplinary record; and clarification that a student under disciplinary dismissal or expulsion may not otherwise be present on University premises for the duration of the dismissal unless authorized in advance.

UCF-5.010 Student Conduct Appeals, which sets out the appeal procedure for a student following a student conduct matter, is proposed for amendment to differentiate between Title IX sexual harassment and non-Title IX sexual harassment for those found “In Violation”. Additional proposed changes correct a division abbreviation and allow for a designee.

UCF-5.011 Scope; Authority; Principles of Group Responsibility; Violations of Law and Organizational Rules of Conduct Violations; Records; Medical Emergencies (Alcohol & Drug) lays out the scope of and authority for the student conduct process as to registered student organizations. The only proposed amendments are to allow the Director of SCAI to identify a designee for granting exemptions for alcohol or drug-related emergencies.

UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals sets out the procedures related to student organization conduct proceedings. Proposed amendments to this regulation include adding language regarding a timeline for organizations to file an appeal and new language regarding the right to



an accurate and complete record of every disciplinary proceeding related to the charged violation(s) of the rules, including record of any appeal, and updating titles and allowing designees throughout.

UCF-5.015 Student Academic Behavior Misconduct Review Process sets out student academic behavior standards and outlines the process to be following in the event of academic misconduct allegations and findings. Proposed amendments to this regulation include adding new language regarding the Z designation for deferred disciplinary suspension; allowing delegation of functions by the Director of Student Conduct and Academic Integrity to a designee; and additional minor edits made throughout.

These regulations were posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

**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.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulations UCF-5.006, UCF-5.0065, UCF-5.008, UCF-5.009, UCF-5.010, UCF-5.011, UCF-5.013, and UCF-5.015.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulations UCF-5.006, UCF-5.0065, UCF-5.008, UCF-5.009, UCF-5.010, UCF-5.011, UCF-5.013, and UCF-5.015. Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

- Attachment A: Proposed Amended Regulation UCF-5.006
- Attachment B: Proposed Amended Regulation UCF-5.0065
- Attachment C: Proposed Amended Regulation UCF-5.008
- Attachment D: Proposed Amended Regulation UCF-5.009
- Attachment E: Proposed Amended Regulation UCF-5.010
- Attachment F: Proposed Amended Regulation UCF-5.011
- Attachment G: Proposed Amended Regulation UCF-5.013



# Board of Trustees

## Agenda Memo

Attachment H: Proposed Amended Regulation UCF-5.015

**Facilitators/Presenters:**

Youndy Cook

## 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 and its elective process.
- (b) Membership in Registered 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:
  1. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism. The distribution of such material, as is arranged by the Director of Office of Student Involvement, is permissible for registered student organizations provided steps have been taken to preserve the orderliness of the campus.
  2. Solicitation, whether printed materials or otherwise, on campus is prohibited except as provided in University Regulation UCF-4.010.
  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 operation of the institution, nor violate federal, state, or local laws, or University policies and regulations.
- (g) Fair and impartial proceeding. These matters shall include, but not be limited to:
  1. Disciplinary proceedings involving an alleged violation of academic and nonacademic rules.
  2. Refunds and charges. The status of a student charged with a violation of University rules shall not be affected pending final disposition of the charges except in the case of administrative action (also known as an interim action). For specific procedures and rights of students during the Student Conduct Review 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.”

- (i) Students with disabilities may be entitled to accommodations. For those students, please contact Student Accessibility Services.

**(2) Student Responsibilities.** A student at the University is deemed to have given their 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) Definitions.**

- (a) The term “Academic Misconduct Panel” is comprised of one faculty and one staff/faculty member, and two students selected from the Student Conduct Board.
- (b) The term “Advisor” or “Support Person” refers to any individual who provides support, guidance or advice to a party involved in a Student Conduct Review Process and includes advocates and/or legal representatives. The Advisor or Support Person of the involved party’s choice may assist and/or accompany the party throughout the Student Conduct Review Process. This person may be present to advise the party involved in a Student Conduct Review Process and may participate in all aspects of the proceeding but shall not testify for the party. The Advisor or Support Person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. The term “Advisor” does not include an advisor as defined under 34 CFR 106.45; refer to University Policy 2-012 for information about “Advisor” under the University’s Title IX Grievance Policy.
- (c) The term “Class Lecture” is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the university as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. “Class lecture” does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member during a class session.
- (d) 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 federal government 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 amended by the Violence Against Women Reauthorization Act of 2013.
- (e) 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 Student Conduct and Academic Integrity (SCAI) or designee to review the disciplinary status of a student, or the removal of a “Z Designation” on a student’s transcript.

- (f) The term “Complainant” refers to anyone who discloses having been subjected to any act prohibited by the Rules of Conduct section UCF-5.008(5), the Rules of Conduct section UCF-5.008(6), or the Organizational Rules of Conduct section UCF-5.012(5), regardless of whether that person makes a report or seeks action under that policy.
- (g) The term “Consent” means an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. Consent cannot be obtained by force, threat, coercion, reasonable fear of injury, intimidation, use of position of influence, or through the use of one’s mental or physical helplessness or incapacity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response, lack of protest or resistance, and silence are not consent. An individual who is incapacitated (such as by alcohol and/or other drugs both voluntarily or involuntarily consumed) may not give consent. Consent to sexual activity on a prior occasion does not, by itself, constitute consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of consent. Once consent has been given to a particular sexual activity, it may be withdrawn at any time. An individual who seeks to withdraw consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once consent is withdrawn, the sexual activity must cease immediately.
1. Responsibilities - It is the responsibility of the initiator to obtain clear and affirmative words or actions of a willingness to participate at each stage of sexual involvement.
  2. Incapacitation – Incapacitation is a state where an individual cannot make rational, reasonable decisions because of age, mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated lacks the capacity to give consent because they cannot understand the facts, nature, or extent of the sexual interaction. A person seeking to initiate sexual activity is not expected to be a medical expert in assessing incapacitation. The potential initiator must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation.
  3. Being impaired by alcohol or other drugs is no defense to any violation of this regulation.
- (h) 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).
- (i) The term “Deputy Title IX Coordinator” is defined as a university employee who is responsible for assisting with the coordination of the University’s efforts to comply with and carry out its responsibilities under Title IX.
- (j) The term “Director of SCAI” refers to the Director of Student Conduct and Academic Integrity.
- (k) The term “Hold” refers to a negative service indicator placed on a student’s record that includes but is not limited to: prevent modification to registration;

access to transcripts; and re-enrollment following a separation from the University.

- (l) The term “Mandated Assessment” refers to a process which is 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, completed by a licensed mental health professional or other appropriate licensed medical provider.
- (m) The term “Off Campus” refers to any location not defined as University premises.
- (n) The term “Overlay” refers to a notification on a student’s university transcript that states the student is not in good standing.
- (o) The term "Possession" means having actual knowledge of a substance or property, and intentionally exercising control over that substance or property.
- (p) 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 Student and Organizational Conduct Review Process.
- (q) The term “Publish” means to share, transmit, circulate, distribute or otherwise provide access to a recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.
- (r) The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.
- (s) The term “Relevant Information” means information that has been shown to directly support the position of a party throughout one of the University’s investigative processes, including the Student and/or Organizational Conduct Review Process.
- (t) The term “Respondent” refers to any student or registered student organization who has been accused of a violation of Rules of Conduct Section UCF-5.008(5), Rules of Conduct Section UCF-5.008(6), and/or the Organizational Rules of Conduct section UCF-5.012(5).
- (u) The term “Responsible Person” is defined as any university or Direct Support Organization non-student employee who is not a confidential employee as defined in the University’s *Reporting Requirements Related to Nondiscrimination Policy (No. 2-015)*, as well as resident assistants, and graduate students with administrative, instructional, or supervisory authority over others . Responsible Persons include but are not limited to Faculty (full-time and part-time), Staff (full-time and part-time), and all those employees identified as Campus Security Authorities (CSAs). The University reserves the right to designate other individuals involved in university-sponsored/related activities as Responsible Persons on a case-by-case basis.
- (v) The term “Sanction” refers to outcome(s) imposed on students and registered student organizations found in violation of any Rules of Conduct or Organizational Rules of Conduct.
- (w) The term “Sex Discrimination” refers to any unlawful distinction, preference or detriment to an individual that is based upon an individual’s sex that: (1) excludes an individual from participation in; (2) denies the individual the benefits of; (3) treats the individual differently with regards to; or (4) otherwise adversely affects

a term or condition of an individual's employment, education, living environment, or participation in a university program or activity. Sex discrimination includes sexual assault/misconduct, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, retaliation, or aiding and abetting.

- (x) The term "Sexual Contact" means physical contact of a sexual nature between individuals and includes but is not limited to: (i) touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or (ii) 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 (iii) contact, however slight, between the anus or sex organ of one individual and any other object.
- (y) The term "Student" means any person enrolled in one or more classes at the University, either full time or part time, study abroad student, online students, continuing education students, students pursuing undergraduate, graduate or professional studies, 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 are also "students." Individuals who have been accepted for admission and have paid an enrollment deposit are considered "students" for limited purposes (including the Student Conduct Review Process).
- (z) The term "Student Conduct Board" refers to any person or persons authorized by the Director of SCAI or designee to review information and recommend findings regarding whether a student or registered student organization has violated the Rules of Conduct or Organizational Rules of Conduct, and to recommend sanctions that may be imposed, if applicable. Student Conduct Board members shall be selected through an annual application and interview process, with the exception of the justices from the Student Government Judicial Branch. All members of the Student Conduct Board shall receive annual training from SCAI.
- (aa) 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". Additionally, Title IX prohibits discrimination on the basis of pregnancy as well as Title IX sexual harassment (defined in UCF Policy 2-012).
- (bb) 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.
- (cc) The term "University" means the University of Central Florida.
- (dd) The term "University Community" refers, collectively and individually, to students, University officials, Trustees, employees, and all visitors, contractors, and guests to the University or any of its campuses, facilities or events.
- (ee) 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.

- (ff) The term “University Premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, controlled by the University, or its direct support organizations.
- (gg) The term “VAWA” refers to the Violence Against Women Reauthorization Act of 2013, which amended the Violence Against Women Act and the Clery Act to provide new requirements for schools to prevent and respond to sexual violence, relationship violence and stalking. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; collecting statistics on relationship 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.
- (hh) The term “VP of SSWB” refers to the Vice President of Student Success and Well-Being.
- (ii) The term “Witness” refers to any person who directly observed an incident or has direct or indirect knowledge related to an incident.

