

## CHAPTER FSU-5 ACADEMIC MATTERS

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### **FSU-5.002 Teaching, Research and Graduate Assistants.**

(1) All Graduate Assistants must be admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member. Teaching and research are an integral part of the requirement of obtaining a graduate degree at Florida State University. Because of this, the primary relationship with the University for Graduate Assistants receiving a stipend for degree-related work is one of being a student. Graduate Assistant appointments must comply with University policies, appointment requirements, and the UFF-FSU-GAU Collective Bargaining Agreement (CBA).

(2) Graduate students appointed as Graduate Assistants are selected by academic departments for duties connected with instruction research, or professional activities of mutual benefit to the University and the student. Only students with regular graduate student status are eligible for graduate assistantships. Special and provisional students are ineligible. The stipend paid to a Graduate Assistant varies, depending upon the FTE, the nature of the service, and the qualifications of the student, but must at least meet the minimum stipend specified in the CBA. S Graduate Assistants may be eligible for a waiver of the out-of-state tuition fees.

(3) A new student whose application for an assistantship is under consideration must also complete an application for admission through the Office of Admissions in the usual manner.

(4) To remain eligible for an assistantship, a student must discharge the assigned duties satisfactorily as determined by the supervisor. A graduate student with less than a 3.0 cumulative grade point average is not allowed to continue more than one (1) semester as a Graduate Assistant.

Specific Authority BOG Regulation 1.001(3) (j); Reg. Procedure July 21, 2005 Law Implemented BOG 1.001(4) (a), (5) (a) FS. History—New 9-30-75, Formerly 6C2-3.38, FSU-3.038, Amended, retitled and renumbered as FSU-5.002, 10-28-2016.

### **FSU-5.003 University Undergraduate Admission Committee Procedures.**

#### **(1) General.**

(a) Members of the University Admissions Committee are appointed by the Executive Vice President and admissions policy recommendations originating with the Committee are reported to the Executive Vice President. The Committee is reported to the Executive Vice President. The Committee membership is as follows: 6 Faculty members with 3-year terms, 2 Student members with variable terms, and 4 Ex-officio members – University Registrar, Director of Admissions, Director of Horizons Unlimited, and Director of Articulation Affairs with continuing membership. The Committee is concerned with ruling on appeal cases relating to undergraduate admission and recommending policy regarding University admission, subject to the ultimate authority and discretion of the President.

(b) The Committee will regularly meet during the fourth and eighth weeks of each quarter, with the date, time and location to be determined and announced by the Committee Chairperson. Additional meetings may be called by the Chairperson as needed. At each meeting the Committee will consider appeal cases which have occurred, with the remainder of the meeting periods being used to address other Committee business.

(c) The Director of Admissions will serve as Executive Secretary to the Admissions Committee. The Executive Secretary is responsible for: preparing appeal cases, making the full academic record for each appeal case available in the Admissions Office to the Committee membership at least one full day prior to the committee meeting in which the case is to be considered, interceding on behalf of the Committee when direct contact between the student and the Committee is requested, and recording and distributing the minutes of each Committee meeting. The voting record for each meeting will become a part of the minutes for that meeting. The Executive Secretary will prepare in advance of each Committee meeting a file on each applicant appealing to the Committee. The file will contain the appellant's application, supporting documentation, and a completed Appeal Worksheet. An Attendance and Voting Record will be prepared by the Executive Secretary and executed by: entering each applicant's name and status on the Record and recording the vote by the Committee membership. The Committee may not take action on any application the Committee believes to be incomplete.

(d) The Committee complies with the Florida "government in the sunshine" ruling. Students making appeal must submit a detailed letter to the committee carefully describing and documenting special circumstances constituting the basis for the appeal. Students may discuss their appeal with individual Committee members prior to regular Committee meetings. Requests for Committee member contact must be made through the Executive Secretary of the Committee.

(2) Voting Procedures.

(a) All members of the Committee, except the Director of Admissions and Committee Chairperson, are eligible to vote on appeal cases. All members of the Committee, except the Committee Chairperson, are eligible to vote on policy recommendations and other business of the Committee. The Committee Chairperson may vote in order to break a tie vote.

(b) Appeal cases and policy recommendations cannot be considered if a voting quorum is not present. A voting quorum consists of six voting-eligible Committee members. The Chairperson may be counted as a voting member in order to establish a quorum.

(c) A Committee motion regarding an admission appeal will be carried by a simple majority of the voting-eligible members present. A motion concerning admissions policy recommendations will be carried by a 2/3 majority vote of the voting-eligible members present. Voting is to be “for” or “against” the motion or “abstain” by voice or hand-raised acknowledgement. The Executive Secretary for the Committee will record the vote of each voting member and the complete voting record will become a part of the minutes of the meeting.

(d) Each applicant for admission is to be considered individually on his or her own merit. Motions to “move the list” or any portion of the list, are prohibited.

(3) Presentation of Appeal Cases.

(a) The Executive Secretary is responsible for insuring that a prescribed data record is prepared for each admission appeal case and seeing that data from each record are abstracted on the appropriate Appeal Worksheet.

(b) The Executive Secretary will make completed appeal records available to Committee members at least one full day in advance of the meeting date on which the cases are to be reviewed. Committee members are urged to review each case at the Admissions Office prior to the Committee meeting and then bring to the Committee meeting their tentative recommendations regarding admission or questions to be raised about each case.