**(4) 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 University premises.

**(5) Medical Emergencies.** The University of Central Florida highly encourages students and Registered Student Organizations to call for medical assistance whenever an individual experiences severe intoxication/impairment or serious injury after consuming alcohol and/or drugs. Students and Registered Student Organizations may be reluctant to call for help for themselves or others due to potential involvement from law enforcement officials or SCAI. 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 law enforcement officials 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 section 5.007 for individuals of and 5.011 for Registered Student Organizations.

**(6) Student Conduct Procedures for Sex-Based Misconduct (Non-Title IX Sexual Harassment).**

- (a) These procedures apply to alleged violations of UCF Regulation 5.008(5) and 5.012(5), but do not apply to 5.008(6) Title IX Sexual Harassment (see paragraph (7) below).
- (b) The Office of Institutional Equity (OIE) will conduct investigations under these procedures in a thorough and neutral manner. SCAI will then adjudicate the matters through the student conduct review process. During the investigation process and student conduct review process, the University will utilize the preponderance of evidence standard.
- (c) Rights of the Complainant and Respondent.
  1. The University strives to promote the safety and well-being of all students and employees. The requirements and protections of this policy apply equally regardless of an individual’s protected class as defined in the University’s *Nondiscrimination Policy* (No. 2-004). All requirements and protections also are equitably provided to individuals regardless of their status as a Complainant, Respondent, or Witness.

2. Both the Complainant and Respondent are permitted to have an advisor or support person accompany them throughout the university's investigative process and student conduct review process. This person may be present to advise the party but shall not testify for the Complainant or Respondent. The advisor or support person may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal. Also, it is within OIE's or SCAI's discretion whether to reschedule a meeting regarding an investigation or adjudication, respectively, due to a support person's/advisor's unavailability. Parties and witnesses must give prior notice to the investigator or SCAI representative, as appropriate, when any other person will be attending a meeting with OIE or SCAI.
3. Both the Complainant and the Respondent have the right to remedial and protective measures and shall be notified of available assistance at the University. For information, see Remedial Measures, Prevention, & Education Related to Nondiscrimination Policy (No. 2-016).
4. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and during a formal hearing.
5. Both the Complainant and Respondent have the right to impartial investigators and hearing officers. Prior to the commencement of the formal hearing, the Complainant and Respondent shall have the opportunity to challenge the impartiality of the hearing officer. If the Complainant or Respondent shows good cause for the removal of the hearing officer, the ~~Associate Vice President and Dean of Students~~ of Student Success and Well-Being or designee will assign a new hearing officer.
6. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and student conduct review process. Throughout the entire process, it is the student's responsibility to coordinate, schedule and communicate with OIE or SCAI if they would like to present relevant witnesses, documents or other information to be taken into consideration by OIE or SCAI. Unless otherwise stated in regulation, advisors are not permitted to coordinate, schedule and communicate with OIE or SCAI on behalf of a student. Neither the Complainant nor Respondent will have irrelevant past conduct, including sexual history, discussed during the formal hearing. The issue of relevancy shall be determined by the investigator during the investigation and by the hearing officer during the student conduct review process.
7. Both the Complainant and Respondent will be informed, concurrently and in writing, of the outcome of the investigative process, the Student Conduct Review Process, and the outcome of the appeal process.
8. 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 applicable Student Conduct Appeals section UCF-5.010 (individual student) or UCF-5.013 (registered student organizations).
9. Both the Complainant and Respondent will be given periodic status updates throughout the investigative process and the Student Conduct Review Process.

10. Persons requiring a reasonable accommodation based on a disability throughout the process must alert the investigator, Title IX Coordinator or SCAI contact of their need/request a reasonable amount of time prior to the start of any meeting or proceeding described herein, even if the persons are already receiving accommodations from other university services or resources.
- (d) Administrative hearing officers who hear cases of sex-based misconduct (other than Title IX sexual harassment) receive annual training on how to conduct fair and impartial hearings for these types of cases.

**(7) Title IX Sexual Harassment Procedures for Student Conduct Review Process.**

- (a) 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. Part of Title IX's prohibition regarding sex discrimination includes acts of Title IX Sexual Harassment as defined in the University's Title IX Grievance Policy, UCF Policy 2-012. Title IX also prohibits retaliation for making a good faith report of Title IX Sexual Harassment or participating in or being a party to any proceeding involving allegations of Title IX Sexual Harassment.
- (b) Rights of the Complainant and the Respondent. The rights of the Complainant and Respondent in a Title IX Sexual Harassment matter are explained in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (c) Procedures Governing Title IX Sexual Harassment Allegations. The policy and procedures which govern the investigation and live hearing process for allegations of Title IX Sexual Harassment are found in the University's Title IX Grievance Policy, UCF Policy 2-012.
- (d) Decision-makers and hearing chairs who hear cases of Title IX Sexual Harassment receive annual 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, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 10-20-22, \_\_\_\_-23.*

**UCF-5.0065 Involuntary Withdrawal Procedures; Mandated Assessment**

**(1) Involuntary Withdrawal Procedure.**

(a) Introduction.

1. The University of Central Florida is committed to ensuring equality of educational opportunity while cultivating an environment that is safe for the campus community and supportive of student learning. The University will seek to intervene where a student's behavior interferes with the rights of others within the University community or where the student presents a significant risk of harm to the health, safety, well-being and/or property rights of others. In such situations, safety and security concerns are paramount, and the University must react as promptly as feasible under the circumstances. University officials may consider a number of reasonable security and health and safety measures, including, but not limited to, requesting emergency assistance and seeking psychiatric evaluation, hospitalization, and treatment for mental illness as appropriate under the law. Additionally, the University may determine that it is necessary for the student to be involuntarily withdrawn from the University for the protection of others. This section outlines the procedures to be used by the University in making an involuntary withdrawal decision.
2. This Involuntary Withdrawal Procedure will be applied in a nondiscriminatory manner, and decisions will be based on consideration of the student's conduct, actions, and statements and not on knowledge or belief that the student has a disability.
3. The purpose of the Involuntary Withdrawal Procedure is for the University to be able to take urgent action when circumstances present a Significant Risk based on reasonably available information at the time. It will be necessary for the University to act promptly and for the benefit of the community as a whole, even if that means that, in consideration of later-presented information, the procedure ultimately concludes in favor of the student's continued enrollment (with or without conditions). Where the involuntary withdrawal procedure is invoked but the student is permitted to continue enrollment with no conditions, the University will take reasonable steps to assist the student in resuming their academic endeavors with as little disruption as feasible under the circumstances.

- (b) Direct Threat. When a student's behavior is deemed to pose a direct threat risk to the health and safety of the community, the ~~Associate~~ Vice President, Student Success and Well-being (VP-SSWB), ~~and Dean of Students ("Dean of Students")~~ or their designee may initiate an involuntary withdrawal of the student on behalf of the university. The Dean of Students or designee will consult with the University Crisis Team before a final decision is made on the involuntary withdrawal of the student. A student poses a Direct Threat when the student's behavior poses a "Significant Risk" to the health or safety of others, or of significant property damage, or of substantial disruption to the lawful activities of others or the educational process or orderly operation of the University, and reasonable modifications of policies, practices, or procedures will not sufficiently mitigate the risk. Significant Risk is defined as the high probability of harm,

threats of harm, or disruption and not just a slightly increased, speculative, or remote risk of such. Significant Risk is identified based on information that is reasonably available at the time of consideration. Information may be provided to the University through different means, including an incident report to [the University, Office of Student Rights and Responsibilities \(OSRR\)](#), a police report, information provided following a hospitalization, or any other reliable source.

(c) Interim Involuntary Withdrawal.

1. A student may be involuntarily withdrawn from the University on an interim basis (“Interim Involuntary Withdrawal”) if the ~~Assistant~~-Dean of Students or designee determines, based upon information reasonably available at the time, that the student poses a Direct Threat as defined above. A student will remain on Interim Involuntary Withdrawal pending the outcome of the Interim Involuntary Withdrawal Review. An Interim Involuntary Withdrawal may be imposed prior to a meeting of the University Crisis Team.
2. A student will be notified of Interim Involuntary Withdrawal through a written notice outlining the Interim Involuntary Withdrawal procedure, including the time, date, and location of the Interim Involuntary Withdrawal Review.
3. A student under Interim Involuntary Withdrawal shall be given an opportunity to present information to the University Crisis Team within three (3) business days from the effective date of the Interim Involuntary Withdrawal, to review the following issues only:
  - a. The reliability of the information concerning the student’s behavior and,
  - b. Whether or not the student’s behavior poses a Direct Threat, as defined above.
4. Should the student fail to attend the Interim Involuntary Withdrawal review, the review may be held in the student’s absence, and any recommended actions will be made using the information available at the time of the scheduled review.

(d) Involuntary Withdrawal – Notice to Student. 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 proposed action.
2. The opportunity to examine the psychiatric or other evaluations provided to the University Crisis Team and to discuss them.
3. The opportunity to present relevant information for consideration of their case personally, or by a licensed mental 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 to any meetings or proceedings described in this procedure. The advisor may not present on behalf of the student or otherwise participate in the meeting or proceeding.
5. The right to appeal.

- (e) Involuntary Withdrawal – Meeting of the University Crisis Team. The ~~Assistant~~ Dean of Students or designee will call a meeting of the University Crisis Team no earlier than five (5) business days after notifying the student of the proposed Involuntary Withdrawal. The student will be notified of the time, date, and location of the University Crisis Team meeting. The student may be present at this meeting and may present information in support of themselves. Following the student’s presentation, the team shall meet in a confidential deliberation. At the conclusion of this confidential deliberation, the team shall make a recommendation to the Dean of Students or designee, based upon the Team’s review of all available information at the time of the meeting, as to whether the University should:
1. involuntarily withdraw the student due to Direct Threat;
  2. make no changes to the student’s status;
  3. allow continued enrollment with conditions; or
  4. if the student is on Interim Involuntary Withdrawal at the time, reinstate the student with or without conditions.
- (f) Involuntary Withdrawal – Notifying Student of Recommendation and Decision. The Dean of Students or designee will make a final decision regarding the student’s enrollment status based on the totality of information available to the University and considering both the University Crisis Team’s recommendation and any information presented by the student. The Dean of Students or designee will notify the student in writing within two business days of the final decision regarding the student’s enrollment status.
- (g) Involuntary Withdrawal Appeal – In the event a student disagrees with the decision of the Dean of Students or designee, the student may appeal the decision. The appeal must be made in writing to the ~~Vice President for SDESSVP-SSWB~~, or designee, within three (3) business days after the date of the notification to the student of the decision. A student may appeal the decision based on one or more of the following criteria:
1. Irregularities in fairness and stated procedures that could have affected the outcome of the decision.
  2. Discovery of new and significant information that could have affected the outcome and that was not known or could not reasonably have been discovered and/or presented at the time of the meeting.
  3. The outcome is extraordinarily disproportionate to the reported behavior. The Vice President of ~~SDES-SSWB~~ or designee, shall, within three (3) business days, sustain the initial decision or return the case to the University Crisis Team for re-consideration. Should the appellate officer require additional time for review beyond the three (3) business days, the appellate officer shall notify the student in writing of the need for additional time. ~~The Vice President or designee’s~~ A decision to sustain the initial decision is final action. If the matter is returned for re-consideration, the process will resume at the step outlined in subsection (e), above.
- (h) Upon being involuntarily 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, and may not be employed by UCF. Additionally, an involuntarily withdrawn student may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.

- (i) 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 Dean or Students 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 is ready and able to safely return to the University and does not pose a Direct Threat as defined above. In cases where the Dean of Students or designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.
- (j) A student who is considered for but ultimately not subject to Involuntary Withdrawal may be subject to conditions on continued enrollment at the University. In such cases, the student will be provided with a written summary of any such conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions may be later subject to involuntary withdrawal by the Dean of Students or designee or may be subject to charges through the University's Student Conduct Review Process for failure to comply.
- (k) The current voluntary medical withdrawal process should not be used to handle withdrawals where a Direct Threat is evident or where a violation of the Rules of Conduct has allegedly occurred. Information for students seeking a medical withdrawal is available in the Catalog.
- (l) As a general principle, the University prefers to use the Student Conduct Review Process in instances of misconduct, without regard to whether the student has a physical or mental condition that might be contributing to the misconduct. The Involuntary Withdrawal Procedure is to be employed in those situations in which the regular Student Conduct Review Process is not applicable or, due to safety concerns, cannot be applied in a sufficiently timely fashion.

**(2) Mandated Assessment Procedure.** This University procedure is established to respond to 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~~ F.S. 397.6811), or 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 Student Care Services.

- (a) Once information is received regarding a UCF student hospitalization via the Baker Act or the Marchman Act, Student Care Services may utilize the mandated assessment session(s) to evaluate a student's risk of harm to self or others, and to take appropriate actions for 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 a Student Care Services staff member and the student to discuss the mandated assessment procedure.

- (b) A mandated assessment must be completed 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 Student Health Services psychiatrist, a Counseling and Psychological Services clinician, or a community based licensed mental health professional or licensed psychiatrist of the student's choice. Student Care Services 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 ten (10) business days following release of hospitalization. Student must provide proof of mandated assessment within twenty (20) business days following release of hospitalization or prior to return to the University (in the event a student withdraws for the remainder of the semester or pursues a medical withdrawal). Failure to comply may result in disciplinary action or the convening of the University Crisis Team.
- (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 ~~Assistant~~ Dean of Students or designee may initiate one or both of the following:
  1. Interim Action followed by initiating the Student Conduct Review Process;
  2. Convening of the University Crisis Team to consider the initiation of the Involuntary Withdrawal Procedure.

*Authority: BOG Regulations 1.001 and 6.0105. History - New 9-23-21, 5-26-22, \_\_\_\_\_-23.*

## 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 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. Students are prohibited from engaging in:

### (1) Academic Misconduct

(a) Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam).

Examples of academic misconduct include but are not limited to: plagiarism; unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

~~(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 of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the Instructor. Course materials include but are not limited to class notes, Instructor's power points, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.~~

~~(d) — Falsifying or misrepresenting the student's own 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.~~

~~(gb) Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.<sup>[AF1]</sup>~~

(c) Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without

authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.

- (hd) Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

## **(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 (faculty or staff) or law enforcement officers.
- (b) Possession, use or attempted use of any form of fraudulent identification, including the credentials or identification of another individual.
- (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 or the Student Conduct Review Process, including knowingly initiating a false complaint.
- (f) Fraud: Any act of deceit or misrepresentation for purposes of financial or personal gain.

## **(3) Disruptive Conduct**

- (a) Any 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) Any act which intentionally interferes with the election processes of any University registered student organization or sponsored student group.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- (f) 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.
- (g) 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 produce identification to these persons when requested to do so.

- (h) 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.
- (i) Hindering, noncompliance, or interfering with the student 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 student conduct review process.
- (j) Violation of any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.
- (k) Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

#### **(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, digital, 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 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) Unlawful Harassment: Unlawful harassment consists of conduct based upon an individual's race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy and parental status, gender identity or expression, or sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in other protected classes set forth in state or federal law, and the conduct meets the description of either Hostile Environment Harassment or Quid Pro Quo Harassment, as defined in the University's Nondiscrimination Policy (No. 2-004).
- (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 or group in the target's position substantial emotional distress and undermine their 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) Invasion of Privacy and Unauthorized Recording.
  1. Making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, activities, or surreptitiously or covertly surveilling or observing an individual.

2. Unauthorized recording of class activity (other than class lecture), or of meetings where there exists a legal expectation of privacy, and/or any unauthorized publication of a recording.
  3. Any notice, consent, or other requirements under applicable laws and regulations must be fulfilled in connection with authorizing, making, using, disclosing, or distributing any recording, where there is a legal expectation of privacy.
- (f) Retaliation against or harassment of complainant(s), other person(s) alleging misconduct, or anyone who participates in an investigation.

**(5) Sex-Based Misconduct (Non-Title IX Sexual Harassment)**

- (a) Sexual Assault. Sexual assault means sexual contact without consent.
- (b) Sexual Harassment. Sexual harassment means any unwelcome sexual advances, request for sexual favors, or other unwanted verbal, graphic or physical conduct of a sexual nature when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (c) Gender-Based Harassment: Gender-based harassment is unlawful harassment that is based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, graphic, or physical, even if the acts do not involve conduct of a sexual nature, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment as defined in UCF's Nondiscrimination Policy (No. 2-004) are present.
- (d) Relationship Violence: Relationship Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship Violence includes "dating violence" and "domestic violence", as defined by the Violence Against Women Reauthorization Act of 2013.
- (e) Stalking: Defined as when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking includes "cyber stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. A "course of conduct" is two or more acts, including but not limited to acts in which a person directly, indirectly, or through third-parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.
- (f) Sexual Exploitation: Sexual Exploitation is purposely or knowingly doing or attempting to do any of the following:
  1. Exposing 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;
  2. Voyeurism, including trespassing, spying, or eavesdropping for the purpose of sexual gratification;
  3. Soliciting sex acts from a minor by oral, written, or electronic means;
  4. Possessing, producing, or disseminating child pornography;

5. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
  6. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
  7. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
  8. Subjecting another person to human trafficking; or
  9. Exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- (g) Any attempted acts of sex-based misconduct are also violations of this policy.

**(6) Title IX Sexual Harassment**

- (a) Title IX Sexual Harassment is defined as any conduct which occurs (i) on or after August 14, 2020; (ii)-against a person located in the United States; and (iii) in or as part of the University's education program or activity, which satisfies one or more of the following:
1. Unwelcome conduct of a sexual nature that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.
  2. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent (consent and sexual contact are defined in UCF-5.006(3)).
  3. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
  4. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.
  5. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.
- (b) Retaliation, including but not limited to conduct meant to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with

any right or privilege secured by Title IX of the Education Amendments of 1972, its implementing regulations, or UCF Policy 2-012.

**(7) Larceny/Property Damage**

- (a) Unauthorized use, possession, or theft of property or service. Such property may be personal or public.
- (b) Damaging or defacing of University property or the property of another person whether or not it is on University premises.
- (c) Misuse, tampering with, or damaging fire safety or other safety equipment.

**(8) Hazing**

- (a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to: initiation or admission into, association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing in violation of Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this rule.
- (b) Hazing includes 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) Hazing includes any activity which could subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental health or dignity of the individual.
- (d) Hazing includes forcing, pressuring, or coercing, the student into violation of University policies or federal, state, or local law.
- (e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.
- (f) It is not defense to an allegation of hazing that:
  - 1. the consent of the victim had been obtained;
  - 2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization; or
  - 3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.
- (g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

**(9) Misuse or Unauthorized Use of Facilities and Grounds**

- (a) Misuse or unauthorized use of classroom or laboratory facilities, or University property (as defined by University Regulation UCF-4.036).
- (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 University Regulation UCF-4.036.

- (c) Unauthorized entry or attempted entry to any University property (as defined by University Regulation UCF-4.036).
- (d) Unauthorized possession, duplication or use of keys to any University property (as defined by University Regulation UCF-4.036).

**(10) Misconduct at University Sponsored/Related Activities**

- (a) Violation of the UCF Rules of Conduct at any UCF sponsored or related activities.
- (b) Violations of a regulation(s) of a host institution sponsored/related activity shall be a violation of the golden rule.

**(11) Controlled Substance and Drug Violations**

- (a) Possessing, consuming, or attempting to possess cannabis in any amount.
- (b) Cultivating, manufacturing, or attempting to obtain cannabis in any amount.
- (c) Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances other than cannabis, except as expressly permitted by law.
- (d) Selling or distributing cannabis or any other controlled substances other than alcohol.
- (e) Possessing or attempting to possess any drug-related paraphernalia.
- (f) Misconduct under the influence of controlled substance(s) and/or drugs other than alcohol.

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies> .

**(12) Alcoholic Beverage Violations**

- (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

NOTE: Students who receive medical attention due to drug related emergencies and/or students who call for help on behalf of another student who may be experiencing a drug related emergency may be exempt from disciplinary action. Information regarding exemptions under this rule for drug related emergencies can be found in University Regulation UCF-5.007 and the Student Conduct and Academic Integrity website: <http://scai.sdes.ucf.edu/medicalemergencies>.

**(13) Possession of Weapons and/or Dangerous Materials**

- (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, ammunition, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.

**(14) Instigation or Participation in Group Disturbances during Demonstrations, Parades, or Picketing**

- (a) Participation in a demonstration(s), parade(s), or picketing which invades the rights of others, which interferes with the function(s) 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.