(c) Case presentation proceeds by:

1. Random assignment of individual cases to committee members for presentation to the full committee;
2. A courtesy motion by the committee member case presenter for admission;
3. Courtesy second to the motion;
4. Discussion of the case by the committee member case presenter followed by a general discussion by the membership; and
5. A call for the question.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented 240.227(8), 240.233 FS., 6C-6.001(1), F.A.C. History-New 9-30-75, Amended 7-21-76, Formerly 6C2-5.03.

## **FSU-5.008 Graduate and Post-Baccalaureate Professional Programs Admissions**

- (1) This regulation applies to all students seeking admission to a graduate degree program or to a post-baccalaureate professional program at Florida State University.
- (2) Each admitted student to a graduate degree program or to a post-baccalaureate professional program must meet the following minimum requirements:
  - (a) Each applicant shall be required to meet all University requirements as generally provided at [www.admission.fsu.edu/](http://www.admission.fsu.edu/) and specifically for Graduate Admission, at [http://registrar.fsu.edu/bulletin/grad/info/grad\\_degree.htm](http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm)
  - (b) Admission shall be based on a holistic review of credentials in which multiple criteria are used to judge the appropriateness of the applicant to pursue graduate study.
  - (c) Applicants must have :
    1. an earned bachelor's degree from a regionally accredited U.S. institution or a comparable degree from an international institution with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) as determined by the University for all work attempted while registered as an upper division undergraduate student working toward a baccalaureate degree; or
    2. A graduate degree from a regionally accredited U.S. institution or a comparable degree from an international institution may substitute for (c) 1. for admission.
  - (d) Applicants must have scores meeting departmental or degree program minimums on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), or an equivalent, that is acceptable for the program to which the student is applying.
  - (e) Departments or degree programs may develop criteria for admission to specific degree programs which differ from (d) above.
  - (f) International applicants whose first language is not English are required to show proficiency in the English language. Florida State University accepts the results of the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System (IELTS) or the successful completion of Florida State University's Center for Intensive

English Studies (CIES). Applicants must submit official results with the required test score or official documentation from CIES. Scores are considered official only when they are sent directly to the Office of Admissions from the testing agency. Examinee copies are not considered official. Test score requirements may be found at [http://registrar.fsu.edu/bulletin/grad/info/grad\\_degree.htm](http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm)

(g) Each program admissions committee may impose more restrictive admission requirements than those stated above. Admissions requirements shall not include preferences in the admissions process for applicants on the basis of race, ethnic background, sex, religion, national origin, age, or disability. University and program-specific admissions requirements shall be published in the Catalog.

(h) To accommodate unique circumstances, the University may waive these requirements for individual students. Such waivers shall not be granted routinely and shall be limited to no more than 10% of the program's graduate enrollment.

(i) Applicants denied admission shall be given notice of denial within a reasonable period of time following the decision. Upon the applicant's written request, the University shall provide the reasons for the rejection in writing. Applicants denied admission and who meet the minimum University and departmental standards may request reconsideration by written request to the University within thirty days of the date of denial. The request shall contain reasons why reconsideration is warranted.

(j) Students who wish to enroll in courses, but not degree programs, at the post-baccalaureate level, may enroll under the classification of post-baccalaureate non-degree students. Admissions committees wishing to admit post-baccalaureate non-degree students to graduate degree programs after the students have satisfactorily completed a specified number of credits may do so under conditions specified by the Graduate School.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented BOG Regulations 1.001(4) (a)3., 6.003, Sections 1001.74(1), (2), Florida Statutes. History-New 6-17-200

## **FSU-5.077 International Programs**

(1) Florida State University International Programs [“International Programs”] offers students an opportunity to earn academic credits while studying at a number of international locations, including course offerings and educational activities structured by and under the supervision of International Programs.

(2) The University, through its Direct Support Organization, Florida State University International Programs Association, Inc. (FSU IPA, Inc.) operates three year-round (permanent) International Sites, an additional (branch) campus, and a number of faculty-led experiences in other locations.

(a) The three permanent international sites are located in Florence, Italy; London, England and Valencia, Spain, which are formed and operated as required by local law;

1. The international site in Florence operates as an extension of FSU IPA, Inc., under Italian law governing educational institutions.

2. The international site in London is administered through a not-for-profit United Kingdom charity.

3. The international site in Valencia is administered through a Spanish foundation.

4. The charity and foundations are controlled by FSU, as administered by FSU IPA, Inc. and supervised by International Programs, through the Office of the Provost. Each charity or foundation has an annual independent audit, which is consolidated into the annual audit for FSU IPA, Inc., which is in turn included in the statements of Florida State University as an enterprise fund.

(b) The additional international campus, defined as a branch, is located in Panama City, Republic of Panama.

1. The Republic of Panama branch campus is a financially self-supporting entity.

2. All fees collected for students enrolled at the Republic of Panama campus are used in the Republic of Panama for the operational and capital needs of the branch campus, in accordance with its mission and local Panamanian laws.

3. The campus is administered through a not-for-profit Foundation established in the Republic of Panama. The Foundation is controlled by FSU, as specified in a Memorandum of Agreement with the University. It is administered by FSU IPA, Inc., and supervised by International Programs, through the Office of the Provost.