**(15) 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 or of a faculty or staff member.
- (f) Use of computing facilities and telecommunications resources to send obscene materials.
- (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 (UCF Policy 4-002), including a violation of the terms and conditions of any third party computing system.
- (j) Any violation of the University of Central Florida ResNet Acceptable Use Policy.

**(16) 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 registered student organization.
- (b) Unlawfully sell, barter or dispose of a voucher or any item for participation in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or registered student organization.
- (c) Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

**(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.

**(19) Aiding and Abetting:** Aiding and abetting is any act taken with the purpose of aiding or facilitating the commission of an act prohibited by the Rules of Conduct.

*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, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 12-3-20, 9-23-21, 10-20-22, \_\_\_\_\_-23.*

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

**(1) Violation Reports.** To initiate the Student Conduct Review Process, Alleged violations of the UCF Rules of Conduct ~~shall~~ must be reported in writing to the Director of the Student Conduct and Academic Integrity (SCAI) or designee. Upon receiving an alleged violation of misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the safety and well-being of others, of the University, or of property, the Director of SCAI or designee, upon notifying the VP of ~~SDES~~ Student Success and Well-Being (SSWB) or designee, may take immediate action to resolve the safety and/or well-being concern by placing the student on interim action. Interim action is not a sanction. An interim action is subject to review at a hearing within three (3) business days by the VP of ~~SDES-SSWB~~ or designee to determine the status of the interim action. The outcome of an interim action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of ~~SDES-SSWB~~ or designee shall decide otherwise.

- (a) The Director of the SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI 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 SCAI has six (6) months to charge a student with a violation of the Rules of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (c) Students charged with alleged violations of the Rules of Conduct will receive notice to attend a preliminary conference with SCAI to discuss the charges. At the preliminary conference, 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, and notice on how to contact the Student Government ~~Judicial Advisor~~ Impartial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. 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.

### **(2) Options for Resolution of Disciplinary Charges.**

- (a) **Case Dismissal:** The Director of SCAI 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) **Mediation:** Depending on the nature and severity of the alleged violation, SCAI may recommend mediation 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 possible disciplinary action. 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 SCAI. Mediation will not be a resolution option for cases involving allegations of incidents of sexual misconduct and/or interpersonal violence.

- (c) **Informal Resolution Conference:** At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with an SCAI 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, Disciplinary Probation, or Disciplinary Deferred Suspension) 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 resolution conference (decision of responsibility and **recommended** sanctions) are final and are not eligible to be appealed (UCF-5.010). The student will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (d) **Formal Hearing:** If an alleged violation of the Rules of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. Except as set forth in (5) below, the charged student may request either a panel or administrative hearing. The charged student's hearing shall be open only to the charged student; the charged student's advisor, advocate, or legal representative; the hearing body; witnesses (when called upon); a representative from SCAI; and a legal representative for the University. For cases of sex-based misconduct (non-Title IX Sexual Harassment), the hearing shall also be open to the complainant and advisor. For cases of Title IX Sexual Harassment, the hearing shall also be open to the complainant, advisor, and support person. In cases of alleged Academic Misconduct, the student is required to have an academic integrity hearing as stated in UCF-5.015. **Following the formal hearing, the student will have a specified timeline to file an appeal; should the student fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action by the University (see Regulation UCF-5.010).**

**(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 SCAI 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 SCAI to chair the hearing and report the

- proposed finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
2. At hearings conducted by a panel, an SCAI staff member shall act as an advisor to the panel. The Director of SCAI 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 SCAI 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 SCAI 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 SCAI or designee to alter proposed sanctions or remand 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 selected by SCAI from the Student Conduct Board.
  2. At hearings conducted by an administrative hearing officer, an SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI 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 SCAI 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 SCAI 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 SCAI or designee to alter sanctions or remand 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. The formal hearing will be recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
  2. Charged 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.
  6. Presentation and questioning of all other parties.
  7. Final questions of the charged student by the hearing body.
  8. Closing remarks by the charged student.
  9. Hearing is brought to a close.
- (d) Deliberations by the hearing body are not part of the hearing and are confidential. Deliberations occur after the closure of the hearing and are not recorded. Following deliberations, the hearing body will prepare a written statement of its proposed finding(s) and, if applicable, recommend sanctions.

- (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. All staff memoranda submitted.
  - 4. 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.
  - 5. The proposed finding(s) and sanction(s) by the hearing panel or administrator, if any.
  - 6. The Director of SCAI's or designee's decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

**(4) Student Rights in the Student Conduct Review Process.** The following rights apply to a student disciplinary proceeding:

- (a) The charged student shall be afforded timely written notice, at least seven (7) business days prior to each disciplinary proceeding, unless waived in writing. Written notice may be sent to the charged student's electronic and/or physical address listed in the Registrar's records. Written notice shall include:
  - 1. The student's name and address.
  - 2. Date, time, and location of the disciplinary proceeding.
  - 3. The rule(s) of conduct allegedly violated as known at the time the notice is sent.
  - 4. A listing of all known witnesses that have provided, or will provide, information against the student.
  - 5. A description of any physical or written documentation known at the time the notice is sent.
- (b) The student may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the student's responsibility to make appropriate arrangements for the advisor, advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), and the disciplinary proceeding(s) shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. An advisor, advocate, or legal representative may not serve as a witness during any a disciplinary proceeding. The student may consult with their advisor, advocate, or legal representative at any time during the preliminary conference or disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the preliminary conference or disciplinary proceeding(s). If the advisor, advocate, or legal representative does not adhere to their defined role in the Student Conduct Review Process, they may be removed from the disciplinary proceeding.

- (c) The Student Conduct Review Process shall be conducted on the basis that the charged student is not in violation until the preponderance of evidence proves otherwise, except if the student accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Student Conduct Review Process, including during a formal hearing. The burden of proof is not on the student charged with a violation of the Rules of Conduct. The university has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.
- (d) The student shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged student shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the student shows good cause for the removal of any member(s) of the hearing body, the Associate Vice President and Dean of Students or designee will assign a new hearing body member.
- (e) At least five (5) business days before the informal resolution conference or formal hearing, the University will provide the student with the opportunity to inspect all known information relating to the allegation(s), including inculpatory and exculpatory information. The University also has the right to review any information the student intends to use at the informal resolution conference or formal hearing at least five (5) business days before the informal resolution conference or formal hearing. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (f) 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. The questioning of a witness shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (g) The student shall not be forced to present self-incriminating information during a disciplinary proceeding. In addition, the student reserves the right to remain silent. Such silence may not be used against the student. The University is not required to postpone any disciplinary proceeding(s) 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 a criminal offense.
- (h) The proposed finding, as well as the Director of SCAI'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.
- (i) Should the student fail to attend the scheduled formal hearing, the hearing will be held in the student's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (j) Only if the proposed finding of the formal hearing body is that the student is in violation, will prior conduct history be reviewed and potentially affect proposed sanctioning.
- (k) The results of any formal hearing shall be made available to the charged student within ten (10) business days following the hearing. Should SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by

notifying the charged student. For academic integrity cases, the results of any formal hearing shall be made available to the charged student within fifteen (15) business days following the hearing. The Director of SCAI or designee shall notify the charged student in writing of the need for additional time.

- (l) 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-SSWB~~ or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the University may be involved.
- (m) The student has the right to an accurate and complete record of each disciplinary proceeding related to the charged violation(s) of the Rules of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student. The disciplinary record is considered complete following final agency action by the University. The disciplinary records will be maintained in accordance with UCF-5.007.

#### **(5) Additional Procedures in Cases of Sex-Based Misconduct and Title IX Sexual Harassment**

- (a) In cases involving sex-based misconduct or Title IX sexual harassment, a single hearing officer will be the only option for a formal hearing.
- (b) Where a student is charged with a violation of UCF-5.008(5), the procedures outlined in UCF-5.006(6) and UCF Policy 2-004 will apply in addition to the procedures of the Student Conduct Review Process outlined above.
- (c) Where a student is charged with Title IX Sexual Harassment as prohibited under UCF-5.008(6), the procedures outlined in UCF-5.006(7) and the Title IX Grievance Policy (University Policy 2-012) will apply in place of the procedures of the Student Conduct Review Process outlined above, except that UCF-5.009(4)(a) and (e) will apply, and the sanctions outlined below may be applied to violations of UCF-5.008(6) Title IX Sexual Harassment.
- (d) The sanctions outlined below may be applied to violations of UCF-5.008(5) Sex-Based Misconduct (non-Title IX) and UCF-5.008(6) Title IX Sexual Harassment.

#### **(6) Sanctions.**

- (a) Disciplinary Warning - An official warning that the student's behavior is in violation of the UCF Rules of Conduct.
- (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. While on Disciplinary Probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with the Rules of Conduct. 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. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website (scai.sdes.ucf.edu). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. While on Disciplinary Probation, a ~~hold~~service indicator will be placed on a student's record for record keeping purposes.
- (c) Deferred Disciplinary Suspension - Deferred Disciplinary Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the Rules of Conduct. Deferred Disciplinary

Suspension is used for offenses found serious enough to warrant Disciplinary Suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. During a Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the student may continue to attend classes. Students placed on Deferred Disciplinary Suspension will have a conduct overlay placed on their transcripts for the period of time that the Deferred Disciplinary Suspension is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Restrictive conditions may be imposed and vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions shall be listed on the SCAI website ([scai.sdes.ucf.edu](http://scai.sdes.ucf.edu)). Student leadership eligibility shall be governed by the eligibility requirements outlined by the Office of Student Involvement and their eligibility appeal process. A disciplinary suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation of the Rules of Conduct, unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the student is found in violation for any violation(s) of the Rules of Conduct that occurred while on Deferred Disciplinary Suspension status, including failure to complete any assigned educational sanctions by the deadline(s), the student will be suspended for a minimum of one (1) semester, in addition to the educational sanctions imposed for the subsequent violation. While on Deferred Disciplinary Suspension, a hold-service indicator will be placed on a student's record for recordkeeping purposes.

- (d) Disciplinary Suspension - A student involved in an offense warranting consideration of action more serious than Deferred Disciplinary Suspension or one involved in repeated misconduct may face Disciplinary Suspension. During the period of Disciplinary 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 SCAI or designee. 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 the University, 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. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of SCAI or designee shall consider whether the suspension creates an undue hardship on the disciplinary suspended student. Students placed on Disciplinary Suspension will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Suspension is in effect.–The conduct overlay is a notation indicating that the student is not in good standing. 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.
- (e) Disciplinary Dismissal – Disciplinary Dismissal is a sanction which removes the student from the individual's academic program and separates the student from the

University for a period of at least two years and up to seven years. A dismissed student has none of the rights or privileges of a student of the University. A student under Disciplinary Dismissal may not otherwise be present on University premises for the duration of the dismissal unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Following Disciplinary Dismissal, the individual must apply for readmission to the University.

Readmission is possible but not guaranteed and will only be considered after the two-to-seven-year time allotted from the effective date of the Dismissal, based on meeting all readmission criteria and obtaining clearance from the Associate Vice President and Dean of Students or designee. This may include restricted access to campus and/or other specified activities. Students placed on Disciplinary Dismissal will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Dismissal is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Dismissal, 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 Dismissal; otherwise, the Disciplinary Dismissal will remain in effect.

- (f) Delayed Issuance of Diploma: The issuance of a student's diploma from the University of Central Florida will be withheld until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (g) Delayed Conferral of Degree – The Administrative process of a student's degree being conferred through the University's Registrar's Office will be delayed. This means the student's degree will not be awarded until the completion of a stated time frame and all educational sanctions imposed through the Student Conduct Review Process.
- (h) Disciplinary Expulsion – Disciplinary Expulsion is a sanction which removes the student from the individual's academic program and permanently separates a student from the University without opportunity to graduate or re-enroll at the university in the future. A student under Disciplinary Expulsion may not otherwise be present on University premises. 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.
- (i) 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, interviews, etc. Educational sanctions are intended to provide a student with opportunities to repair the harm of their actions and to engage in meaningful developmental experiences that will help the student in avoiding future violations of University policy.

*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, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, \_\_\_\_\_-23.*

## **UCF-5.010 Student Conduct Appeals**

### **(1) Appeals 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-SSWB~~ or designee) within ten (10) business days after the date the student was notified of the decision by the Director of Student Conduct and Academic Integrity (SCAI) or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <http://scai.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, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter the sanction(s); or return the case for a new hearing. Any decision by the appellate officer to alter sanctions or return a case for new hearing shall be accompanied by a concise and explicit written statement that explains the basis for that decision.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the twenty (20) business days, the appellate officer shall notify the charged student in writing of the need for additional 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) SCAI 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 SCAI's or designee's final decision letter.

### **(2) Appeals within the Student Conduct Review Process for Cases Involving Sex-Based Misconduct**

- (a) Complainants and Respondents in matters involving allegations of Sex-Based Misconduct (as defined in Regulation UCF-5.008(5)) may appeal the finding(s)

and sanction(s) imposed from a student conduct formal hearing. The appeal must be made in writing to the Appellate Officer (VP of ~~SDES-SSWB~~ or designee) within ten (10) business days after the date both the Respondent and Complainant are notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. The appeal form can be found at <https://scai.sdes.ucf.edu/student-appeal/>.

- (b) In cases charged under 5.008(5), Complainants and Respondents 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, 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, the appellate officer may: deny the appeal, thus sustaining the initial decision; alter sanction(s); or return the case for a new hearing.
- (e) The appellate officer should issue a written decision to the student's appeal within twenty (20) business days of receipt of the appeal. The written decision shall be issued to both the Complainant and the Respondent. Should the appellate officer require additional time for review beyond twenty (20) business days, the appellate officer shall notify the Complainant and Respondent in writing of the need for additional time. Decisions of the appellate officer reflect final university 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.

### **(3) Appeals within the Student Conduct Review Process for Title IX Sexual Harassment**

Complainants and Respondents in matters involving allegations Title IX Sexual Harassment are to follow University's Title IX Grievance Policy, UCF Policy 2-012 which outlines the rights, including appeals rights, for both parties.

### **(4) Community ReEngagement and Educational Development (CREED) Program**

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a student to have the opportunity to demonstrate that in the period following the conclusion of the Student Conduct Review Process, they have taken steps to become a productive and engaged member of the UCF Community.
- (b) Upon completion of one semester of Disciplinary Probation, Deferred Disciplinary Suspension, or Disciplinary Suspension and completion of all educational sanctions, a student can request a review of their disciplinary status through the Community ReEngagement and Educational Development (CREED) Program. Students who have a Z Designation on their transcript are eligible to apply once the duration of their Disciplinary Suspension has ended and all educational sanctions are complete.

1. Students who have been found “In Violation” of Sex-Based Misconduct (Non-Title IX Sexual Harassment) or Title IX Sexual Harassment Rule of Conduct that required an investigation by the Office of Institutional Equity (OIE) are ineligible to apply for relief under the CREED Program.
  2. Students who have been found In Violation of a Rule of Conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED Program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online CREED Program submission form available at [www.scai.sdes.ucf.edu/creed](http://www.scai.sdes.ucf.edu/creed) . This request can only be submitted once a semester.
  - (d) The Director of SCAI or designee will review applications submitted before the semesterly deadline(s) during the application review period(s). Information on application deadlines and review periods can be found at <https://scai.sdes.ucf.edu/creed-program/> . The Director of SCAI or designee shall conduct a preliminary review to ensure that the student’s request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the CREED Review Meeting that has been scheduled for a committee to conduct a review of the student’s application, if applicable. The student has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time of the CREED Review Meeting.
  - (e) Prior to this meeting, the committee will have reviewed the submitted packet and will prepare questions for the student to address, as well as provide the student with the opportunity to further discuss why their disciplinary status should be altered or terminated or why the Z Designation should be removed from the student’s transcript. No alterations shall be made to include new or increased sanctions. Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The student will be given ten (10) business days to produce the information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED Review Meeting with the student.
  - (f) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the student in writing within ten (10) business days of receiving the recommendation.
  - (g) If the request is denied by the Director of SCAI or designee the final decision shall include a concise and explicit written statement that explains the basis for that decision and suggested action items for the student’s success.
  - (h) There is no appeal process for a CREED Review Meeting decision.

#### **(5) 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 disciplinary suspension, disciplinary dismissal, or disciplinary expulsion and/or if the student is not current on disciplinary probation or deferred suspension with all educational sanctions completed in full.

- (b) A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to SCAI.
- (c) The factors influencing the decision by the Director of SCAI or designee 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, New6-18-09. Amended 3-5-15, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, 5-26-22, \_\_\_\_\_-23.*

**UCF-5.011 Scope; Authority; Principles of Student Group Responsibility; Violations of Law and Organizational Rules of Conduct Violations; Conduct Records; Medical Emergencies (Alcohol & Drugs)**

**(1) Scope**

- (a) The organizational conduct regulations (UCF-5.011, 5.012, and 5.013) shall apply to all registered student organizations, 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 registered 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 a group.
- (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 registered 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. The Florida Board of Governors Regulation 6.021 requires each university to establish an anti-hazing policy as part of the student code of conduct.
- (b) These regulations shall ensure a fair and impartial process in registered student organizational disciplinary proceedings and guarantee the integrity of the university.
- (c) Generally, authority necessary to enforce the organizational 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 the conduct process 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-5.006(3).

**(4) Principles of Student Group Responsibility.**

- (a) Any registered 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 capacity or the students are acting as a member of a registered student organization.
- (c) The following criteria will be used to determine if a registered student organization can be held responsible for the actions of one or more individuals 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 registered 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 registered student organization or any executive board members or officers of the registered student organization.
  4. The registered student organization or any executive board member or officer of the registered student organization fails to report and take reasonable action against invitees/members responsible for the Organizational Rules Conduct violation.
  5. The registered student organization overtly places or implicitly allows active members of the registered student organization to be in a position to act on behalf or with authority of the organization.
  6. The registered student organization chooses to protect one or more individual offenders who are active members of the registered 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 conduct an investigation to gather facts to help provide further context to the original complaint. The investigative process may include administering surveys to organization members and/or conducting interviews with persons associated with or believed to have knowledge about the reported incident. An investigative report will be drafted containing findings. Next steps following the investigation may be to close the case, request more information, or initiate a disciplinary proceeding.

**(5) Medical Emergencies.** The University of Central Florida highly encourages students and registered student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol and/or drugs. Students and registered student organizations may be reluctant to call for help for themselves or others due to potential involvement from the law enforcement officials or Student Conduct and Academic Integrity (SCAI). 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 law enforcement officials 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 SCAI Rules of Conduct Controlled Substance and Drug Violations and Alcoholic Beverages section and the Organizational Rules of Conduct section.

- (a) Alcohol Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Student groups that seek medical assistance for alcohol emergencies may receive exemption for violations of the Organizational Rules of Conduct Section UCF-5.012 6(a)-6(f); however, exemption for other Organizational Rule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case-by-case basis at the discretion of the Director of SCAI or designee. Additional information regarding alcohol emergencies can be found at the SCAI website.
- (b) Drug-Related Emergencies - University Expectations for Student Groups. Student groups may be eligible for exemptions from disciplinary action when a representative of an organization at a student group event calls for emergency assistance on behalf of a person experiencing a drug-related emergency. Student groups that seek medical assistance for drug-related emergencies may receive exemption for violations of the Organizational Rules of Conduct Section UCF-5.012 7(a)-7(d); however, exemption for other Organizational Rule of Conduct violations may not be granted. Student groups may be eligible for this exemption on a case by case basis at the discretion of the Director of SCAI or designee. Additional information regarding drug-related emergencies can be found at the SCAI website.

**(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 registered student organization behavior as outlined in the Principles of Student 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 registered student organization's or other student group's conduct case record will be maintained in SCAI. The case record of a registered student organization found responsible for charge(s) against them, with sanctions less than organizational suspension or revocation, will generally be maintained in SCAI for seven years from the calendar year of record, after which they are destroyed. The case record of a registered student organization that has been suspended or whose registration has been revoked will be permanently maintained by SCAI.
- (b) Release of Records. The release of registered student organization and other student group disciplinary records will be governed by applicable federal and state laws regarding the privacy of education records.