(3) International Programs may offer courses approved through university processes. These courses may be offered for academic credit foreign transfer credit. Course offerings are determined annually based upon student and/or faculty interest, various programmatic reviews related to academics, safety, risk, etc., and may include agreements with academic institutions and/or educational service providers.

(4) International Programs may charge sufficient participant fees, within any limits as may be imposed by Florida law or regulation, to offset its expenses of operation, including instruction, housing, participant cultural activities, insurance, emergency fees, scholarship funding, and administrative costs, including reserves for building maintenance and repairs, purchase and refurbishment. All of these items, combined,

comprise the program fee which shall be disclosed to participants prior to registration. Such fees shall be charged, collected and expended through the appropriate International Programs auxiliary account(s).

Specific Authority BOG Regulations 1.001(3)(j), (4) ; 8.009 and 9.011; Reg. Procedure July 21, 2005. Law Implemented 1004.28 FS. History—New 9-30-75, Formerly 6C2-5.77,

Amended 8-15-90, Substantial Revision 11-21-2014, Amended, 2-28-25

Former FSU-5.076 Panama Canal Zone Branch repealed 11-21-2014 and now covered by this Regulation.

### **FSU-5.079 Non-degree Seeking Students.**

(1) Categories of Non-Degree Students. Non-degree designation is assigned to students who are not actively pursuing an academic degree, regardless of degree level or type. Non-degree student classification is inclusive of students enrolled in high school dual enrollment courses intended for transfer to a degree program, select certificate programs, transient student status with another institution, or audit of classes. Additional categories may be added and required by University operations or by the State of Florida.

(2) Admission Eligibility for Non-Degree Student Status. Individuals wishing to apply as non-degree students must complete a non-degree admission application. Admission as a non-degree student is open to any high school graduate to enroll in undergraduate courses and to any college graduate to enroll in undergraduate or graduate courses. Students without a high school degree may apply as non-degree status only through select structured programs or specifically for high school dual enrollment.

(a) Each application is subject to review and may not be approved.

Individuals with a demonstrated pattern of conduct issues may not be eligible for admission or eligible for continued enrollment if already admitted.

(b) Evidence of prior education must be submitted to the Office of Admissions in keeping with the admission requirements and deadlines established by that

office. Failure to present the appropriate materials by the specified deadline will result in a stop or service indicator placed to prevent future enrollment or cancellation of the admission application.

(3) **Changing From a Non-Degree Student to a Regular Student.** The change in status from a non-degree student to a regular student is processed through the Office of Admissions for undergraduate students or the Graduate Admissions Office for graduate students. An eligible non-degree student who desires to pursue a degree may submit the required application. Application review will include the requirement of fulfilling all admissions standards.

(4) **Registration.** Registration is on a space available basis during the non-degree registration windows and drop/add periods as published by the Office of the University Registrar. Non-degree students may register for 1 -16 hours in the Fall or Spring semesters, or 1 -15 hours in the summer term. Non-Degree students participating in the high school dual enrollment program are limited to fewer credit hours as specified by the signed articulation agreements established by the university with participating schools and districts.

(5) **Limits on Non-Degree Coursework.** The following limitations apply to all non-degree students. Students in structured programs may be allowed to exceed the maximum number of credit hour limits.:

(a) All non-degree students are limited to a maximum of 30 attempted hours. Students wishing to enroll beyond the 30 attempted hours may petition the Office of the University Registrar to continue.

(b) Non-degree students seeking to take courses for high school dual enrollment are limited to enrollment in only undergraduate courses and only those courses identified by the appropriate University offices as eligible for high school student enrollment. A non-degree student with a finding of responsibility for violating the Student Conduct Code or the Academic Honor Policy may not be eligible for continued enrollment as a non-degree student.

(c) A non-degree student may petition to apply up to a maximum of 15 hours of undergraduate non-degree coursework toward a specific bachelor's degree with approval of the academic dean once they have been admitted to the degree program.

An eligible non-degree student who has participated in a structured program at The Collegiate High School may apply the full amount of credit earned toward the Associate of Arts degree upon completion of those degree requirements at the University and award of the high school diploma.

A non-degree post-baccalaureate student may petition to apply up to a maximum of 12 semester hours of non-degree graduate coursework toward a specific degree with approval of the academic dean once they have been admitted to a degree program.

(6) Structured Programs. Non-degree students enrolled in structured programs such as The Collegiate High School, or Republic of Panama must adhere to the specific requirements established by the program.

(7) Undergraduate Students who do not Meet Regular Admission Standards. A non-degree student who wishes to be reclassified as a regular student but fails to meet the regular admissions standards may be eligible for admission as a degree-seeking student if they meet the requirements specified in Florida BOG Regulation 6.004(4)b. These requirements are considered the minimum requirements set by the State of Florida. Admission as a degree- seeking student under this provision is subject to a review for admission eligibility.

(a) The University reserves the right to change a degree-seeking student to a non-degree student in cases where the student fails to satisfy their conditions of admission.

(b) A degree-seeking undergraduate student who is considered active and eligible to enroll may not petition to change from a degree-seeking student to a non-degree student.

(b) A degree-seeking graduate student who is considered active and eligible to enroll may petition to change from a degree-seeking student to a non-degree student only with written permission of their faculty adviser, department chair, and academic dean.

(c) A former degree-seeking student who is considered inactive may apply to return as a non- degree student.