*Authority: BOG Regulations 1.001 and 6.0105. History – New 10-16-09. Amended 7-19-12, 9- 3-13, 10-29-15, 7-28-16, 7-20-17, 6-18-20, 9-23-21, \_\_\_\_\_23.*

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

### (1) Violation Reports

- (a) To initiate the Organizational Conduct Review Process, Alleged violations of the UCF Organizational Rules of Conduct ~~shall~~must be reported in writing to the Director of Student Conduct and Academic Integrity (SCAI) or designee. Incident reports can be submitted for information purposes only, for information purposes with the requirement that the registered student organization complete an educational activity including but not limited to an academic integrity seminar, or to initiate the Organizational Conduct Review Process. Upon receiving an incident report, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question. Where deemed necessary to protect the health and safety of any individual, the student body, or any part of the University or its community, the Director of SCAI or designee, upon notifying the VP of ~~SDES-SSWB~~ or designee, may take immediate action to resolve the situation by placing the registered student organization on interim organizational action. Interim organizational action is not a sanction. Interim organizational action is preliminary in nature; it is in effect only until there is a resolution of the registered student organization conduct matter. Interim organizational action is subject to review at a hearing within ten (10) business days by the VP of ~~SDES-SSWB~~ or designee to determine the status of the interim organizational action. The outcome of an interim organizational action hearing shall remain in effect until the final disposition of any formal charges resulting from the circumstances of the case, unless the VP of ~~SDES-SSWB~~ or designee shall decide otherwise.
- (b) The Director of SCAI or designee will refer all information warranting disciplinary action and assign the case to the appropriate staff member. SCAI will send written notification to the chief officer of the registered 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 registered student organization shall serve as the organization's representative in the organization conduct review process.
- (c) Upon receipt of an incident report SCAI has six months to charge a registered student organization with a violation of the Organizational Rules of Conduct. SCAI may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit. SCAI will waive the six-month limit in cases involving sexual harassment, dating violence, domestic violence, and stalking and may waive the time limit for other extraordinary cases, as determined by the Director of SCAI or designee.
- (d) A registered student organization charged with alleged violations of the Organizational Rules of Conduct (see UCF-5.012) will receive notice to attend a ~~required~~ preliminary conference with SCAI to discuss the charges. At the preliminary conference, the registered student organization will receive information regarding the Organizational Conduct Review Process, including the registered student organization's rights during the process; an opportunity to inspect and/or review the information known at the time, and how to contact the Student Government Judicial Advisor. At the conclusion of the conference, SCAI recommends an option for resolution of the disciplinary charges. If the registered student organization fails to attend the preliminary conference, the registered

student organization may be placed on immediate social probation until such time the matter is resolved, and SCAI may move forward with scheduling a formal hearing as resolution for disciplinary charges.

- (e) Social probation includes but is not limited to 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 SCAI 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, SCAI may recommend mediation 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 SCAI for possible disciplinary action. 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 SCAI.
- (c) Informal Resolution Conference: At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the registered student organization of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged registered student organization has the opportunity to meet with an SCAI 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 (organizational warning, organizational probation, organizational probation with restrictions, deferred organizational suspension) 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 resolution conference are final and are not eligible to be appealed. The registered student organization will receive written notice of the Resolution Agreement within ten (10) business days of the conference, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for the conduct violations and applicable sanctions.
- (d) Formal Hearing: If an alleged violation of the Organizational Rules of Conduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice of the charges to the registered student organization at least seven (7) business days before the formal hearing. The charged registered student organization may request either a panel or administrative hearing. The charged registered student organization's hearing shall only be open to the charged

registered student organization's chief officer or designee; the charged registered student organizations' advisor, advocate, or legal representative; representative from the National Office (if appropriate); the hearing body; witnesses (when called upon); a representative from SCAI; a legal representative for the university; and a university staff member from an appropriate office (Office of Student Involvement, Office of Fraternity and Sorority Life, Recreation and Wellness Center, etc.). Following the formal hearing, the student organization will have a specified timeline to file an appeal; should the student organization fail to file an appeal within the specified timeline, the outcome from the formal hearing will be considered final agency action of the University (section (7), below).

**(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 SCAI 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 SCAI to hear organizational cases. One panel member shall be selected by SCAI to chair the hearing and report the proposed finding(s) and sanction(s), if any, to the Director of SCAI or designee.
2. At hearings conducted by a panel, a SCAI staff member shall act as an advisor to the panel. The Director of SCAI or designee 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 SCAI 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 SCAI 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 SCAI 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 SCAI to hear organizational cases.
2. At hearings conducted by an administrative hearing officer, a SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI 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 SCAI 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 SCAI 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 SCAI 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. The formal hearing is recorded by the University, and no other recordings are permitted. The recording will be made part of the official record of the hearing.
1. Reading of charges.
  2. Charged registered 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 registered student organization.
  5. Questioning of the charged registered 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 registered student organization.
  8. Final questions of the charged student organization by the hearing body.
  9. Closing remarks by the charged registered student organization.
  10. Hearing is brought to a close.
  11. Registered student organization is scheduled for a meeting to discuss the hearing body’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.
- (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. All staff memoranda submitted.
  4. 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.
  5. The Director of SCAI’s or designee’s decision.
- (f) Student Conduct Board members for panel and administrative formal hearings are selected through an annual application and interview process with the exception of the justices from the Student Government Judicial Branch. All Student Conduct Board members, including justices, receive annual training from SCAI. Student Conduct Board members who serve on hearings related to allegations of sex discrimination, including but not limited to relationship violence, sexual assault, sex harassment, and stalking receive additional training annually.

**(4) Registered Student Organization Rights during the Formal Conduct Review Process.**

The following rights apply to a registered student organization disciplinary proceeding:

- (a) The charged registered student organization shall be afforded written notice, at least seven (7) business days prior to disciplinary proceeding, unless waived in writing. Written notice may be sent to the chief student officer of the charged registered student organization’s electronic and/or physical address. 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 disciplinary proceeding.
3. Alleged Organizational Rule of Conduct Violation(s) known at the time the notice is sent.
4. A listing of all known witnesses that have provided, or will provide, information against the registered student organization.
5. A description of any physical or written documentation known at the time the notice is sent.

Provided that the required notice stated above has been given to the registered student organization along with its student leadership or member representative(s) but the organization failed to attend a scheduled disciplinary proceeding 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 disciplinary proceeding 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 registered student organization may have at their own expense and initiative, an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding (i.e., informal resolution conference or formal hearing). It is the registered student organization's responsibility to make appropriate arrangements for an advisor, advocate, or legal representative to attend the preliminary conference or disciplinary proceeding(s), which shall not be delayed due to scheduling conflicts of the chosen advisor, advocate, or legal representative. A registered student organization may consult with their advisor, advocate, or legal representative at any time during the disciplinary proceeding(s). This consultation must take place in a manner that does not disrupt the proceedings. In addition, an advisor, advocate, or legal representative may not serve as a witness during a disciplinary proceeding. A registered student organization's advisor must not be connected to the actual conduct case or a related case. If the advisor, advocate, or legal representative does not adhere to their defined role in the Organizational Conduct Review Process, they may be removed from the disciplinary proceeding(s). The Student Government (SG) ~~Judicial-Impartial~~ Advisor(s) may assist the registered student organization with finding an ~~impartial~~ advisor, advocate, or legal representative or may act as their advisor.
- (c) All formal hearings shall be conducted on the basis that the charged registered student organization is not in violation until the preponderance of evidence proves otherwise, except if the registered student organization accepts responsibility for the charge(s). The technical rules of evidence applicable to civil and criminal cases shall not apply to the Organizational Conduct Review Process, including during a formal hearing. The burden of proof is not on the registered student organization charged with a violation of the Organizational Rules of Conduct. The university has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Nothing contained in this paragraph prohibits or limits the University in offering other forms of resolution, such as mediation or informal resolution.

- (d) At least five (5) business days before the disciplinary proceeding, the University will provide the registered student organization's chief officer or designee with the opportunity to inspect all known information related to the allegation(s), including inculpatory and exculpatory information. Information may be presented in support of the charged student organization. The University also has the right to review any information the registered student organization intends to use at the disciplinary proceeding at least five (5) business days before the disciplinary proceeding. During a formal hearing, only such information that is determined to be "Relevant Information" will be allowed.
- (e) The University cannot compel any person serving as a witness to attend a registered student organizational formal hearing. However, all parties to a registered student organizational conduct formal hearing may arrange for witnesses to voluntarily present Relevant Information during the proceeding. The questioning of witnesses shall be facilitated by the hearing officer or panel conducting the formal hearing.
- (f) The registered student organization shall have the right to an impartial hearing officer for the formal hearing. Prior to the commencement of the formal hearing, the charged registered student organization shall have the opportunity to challenge the impartiality of any member(s) of the hearing body. If the registered student organization shows good cause for the removal of any member(s) of the hearing body, the ~~Associate Vice President of SSWB and Dean of Students~~ or designee will assign a new hearing body member.
- (g) The registered student organization shall not be forced to present information that incriminates its individual members during a disciplinary proceeding. In addition, the registered student organization has the right to remain silent in the process, and such silence may not be used against the registered student organization. The University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution. The University's student organizational review process is not a criminal or judicial proceeding and is designed to address violations of the Organizational Rules of Conduct; therefore, alleged violations of the rules will be addressed independently of any outcome imposed by or sought from a court.
- (h) Should the registered student organization fail to attend the scheduled formal hearing, the hearing will be held in the registered student organization's absence and the proposed findings, including any recommended sanctions, will be made using the information available at the time of the scheduled formal hearing.
- (i) The proposed finding(s), as well as the Director of SCAI'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 registered student organizational formal hearing.
- (j) Only if the proposed finding(s) of the formal hearing body is that the registered organization is in violation, will prior conduct history be reviewed and potentially affect the proposed sanctioning.
- (k) The final decision shall be furnished in writing to the registered student organization within fifteen (15) business days following the hearing. Should SCAI need additional time, the deadline can be extended by the Director of SCAI or designee by notifying the charged organization.

- (l) The registered 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-SSWB or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.
- (m) The registered student organization has the right to an accurate and complete record of every disciplinary proceeding related to the charged violation(s) of the Organizational Rule of Conduct, including record of any appeal, to be made, preserved, and available for copying upon request. The disciplinary record is considered complete following final agency action by the University.

**(5) Additional Procedures in Cases of Sex-Based Misconduct.** Where a registered student organization is charged with sexual misconduct and other identified sex-based misconduct, the procedures outlined in UCF-5.006(6) will apply in addition to the procedures of the Organization Conduct Review Process.