(8) Regular Degree Seeking Students on Academic Dismissal Who Wish to Enroll as a Non- Degree Seeking Students. In rare cases, the degree-seeking academic dean and the University Registrar, who serves as the non-degree student

academic Dean, may approve a student on dismissal to enroll as a non-degree student for one term without approving a reinstatement for degree-progress. The following minimum stipulations would apply:

- (a) Course work undertaken by a non-degree student who has been academically dismissed from the University as a degree-seeking student may not be used toward the minimum hours required for graduation or to satisfy degree requirements, including in cases where it might otherwise be allowed under section 4 for this regulation.
- (b) The academic dean of the degree-seeking program may at their discretion permit quality points earned by a non-degree student on dismissal to be used to decrease the quality point deficiency achieved as a regular student only after the student has been readmitted on probation to degree seeking status.
- (c) A course in which a grade of “D” or “F” is earned by a regular undergraduate student prior to their dismissal may not be repeated for credit by the student as a non-degree student on dismissal. A course in which a grade of “B-“ or worse is earned by a graduate student may not be repeated for credit by the student as a non-degree student on dismissal. Course work earned by a dismissed student cannot be counted toward graduation. Thus, the repeated course cannot replace the former course.
- (d) A former degree-seeking student who has changed to the non-degree student status may regain their regular student classification only through the formal admissions process.

(9) Administration and Academic Dean Designation. Non-degree students are monitored and administered by the Office of the University Registrar. A non-degree student is not assigned to a college, school, or department. A non-degree student is not required to have a faculty adviser unless enrolled in a structured program, but an adviser may be assigned in cases where a student is pursuing a certificate program or attempting to satisfy specific requirements for admissions consideration to a program as a degree-seeking student.

(10) Withdrawal from the University. All non-degree students who wish to withdraw (e.g. drop all classes for a term) should contact the Office of the University Registrar to begin the process. Refunds and fee adjustments will follow

the University's standard refund policy and timeline.

(11) Fees for Non-Degree Students. Tuition and registration fees for non-degree students are the same as for regular students.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented BOG 1.001(4), 6.001, 6.002, 6.003 Formerly 6C2-5.79. History—New 9-30-75, Amended 4-19-78, 6-20-24

#### **FSU-5.084 Prospective Effect of Rules.**

- (1) The rules of The Florida State University shall have prospective effect only.
- (2) A student entering an academic program of the University before the effective date of rule, when requirements for degree programs were different than those under newer adopted rules, may elect to remain under the earlier requirements for such a program.
- (3) Nothing contained herein shall affect the validity or effect of any rule of the University effective before 9/30/75. From that date these rules shall replace all previous rules of the University dealing with the same subject matter.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 . Law Implemented 240.227(1) FS. History—New 9-30-75, Formerly 6C2-5.84.

**FSU-5.088 Division of Sponsored Research.**

(1) General

(a) The following govern the operation of the Division of Sponsored Research, under the direction of the Vice President for Research.

1. The Office of the Vice President for Research is an integral part of the University. Operating policies and procedures as they pertain to sponsored research, development, and training programs shall conform to established regulations and policies of the Board of Governors.

2. One of the general functions of the Office of the Vice President for Research is to administer and promote the sponsored research program inclusive of sponsored training and development programs and to support the total research program of the University in a manner which assures efficiency and effectiveness, producing the maximum benefit for the educational program of the University and maximum service to the State of Florida. In the performance of this general function, the Office of the Vice President for Research is responsible for:

a. Authorizing the conduct of sponsored research, development, and training programs involving the services of University personnel or the use of University facilities.

b. Negotiation of contracts and grants with sponsors.

c. Maintenance of records related to the activities of sponsored research, development, and training programs.

d. Budget preparation, management of the permanent Sponsored Research Development Fund, and fiscal reporting.

e. Supervision of personnel employed by the Office of the Vice President for Research.

f. Cooperation with other divisions and departments of the University and with other State universities and the Board of Governors to assure that the sponsored research, development, and training programs are effectively advancing the educational and service objectives of the university system.

3. All monies deposited in the permanent Sponsored Research Development Fund which are not required to pay for direct costs of contracts and grants shall be used to pay

the cost of operating the Division of Sponsored Research and to support other research programs in any area of the institution.

4. All expenditures for the Sponsored Research Development Fund shall conform to the terms and requirements of the grant or contract under which they are received, as well as to this regulation and any additional policies, not inconsistent with Board of Governors or University regulations and policies.

5. Salaries of persons paid in whole or in part from the Sponsored Research Development Fund will be within the same ranges for equivalent positions paid from state funds, and equivalent criteria will be applied in determining specific salaries, regardless of source and will conform to general University and Board of Governors regulations and policies in these matters.

6. Operating expenses of the Division of Sponsored Research other than salaries of regular employees, shall be paid from the permanent Sponsored Research Development Fund. These expenses include other personnel services, expenses, and operating capital outlay. Persons appointed or employed for periods of less than twelve (12) months may be considered as temporary employees, and their compensation shall be classified as other personal services.

7. The President is authorized in accordance with policies s. 1004.22(3) F.S. to enter into and execute contracts and to accept grants for research and training.

8. The President is authorized to make such additional policies and procedures as the President deems necessary to the proper conduct of the Division of Sponsored Research under the direct supervision of the Vice President for Research.