**(6) Sanctions for Registered Student Organizations**

- (a) Organizational Warning: An official warning that the organization's behavior is in violation of the Organizational Rules of Conduct.
- (b) Organizational Probation: A period of time during which any further violation of the Organizational Rules of Conduct puts the registered student organization's status with the University in jeopardy. Restrictive conditions may also be imposed as part of organizational probation and will vary according to the severity of the offense. A non-exhaustive list of possible restrictive conditions can be found on the SCAI website ([scai.sdes.ucf.edu](http://scai.sdes.ucf.edu)). If a registered student organization is found "in violation" for another violation of the Organizational Rules of Conduct while on organizational probation, more severe sanctions may be imposed.
- (c) Organizational Deferred Suspension – Organizational deferred suspension is used for offenses found serious enough to warrant organizational suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Organizational deferred suspension is a designated period of time during which a registered student organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Organizational Rules of Conduct. During an organizational deferred suspension, the registered student organization will be officially suspended from the University, but the organizational suspension will be deferred, meaning that the registered student organization may continue to operate with sanction-specific restrictions. Organizational suspension will be enforced should the registered student organization fail to complete any of the assigned sanctions by the deadline(s) and/or for any subsequent violation of the Organizational Rules of Conduct unless the Director of SCAI or designee determines otherwise in exceptional circumstances. If the registered student organization is found in violation for any violation of the Organizational Rules of Conduct that occurred while on deferred suspension status, including failure to complete any assigned sanctions by the deadline(s), the registered student organization will be suspended for a minimum of one (1) semester in addition to any educational sanctions imposed for the subsequent violation. Registered student organizations on organizational deferred suspension may be limited in their abilities to represent the University in intramural sporting events,

extracurricular activities, or official functions. The duration of any organizational deferred suspension period and the specific restrictions imposed will be determined by SCAI on a case-by-case basis.

- (d) **Organizational Suspension:** While on organizational suspension the registered 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 unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Additional provisions may be assigned that further outline University expectations while on Organizational Suspension Status.
- (e) **Revocation of UCF Registration:** Permanent severance of the organization's relationship with UCF.
- (f) **Recommendation for Charter Revocation:** An official request to a national office that the local chapter's charter be revoked.
- (g) **Educational Sanctions:** In conjunction with any sanction listed above, a registered student organization found to have been in violation of any of the Organizational Rules of Conduct will be assigned educational sanctions that are proportional to the violation such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a registered student organization has any outstanding educational sanctions at the conclusion of organizational probation or organizational suspension, the organizational probation or organizational suspension will remain in effect pending completion of the educational sanctions.

#### **(7) Appeal within the Registered Student Organization Review Process**

- (a) A registered 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-SSWB~~ or designee) within ten (10) business days after the date the registered student organization was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation.
- (b) Registered 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 registered 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 registered 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. If the registered student organization 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; or
  - 2. If the registered student organization alleges that there was a defect in procedure or new information was presented which was sufficiently substantial to have affected the outcome and the appellate officer agrees, the appellate officer will order a new hearing.
- (e) The registered 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-SSWB~~ 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 SCAI's or designee's final decision letter.

**(8) Community ReEngagement and Educational Development (CREED) Program**

- (a) The Community ReEngagement and Educational Development (CREED) Program is designated for a registered student organization to have the opportunity to demonstrate that in the period following the conclusion of the Organizational Conduct Review Process, they have taken steps to become a productive and engaged organizational member of the UCF Community.
- (b) Upon completion of one semester of the Organizational Probation, Organizational Deferred Suspension, or Organizational Suspension, and upon completion of all educational sanctions/requirements, a registered student organization can request modification of their organizational disciplinary status through the CREED Program.
  - 1. Registered student organizations that have been found in violation of ~~an Organizational Rule of Conduct that required an investigation by the Office of Institutional Equity (OIE)~~Sex-Based Misconduct are ineligible to apply for relief under the CREED program.
  - 2. Registered student organizations that have been found in violation of a rule of conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED program.
- (c) Requests must be submitted to the Director of SCAI or designee via an online Student Organization CREED Program Submission form that can be found at <https://scai.sdes.ucf.edu/creed-program/>.
- (d) The CREED Program is designed for registered 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.

- (e) Upon receipt of the CREED Program form, the Director of SCAI or designee shall conduct a preliminary review to ensure that the registered student organization's request meets the necessary eligibility and application requirements. The Director of SCAI or designee must communicate the finding of the preliminary review of the application as well as the date and time of the "CREED review meeting" that has been scheduled for a committee to conduct a review the registered student organization's application, if applicable. The organization has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time for the "CREED review meeting."
- (f) Prior to this meeting, the committee will have reviewed the packet and will prepare questions to be addressed, as well as provide the opportunity to further discuss why the registered student organization's organizational disciplinary 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. The registered student organization will be given ten (10) business days to produce the information and/or documentation the committee requested. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED review meeting with the registered student organization.
- (g) After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the registered student organization in writing within ten (10) business days of receiving the recommendation.
- (h) If the request is denied by the Director of SCAI or designee the decision shall include a concise and explicit written statement that explains the basis for that final decision.
- (i) There is no appeal process for a Registered Student Organization Disciplinary CREED Review meeting decision.

*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, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 10-22-20, 9-23-21, \_\_\_\_\_-23.*

### UCF-5.015 Student Academic Misconduct Review Process

(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 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 Student Conduct and Academic Integrity (SCAI) or designee. When an instructor becomes aware of an alleged violation of academic misconduct, the instructor must document the alleged violation(s) through the Academic Misconduct Report Form (AMR), available at <http://scai.sdes.ucf.edu>. Upon receiving an alleged violation of academic misconduct, the Director of SCAI or designee may review relevant information and consult with relevant parties regarding the incident in question.

- (a) The Director of SCAI or designee will refer all information warranting disciplinary action to the SCAI. SCAI 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 SCAI has six months to charge a student with a violation of academic misconduct. SCAI 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 SCAI to discuss the charges. At the preliminary conference, the purpose of this meeting is to provide the student with information regarding the Sstudent Conduct Review Process, including the student's rights during the process; an opportunity to inspect and/or review the information known at the time, and notice of how to contact the Student Government Judicial-Impartial Advisor. At the conclusion of the conference, SCAI will recommend an option for resolution of the academic misconduct charges. These options are case dismissal, informal resolution conference, or academic formal hearing. If the student fails to attend the preliminary conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved, and SCAI may move forward with scheduling a formal hearing as a resolution for disciplinary charges. 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.

#### (5) Options for Resolution of Academic Misconduct

- (a) Case Dismissal. The Director of SCAI 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 non-disciplinary meeting 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 Resolution Conference.** At the discretion of SCAI, violations found not to warrant a formal hearing may be referred to an informal resolution conference. SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the informal resolution conference. At the informal resolution conference, the charged student has the opportunity to meet with a SCAI staff member or designee and accept responsibility for the charges of violation of academic misconduct. At the informal resolution conference level, the matter will be settled by the following outcomes: punitive sanction (disciplinary warning, disciplinary probation, deferred disciplinary suspension) 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 resolution conference process (decision of responsibility and recommended sanctions) are final and are not eligible for appeal. The student will receive written notice of the Resolution Agreement within ten (10) business days, except in extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.
- (c) **Academic Misconduct Formal Hearing.** If an alleged violation of academic misconduct is not dismissed or otherwise resolved, then SCAI shall provide timely written notice to the student of the charges at least seven (7) business days before the formal hearing. 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), the university's legal representative, and a representative from SCAI.
- (d) **Charged students in the Academic Misconduct Review Process shall be entitled to the rights listed in 5.009(4)(a)-(h), including but not limited to timely written notice and the right to an advisor, advocate, or legal representative who can participate in the proceedings.**

#### **(6) Academic Misconduct Formal Hearing Process**

- (a) **Academic Misconduct Formal Hearings.** Students going through the Academic Misconduct formal hearing process may elect an Administrative Academic Misconduct Formal Hearing or a Panel Academic Misconduct Formal Hearing.
  - 1. **Administrative Academic Misconduct Formal Hearing**
    - a. Administrative Academic Misconduct Formal Hearings shall be conducted by one faculty member from the Student Conduct Board, who will be designated as an administrative hearing officer.
    - b. A SCAI staff member shall act as an advisor to the administrative hearing officer. The Director of SCAI 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.
- c. The Director of SCAI 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 SCAI or designee accepts the proposed finding(s) of “in violation,” they may approve, mitigate, or increase the sanctions proposed by the administrative hearing officer.
  - d. Any decision by the Director of SCAI 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 Misconduct Panel Hearings.
    - a. A panel to consider an individual case shall be randomly selected by SCAI from the Student Conduct Board and shall consist of at least one (1) faculty member, one (1) additional faculty or administrative staff member, and two (2) student members. One panel member shall be selected by SCAI to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of SCAI or designee.
    - b. A SCAI staff member shall act as an advisor to the panel. The Director of SCAI 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.
    - c. The Director of SCAI 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 SCAI or designee accepts the proposed finding(s) of “in violation,” they may approve, mitigate, or increase the sanctions proposed by the panel.
    - d. Any decision by the Director of SCAI 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) Following the Academic Misconduct Formal Hearing.
    1. Undergraduate students found “in violation” will be prescribed disciplinary and educational sanctions appropriate to the findings and recommendations. SCAI will report the outcome from the academic misconduct hearing back to the instructor of record and department chair. In consultation with the college dean or designee, the instructor and the department chair will determine if further course or academic action should be imposed. If the undergraduate program recommends further course or program action, the undergraduate program must notify SCAI and Academic Services. Final results of the academic misconduct hearing and/or course or program action must be made available to the student in writing within fifteen (15) business days following the date of the hearing.
    2. Undergraduate students found “not in violation” will be notified within fifteen (15) business days. SCAI will report the findings back to the instructor, department chair, and college dean or designee. Students may

have proposed course or academic action removed and the instructor may determine a new grade since no violation was found.

3. For graduate students found “in violation”, SCAI notifies the instructor, Associate Dean of Graduate Studies, and the Dean or designee of the Academic College in which the graduate student resides. The college dean or designee will in turn notify the graduate program that a student is in violation and ask if the program wishes to invoke any program-level academic action(s). The student’s graduate program will determine if program action is necessary. If deemed necessary, recommendation of program action will be made using the *Probation/Dismissal Form* and/or *Conditional Retention Plan*. This information will be forwarded to the College of Graduate Studies. SCAI will be notified if the graduate program recommends additional program action. The results of any hearing and/or program action should be available for the student within fifteen (15) business days.
4. For graduate students found “not in violation” of academic misconduct, SCAI notifies the instructor, Associate Dean of Graduate Studies and the Dean or designee of the Academic College in which the graduate student resides. The graduate student may have their proposed course or program action removed and the instructor may determine a new grade since no violation was found.