(b) Organization and Functions. The Division of Sponsored Research is operated as an integral part of the University to avoid any undesirable or inefficient separation of teaching and research. Whenever possible, the administration of supporting services for sponsored research procurement,

shops, maintenance, etc., will be provided within the usual University organization with as little duplication of effort as possible. The principal functions of the Division of Sponsored Research, are enumerated in subparagraph 2. above. The duties and responsibilities of the various University Officers are as follows:

1. The President has the final university authority and responsibility for the operation of the Division of Sponsored Research.—The President has delegated the authority to execute contracts and accept research, development and training grants for the University to the Vice President for Research.

2. The Provost/Executive Vice President for Academic Affairs and the Vice President for Research coordinate research with the teaching program of the University and provide overall supervision of the research program.

3. The Office of the Vice President for Research reviews and approves all research, development, and training grant and contract proposals. This review determines conformity with University, Board of Governors and State regulations, policies and laws; that proposals are in proper form for submission to the potential sponsors; and that implied or definite University commitments of funds, space and personnel can be met.

The Vice President for Research:

- a. Administers the University patent regulation and policy.
- b. Maintains information about potential sources of funds to support University research. Communicates information about sources of support and research, development and training opportunities to the faculty.
- c. Maintains records and information about the research program(s) of the University.
- d. Prepares general reports of research activities required by the Board of Governors and necessary reports for research, development, and training grants and contracts to the University.
- e. Prepares the annual budget for the operation of the Division of Sponsored Research.
- f. Approves all purchases made as exceptions to the usual State procurement procedures.
- g. Prepares for the President formal requests to the Board of Trustees for the acquisition of land, construction or remodeling buildings, to be paid for with Sponsored Research Development Funds
- h. Supervises employees of the Division of Sponsored Research, except those for whom he has only a coordinative responsibility.

i. Supervises the fiscal administration of research, development, and training grants and contracts accounts and the procurement from grants and contracts accounts.

j. Approves appointments of all employees of the Division.

4. The Vice President for Research is directly responsible to the President for:

a. Executive management, administration, and supervision of research, development and training contracts or grants administration.

b. Establishment and maintenance of operations concerned with proposals to and projects supported by granting agencies.

c. Liaison between University officials and faculty and sponsoring agencies in matters relating to the preparation of proposals and coordination and supervision of sponsored research, development, or training projects.

d. Developing and directing management control including personnel, operating budgets, property control, procurement, patents and copyrights, and reporting systems for all sponsored research, development and training projects.

5. The Vice President for Research will be responsible for budget control, record keeping and accounting for all funds in the permanent Sponsored Research Development Fund. The Vice President will maintain such records and make such reports as are required by law, by the President, University Controller, Board of Governors, and by good accounting practice. The Vice President will be responsible for determining that expenditures are made and reported within the terms of the grant or contract as well as within the regulations of the Division of Sponsored Research.

6. The Vice President for Research will be responsible for developing and maintaining liaison with the Director of Procurement Services to expedite purchases made from funds of the Sponsored Research Development Fund. The Vice President will see that the procurement requirements of the State and of the granting agencies are met, or if exceptions to the State regulations are to be made.

(2) Operating Procedures.

(a) The operating procedures of the Division of Sponsored Research shall conform to established regulations and policies and procedures of the Board of Governors and of Florida State University except where otherwise specifically indicated below.

1. Regulations of Effects of Research, Development, and Training Contracts and Grants on the Educational Program of the University and on the Welfare of the State of Florida: Proposals for the solicitation of funds from agencies outside the University will be treated as follows: The principal investigator will arrange with the ~~his~~ Chair/Director for a schedule of duties that will allow adequate time to prosecute the proposed research, development, or training program, obtain approval that such research, development, or training is in the best interests of the department, of Florida State University, and the State of Florida, and assurance that the facilities of the department are adequate for the performance of the research, development, or training project or that adequate facilities can be provided.

2. Proposals: Proposals will be further reviewed by the Vice President for Research to see that the research, development, or training program is appropriate to the role and scope of the University and to its goals of service, good teaching and the advancement of knowledge and that the proposed contract or grant is legally and fiscally sound.

3. Administration of Personnel: Appointments of all employees shall be made in accordance with standards applicable to employment elsewhere in the University.

4. Procurement: All of the purchases of the Division of Sponsored Research shall be made in accordance with the regulations, policies and procedures of the University. Exceptions to the requirements may be made in accordance with sponsored research exemption procedures set out in s. 1004.22(7), F.S. and FSU-5.0881.

5. Budgeting and Accounting: The budgeting and accounting of research, development, and training contracts and grants shall conform with the standards and methods of good accounting practices and in accordance with such standards and methods compatible with Agency and University procedures.

6. Financing, Construction and Use of Physical Facilities: Whenever Sponsored Research Development Funds, either wholly or in combination with other non-state sources, are to be used for the construction or the purchase of real property, a request for the purchase of construction shall be presented by the President to the Board of Trustees for review and recommendation. Title to all real property shall vest in the University Board of Trustees.

7. Inventory of Assets: An inventory of property acquired through the use of Sponsored Research Development Funds will be maintained in a manner similar to that employed for State fund acquired property. Custodial rights will be vested in the University – not the Division of Sponsored Research.

8. Insurance: Custody of property acquired through the use of Sponsored Research Development Funds will be vested in the University. It will then be the University's responsibility to protect such property with adequate insurance.