(c) Appeals.

1. Undergraduate or graduate students found “in violation” as the result of an academic misconduct formal hearing may appeal the finding(s) and sanction(s) imposed by the Director of SCAI or designee. The appeal must be made in writing to the appellate officer (Provost or designee) within ten (10) business days after the date the student was notified of the decision by the Director of SCAI or designee. The person designated to hear the appeal may not have directly participated in any other proceeding related to the charged violation. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
  - a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  - b. Discovery of new and significant information that could have affected the outcome of the hearing and which was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
  - c. The sanction(s) are extraordinarily disproportionate to the violation(s).
2. 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.
3. The appellate officer should issue a written decision to the student’s appeal within twenty (20) business days of receipt of the appeal. Should the appellate officer require additional time for review beyond the 20 business days, the appellate officer will notify the charged student in writing of the need for additional time. Decisions of the Provost or designee reflect final agency action.

4. Any decision by 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.
5. Undergraduate students may appeal program sanctions imposed 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.

**(7) Z Designation for ~~Undergraduate Student~~ Academic Misconduct**

- (a) A Z designation 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 deferred disciplinary suspension for one or more semesters, disciplinary suspension for one or more semesters, disciplinary dismissal, 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) SCAI 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.
- (h) A Z designation will remove a student from consideration for academic awards and honors (e.g. President's List and Dean's List) for the academic semester in which the violation occurred.

*Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12, 10-29-15, 7-28-16, 7-20-17, 1-18-18, 7-19-18, 7-18-19, 6-18-20, 9-23-21, \_\_\_\_\_-23.*



Board of Trustees  
Governance Committee | June 28, 2023

## GOVC-9: Amendments to University Regulation UCF-6.008 Vehicle Registration Fees; Parking Violation Fines

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

### Purpose and Issues to be Considered:

The University proposes to amend its parking regulation, UCF-6.008, Vehicle Registration Fees; Parking Violation Fines. This regulation sets out the schedules for parking registration fees and parking violation fines. The proposed amendments to this regulation would update the fines for two parking violations (Blocking Traffic or a Roadway and Expired Meter or Overtime in a Pay-by-Space Parking Space) and add two new parking violations (Parking in a Fire Lane and Parking in a Residential Space). Additionally, new language has been added to allow the parking lots on the Rosen Campus to be leased for private functions, and language detailing the fees charged at EV charging stations has been removed as that information is available on the Parking Services website.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

### 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.”

### Recommended Action:

Recommend approval of proposed amendments to UCF Regulation UCF-6.008.

### Alternatives to Decision:

Decline to recommend approval of proposed amendments to University Regulation UCF-6.008. Recommend alternative amendments.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-6.008

**Facilitators/Presenters:**

Youndy Cook

**UCF-6.008 Vehicle Registration Fees; Additional Parking 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) Virtual permit fees for the 2022-23 academic years and going forward are:

Classification	365 Days	150 Days
B	\$303.60	\$152.29
BM	\$303.60	
BV	\$303.60	\$152.29
C	\$181.01	\$ 90.98
CM	\$181.01	
CV	\$181.01	\$90.98
D	\$90.03	\$ 45.01
DM	\$90.03	
DV	\$90.03	\$45.01
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) Physical permit fees for the 2022-23 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
V	\$47.89 monthly or \$478.87 annually from date of purchase	

**(2)(e) Additional Parking Fees:**

~~(a)1.~~ Daily Visitor:

~~1.a.~~ Daily Visitor Permit. Valid from time of purchase until 11:59 p.m. the day of purchase: \$5.00.

~~2.b.~~ Daily Visitor permits after 5:30 p.m. Valid from time of purchase until 11:59 p.m. the day of purchase: \$3.00.

~~3.e.~~ 24 Hour Daily Permit. Valid from time of purchase for 24 hours: \$8.00.

~~4.d.~~ Departmental Daily Permit: \$3.00 per day.

~~5.e.~~ Lease for Downtown Garages: up to \$20.00 per vehicle for private functions on weekends. This includes any overflow for events the city or event managers are hosting.

6. Lease for Rosen parking lots: up to \$20.00 per vehicle for private functions on weekends.

~~(b)2.~~ One additional vehicle per account holder may be added to virtual permit orders for \$15.00.

- ~~(c)3-~~ Timed, short-term parking spaces: ~~\$21.00~~ per hour.
- ~~(d)4-~~ Pay-by-space (Visitors Lot Only): ~~\$21.00~~ per hour for a 2-hour maximum.
- ~~(e)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. Replacement permits are issued for physical permits only. Proof of sale of the vehicle or return of the original permit is required.
- ~~(f)6-~~ EV charging stations are provided for electric vehicles. Vehicles parked in the EV charging station spaces must have a valid virtual permit or display a valid UCF ~~parking permit~~~~physical hangtag~~ 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).~~

~~(3d)~~ Special Provisions. Per University regulation UCF-6.007 ~~(2)(f)62(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 and 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.

**~~(42)~~ 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
Virtual Permit Misuse	\$100.00
Blocking Traffic or a Roadway	<del>\$50.00</del> <del>\$30.00</del>
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	<del>\$25.00</del> <del>\$20.00</del>
Parking in an Undesignated Area	\$30.00
Parked Facing Traffic/Backed in parking space	\$20.00
<u>Parking in a Fire Lane</u>	<u>\$100.00</u>
<u>Parking in a Residential Space</u>	<u>\$50.00</u>
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. A \$10.00 late fee will be applied if not paid within ten (10) business days of the Administrative fee assessment.

1. Immobilization (Boot) Fee: \$50.00
2. Impoundment Fee (for bicycles): \$20.00

(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. An administrative fee will be applied in lieu of the waived citation fee as follows:

1. Failure to display a valid parking permit: \$10.00
2. Failure to display a valid license plate: \$10.00

*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, 5-24-18, 5-16-19, 6-18-20, 4-22-21, 5-26-22, \_\_\_\_-23.*



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## GOVC-10: Proposed University Regulation UCF-2.041 Nursing Education

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Information

Discussion

Action

Meeting Date for Upcoming Action: June 29, 2023

### Purpose and Issues to be Considered:

This action item proposes the adoption of a new Regulation UCF-2.041, entitled Nursing Education, to implement the Linking Industry to Nursing Education (LINE) Fund program requirements of Florida Board of Governors Regulation 8.008 and Florida Statutes section 1009.8962. The UCF Board of Trustees is required to adopt a regulation to administer this program at UCF. The proposed new regulation sets forth the requirements for program participation by UCF, the restrictions placed by law and regulation on the use of LINE Funds received, the requirement for UCF reporting to the BOG regarding the use of LINE Funds received, and the authorization for the Provost to adopt additional policies for the administration of LINE funds at UCF, as needed.

This regulation was posted online May 25, 2023, for public comment. No comments were received as of the date of submission of these materials.

### 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.”

### Recommended Action:

Recommend approval of proposed University Regulation UCF-2.041.

### Alternatives to Decision:

Decline to recommend approval of proposed University Regulation UCF-2.041. Recommend alternative language.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

### Submitted by:

Youndy Cook, Vice President and General Counsel



# Board of Trustees

## Agenda Memo

**Supporting Documentation:**

Attachment A: Proposed Regulation UCF-2.041

**Facilitators/Presenters:**

Youndy Cook

### **UCF-2.041 Nursing Education**

(1) Linking Industry to Nursing Education (LINE) Fund. The LINE Fund provides the opportunity for each state university to receive matching funds for every qualifying dollar contributed to an institution by a healthcare partner, subject to funds availability. The LINE Fund was created by the Florida Legislature to incentivize collaboration between nursing education programs and health care partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. To be eligible for state matching, healthcare partner contributions must be made in the manner provided by Florida Board of Governors Regulation 8.008, entitled Nursing Education, and as provided by section 1009.8962, Florida Statutes.

(2) LINE funding proposals may be submitted by the President or designee to the BOG Chancellor's office in accordance with the guidelines, formats, instructions, and schedule provided by the BOG Chancellor. Each LINE funding proposal should be approved by the Provost's office and identify and include the following:

1. A healthcare partner who is a health care provider, as defined in Section 768.38(2), Florida Statutes, located and licensed to operate in the State of Florida, whose monetary contribution will be matched by the LINE Fund on a dollar-for-dollar basis, subject to funds availability;
2. Whether funds committed by the healthcare partner will contribute to an eligible purpose as set forth in BOG Regulation 8.008 or Florida Statutes section 1009.8962;
3. How the funds will be used, including how funds will be utilized to increase student enrollment and program completion;
4. How the healthcare partner will onboard and retain graduates; and
5. How the funds will expand the University's nursing education programs to meet local, regional or state workforce demands, including, as applicable, advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors, and planned efforts to utilize the clinical placement process established in section 14.36, Florida Statutes.

(3) Gift funds and matching funds may be used for the following in order to advance high-quality nursing education programs throughout the state: student scholarships, recruitment of additional faculty, purchasing or repairing equipment necessary to support the delivery of nursing programs, and creating or updating nursing simulation centers. LINE Funds may not be used for the construction of new buildings. If UCF is awarded LINE funding and elects to use such funding for scholarships, those scholarships may only be awarded to enrolled nursing students who meet the residency requirements pursuant to section 1009.21, Florida Statutes.

(4) The Board of Governors will award grant funding based on the merit of each proposal. LINE Funds may be awarded on a first-come, first-served basis. Award amounts may be prorated depending on the number of approved proposals and the dollar amounts requested.

(5) The President or designee shall notify the BOG upon receipt of funds provided by the healthcare partner identified in an approved proposal before receiving dollar-for-dollar matching funds from the BOG's grant funds, subject to funds availability.

(6) Annually, by February 1, if UCF is awarded LINE Funds in the previous fiscal year, then by February 1, the President or designee shall submit a report to the BOG that demonstrates the expansion as outlined in the proposal and delineates the use of all funds, including contributions and matching funds. The report must be in the format prescribed by the Chancellor, and include the information, disaggregated by degree level, set forth in BOG Regulation 8.008(1)(f).

(7) The Provost may establish further detailed policies for LINE Fund administration.

*Authority: BOG Regulations 1.001 and 8.008; Sections 1004.015 and 1009.8962 and 1009.897, Florida Statutes. History–New \_\_\_\_\_-23.*