9. Copyrights and Patents: Copyrights and patents will be administered in accordance with regulations and policy prescribed by Florida State University. Any royalties or other revenues accruing therefrom shall be deposited in the Florida State University Research Foundation for further distribution as prescribed by University regulation and policy.

10. Legal Aspects of Contracts and Grants: All research, development, and training contracts and grants shall be examined as to legality prior to their execution. Any contract or grant that may unduly obligate the University in any way shall be referred to the University Counsel for examination and opinion. If deemed necessary, the documents may be forwarded to the Attorney General for opinion. Only the President (or his duly appointed representative, the Vice President for Research) may execute or accept research, development, or training contracts and grants.

11. Solicitation of Research, Development, and Training Contracts and Grants: The Vice President for Research or other authorized persons may solicit research, development, or training support, but all proposals for support must conform to University regulation and policy and must have the approval of the Vice President for Research.

12. Negotiation and Execution of Sponsored Research, Development, or Training Contracts and Grants: Negotiations of research, development, or training contracts and grants will be made between the Agency and the University. The Vice President for Research is responsible for the University negotiations but shall consult with the principal investigator/project director in matters affecting the substance of the research, development, or training to be conducted.

13. Fixing and Collecting of Fees and Payments and Deposit of Receipts: Fees, Payments and other collections will be made in accordance with existing University regulations and policy. Other fees or payments not covered by grant and contract provisions will be fixed by the appropriate University official, in consultation with the Vice President for Research and the principal investigator/project director. The collection and deposit of such fees will be made by the University Controller or Sponsored Research Administration.

14. Management of the Sponsored Research Development Fund:

a. Budget preparation of the permanent Sponsored Research Development Fund is the responsibility of the Vice President for Research. Fiscal accounting of the Sponsored Research Development Fund as well as the receipt and disbursement of funds shall be done by the Associate Vice President for Research under supervision of the Vice President for Research. Any funds accruing after payment of all direct costs associated with sponsored research, development, and training programs will be used to promote the programs of research, development, or training within the University in the following ways in accordance with the State of Florida, Board of Governors, and University law, regulation and policy.

b. The first responsibility of the Division of Sponsored Research will be to provide efficient and effective support of the sponsored research, development, and training programs of the University. Administrative costs of operating the Division of Sponsored Research and of providing necessary supporting services of sponsored research and training programs shall take the first priority for use of indirect-cost funds. After these needs are provided, remaining funds will be used as directed by University regulation and policy which shall include providing for the development of new research, development, or training programs and the expansion of existing ones.

Specific Authority BOG Regulation 1.001(3)(g),(j), (h) Reg. Procedure July 21, 2005. Law Implemented 1004.22, F.S. Formerly 240.241 F.S. History—New 9-30-75, Formerly 6C2-5.88, Amended 10-20-91, 10-28-2016.

## **FSU-5.0881 Sponsored Research Exemptions.**

### **(1) General Information:**

(a) Subsection 1004.22(7), Florida Statutes, allows the University, in particular instances, to exempt the purchase of materials, supplies, equipment, or services for research purposes from the general procurement requirements of the Florida Statutes.

(b) The exemption shall be exercised only when the Vice President for Research certifies to the President, that it is necessary for the efficient or expeditious prosecution of a sponsored project.

(2) Exemption Criteria: Exemptions may be granted from various statutory requirements if the conditions noted below exist.

#### **(a) Competitive Solicitation.**

1. The request to be exempted from the competitive bidding requirements must demonstrate that the exemption is “necessary for the efficient or expeditious prosecution of a research project”. This shall be shown, for example, where a certain supplier is specified in a prime contract or grant award; a certain supplier is approved in writing by the prime contractor or granting agency in accordance with the provisions of the prime contract or grant award; the purchase of specific goods or services from a certain supplier can be demonstrated to be more efficient or expeditious based on compatibility, availability, or the current capabilities of the Principal Investigator and staff; the purchase of specific goods or services from a certain supplier can be demonstrated to be necessary to meet the time requirements of the prime contract or grant award; the purchase of specific goods or services from a certain supplier can be demonstrated to be mandated by scientific or technical requirements; the purchase of specific goods or services from a certain supplier can be demonstrated to be at a cost below industry norms; or other conditions which can be demonstrated to meet the statutory criteria “necessary for the efficient or expeditious prosecution of a research project”.

2. The Principal Investigator’s exemption request must include:

- a. Detailed justification for the request;
- b. Written quotation from the requested supplier detailing the price, the FOB point, responsibility for freight and insurance, and payment terms;

c. Statement and/or other evidence that some form of price comparison or determination of price reasonableness has been performed; and

d. Completed conflict of interest statement by the Principal Investigator.

3. The Principal Investigator will submit the request for the sponsored research exemption to the Office of the Vice President for Research, allowing sufficient time for adequate review of the request. The request shall be accompanied by the general requisition number, the documentation listed above and any additional essential documentation. The Office of the Vice President for Research will send a copy of the approved sponsored research exemption to Procurement Services for their review and posting requirements prior to the issuance of the purchase order.

(b) Documentation and Advance Payments. To obtain exemption authorized by Florida Statutes, the following conditions must be met:

1. Documentation:

a. Subcontractors' invoices shall contain a level of detail that is, at a minimum, commensurate with the level of detail and reporting required of the University by the prime contract or grant award; and

b. Subcontractors' invoices submitted for payment must contain a certification that receipts in support of the invoice are maintained in the contractor's records and may be inspected by officials of the University.

2. Advance Payments:

a. Advance payment must be necessary to fund extensive start-up costs, realize discounts or cost savings, or create adequate cash flow in order to provide required goods or services.

b. The Principal Investigator must be responsible for determining that all goods/services, for which an advance payment has been made, are satisfactorily received.

c. The University may require the supplier to secure some form of liability protection to cover the amount of advance payments. In making this determination, based upon the facts and circumstances of each case, the University's exposure to risks shall be considered.

d. When an exemption under paragraph (2)(b) is authorized, the contract will contain the following provision, "The Contractor agrees to return to the University any over

payments due to unearned funds or funds disallowed pursuant to the terms of this Contract or by the prime agency that were disbursed to the Contractor by the University. Such funds shall be considered University funds and shall be refunded to the University within 45 days following the time the overpayment and/or disallowance is discovered unless otherwise authorized by the University in writing. In addition, the Contractor agrees to exclude from its expenditure reports and any other claims for reimbursement any amounts disallowed by the prime agency and/or the University in accordance with the terms of this contract.”

(c) Miscellaneous Exemptions.

1. Other exemptions may also be authorized if it can be demonstrated that they are necessary for the efficient or expeditious prosecution of a project. These include but are not limited to:

a. Travel: Subject to the conditions of subsection 1004.22(5), a subcontractor may be reimbursed for travel expenses of non-State of Florida personnel performing travel under a sponsored research subcontract in accordance with the provisions of the applicable prime contract or grant and the travel allowances normally provided by the subcontractor.

b. Confidentiality: Where the conditions of subsection 1004.22(2), Florida Statutes, are met, some information may be protected from disclosure as a public record pursuant to Chapter 119, Florida Statutes, if the research activity necessitates an exemption from public scrutiny.

(3) Certification by Vice President for Research:

(a) The Certification shall:

1. State the necessity for exemption;
2. Specify the legal or procedural requirements to be set apart; and
3. Define the purchase, contract, award, project, or interrelated activities for which the exemptions are being given, specifically identifying the project title and number, contract title and number, as appropriate.

(b) Distribution:

1. The original certification will be sent to the University President.

2. A copy of the Sponsored Research Exemption Certification memorandum provided to the President, the general requisition number and a copy of the other documentation listed above will be sent to Procurement Services.

(c) Procurement Services will be responsible for compliance with all other University rules and regulations. Prior consent to a Sponsored Research Exemption by the Director of Procurement Services is not required, although his/her Director's advice and counsel may be sought. However, if after viewing the documentation provided, Procurement Services has knowledge of any information that would impact the use of a sponsored research exemption, the Office of the Vice President for Research shall be contacted prior to issuance of the purchase order. Any purchase order issued under a sponsored research exemption will contain a statement indicating that a sponsored research exemption was given.

(d) Procurement Services will post the sponsored research exemption on a public website for three business days, and will maintain all documentation related to the purchase electronically.

(4) Other Requirements:

(a) A sponsored research exemption shall only be used when the purchase of goods or services is fully funded from sponsored research funds. Payments made for purchases or other actions under a sponsored research exemption shall not be reimbursed subsequently from other University funds.

(b) A copy of the Sponsored Research Exemption Certification and any supporting documentation will be maintained in the Office of the Vice President for Research.

Specific Authority BOG Resolution January 7, 2003, Reg. Procedure July 21, 2005. Law Implemented s. 1004.22, FS. History–New 10-20-91. Revised 10-28-2016

**FSU-5.090 Center for Professional Development and Public Service.**

(1) The Center for Professional Development and Public Service is the instructional outreach arm of the University. As such, it is responsible for developing, coordinating and managing educational outreach activities sponsored by the University. The mission of the Center is to bring together outstanding resources from the University and beyond for the purpose of offering life-long learning opportunities, at an academic and/or content level which complements and extends the offerings of secondary and lower division postsecondary institutions, to meet personal aspirations for professional development and advancement and for life enrichment.

(2) The overall responsibilities of the Center for Professional Development and Public Service are to:

(a) Perform the overall planning, coordination, and management of off-campus credit courses, degree programs, sponsored credit institutes, and special credit instruction serving non-regularly matriculating students.

(b) Assist the faculty and staff of the University and representatives of outside agencies in planning, managing and conducting non-credit educational programs sponsored by the University, and units thereof, for external organizations, professional groups, and other adult audiences.

(c) Manage, for the University, all programming aspects of the Florida State Conference Center, including scheduling.

(d) In coordination with the University Space Reservations Office, review and approve or disapprove for the University all space requests for non-credit conferences, seminars, meetings, workshops, classes, training sessions, teleconferences or other programs which contain an educational component, identify the Florida State University or a constituent unit of the University as the sponsor or co-sponsor, and which serve any participants other than faculty or admitted undergraduate or graduate degree-seeking

students of the University. In all such cases, the Center shall be the University's agent for the following functions:

1. Collection of fees from participants to pay for any or all costs related to the presentation of the program.
2. Payment of compensation by the University to participating instructors or presenters.
3. Recording individual or institutional Continuing Education Units with the Office of Records and Registration.

(3) Off-campus credit programming is concerned with the educational needs of individuals and groups, other than students resident at the University, who require programs carrying formal academic credit, as well as with the educational needs of certain regular matriculating students of the University. The primary off-campus credit responsibilities of the Center are to provide a wide range of opportunities for the citizens of Florida to continue their formal education and learn new skills, and to utilize the resources of the University to assist business, industry, government, and the professions toward solutions to their problems.

(4) The overall objectives of the Center for Professional Development and Public Service with regard to off-campus credit programming are:

- (a) To educate and re-educate for effective participation in the world of work.
- (b) To produce informed citizens so necessary to the preservation of our free society.
- (c) To provide opportunities for optimal individual growth and personal fulfillment for adult citizens.
- (d) To maximize the University's contribution to the solution of state and local governmental problems by maintaining proper liaison and communication with state and local governmental agencies, whereby faculty expertise, research facilities, and other resources of the University can be readily brought to bear on governmental problems.

(5) In its pursuit of the above objectives, the Center provides various types of programs and services. Among these are:

- (a) Off-campus credit courses and programs which may be applied toward baccalaureate, master's, specialist or doctoral degrees;

(b) A variety of intensive, short-term educational programs, such as credit workshops, seminars, or institutes, designed to accommodate adult individual and/or group needs; and

(c) Consultations and discussions between faculty and staff of the University and public officials at the state and local levels, dealing with community and state problems.

(6) Off-Campus Credit Courses.

(a) An off-campus credit course may be initiated in either of two ways: by formal request of a local group having an interest in or a need for a particular course, or at the suggestion of the faculty of a college or school within the University who determine, on the basis of their knowledge of needs in a given area of the State, that a particular course is warranted.

(b) It shall be the responsibility of the Deans and their faculties in the various schools and colleges of the University to perform the following functions in connection with the off-campus credit programs of instruction:

1. Determine, on the basis of evaluation of requests received, which courses will be taught during a given term, indicating which instructors are authorized to receive extra compensation, and inform the Director, Center for Professional Development and Public Service of these decisions by means of forms prescribed for this purpose, and in accordance with time schedules established by the Board of Governors and Trustees.

2. Decide who will teach the courses, and make the necessary teaching appointments. All such appointments, both full-time and part-time, shall be approved in writing by the dean of the appropriate school or college, and copies of all appointments, with pertinent budgetary information, and any subsequent changes made therein, if any, will be forwarded to the Director, Center for Professional Development and Public Service.

3. Prepares the necessary travel authorization forms for instructors' travel.

4. Supervise the instructional aspects of the program and provide the necessary educational counseling services to assure courses of high quality.

5. Initiate requests for instructional materials needed by the instructors, including textbooks, library materials, audiovisual aids and equipment, and consumable instructional supplies.

6. Provide information concerning their continuing education activities as requested by the Director, Center for Professional Development and Public Service.

(c) In addition to the duties and responsibilities outlined in the preceding paragraphs, the Director, Center for Professional Development and Public Service has the following responsibilities in connection with the off-campus credit program of the University:

1. Administratively coordinate the program for the University, supervise and articulate the budget, and maintain continuing liaison with the participating schools and colleges within the University, and appropriate external contact persons.

2. Provide consultative services to business and professional groups in the identification and clarification of their educational needs, and interpret these needs to the academic schools and departments within the University.

3. Assist the University Office of Records and Registration in connection with registration procedures.

4. Provide publicity for the program. This will include the preparation and release of off-campus credit course listings, brochures describing particular course offerings and special announcements of public interest concerning the program.

5. Provide information concerning the administration of the program as needed by the deans, department heads, and off-campus instructors to enable them to fulfill their responsibilities effectively.

6. Process all travel authorization requests, requisitions for the purchase of supplies, books and/or equipment, and appointment of personnel whose salaries are charged in whole or in part against the budget for the Center for Professional Development and Public Service.

(d) Procedures.

1. Course Cancellations. Once an off-campus course has been agreed upon and included in the schedule, it will not be cancelled without such action being first coordinated with the Director, Center for Professional Development and Public Service. Only under circumstances such as the unanticipated termination of the instructor, and where a qualified replacement cannot be found, should the cancellation of a scheduled course be requested. In the event that enrollment is below minimum at the first scheduled meeting of a class, the instructor will meet the class a second time,

unless otherwise requested by the Director, Center for Professional Development and Public Service. If at the second scheduled meeting of the class the enrollment is still below the minimum, the instructor will, within 48 hours, call this to the attention of the Director, Center for Professional Development and Public Service, for a decision as to whether to cancel the class.

2. Course Changes. Schools and colleges will give careful thought and study to the selection and assignment of capable instructors to teach off-campus courses. Once an instructor has been designated and listed in the Program FORECAST catalog of classes, every effort should be made to assure that the designated instructor will teach the course as scheduled. Notification of a change of instructor will be sent to the Director, Center for Professional Development and Public Service with an explanation of the necessity for such changes, as soon as the need occurs. Notice of changes made will be communicated to the appropriate office and personnel by the Director, Center for Professional Development and Public Service. Classes scheduled for a particular time and place will be met as scheduled for the first two class meetings. If the class and the instructor agree that a change in either time or location should be made, the desired change should be immediately coordinated with the Director, Center for Professional Development and Public Service and the dean concerned.

3. Use of Adjunct Professors. Members of the regular faculties of the colleges and schools of the University will be assigned to teach off-campus wherever possible. In those cases where the need for a course exists and a regular faculty member cannot be assigned to teach it, the school or college concerned is encouraged to consider the use of qualified adjuncts before refusing the request.

4. Quality of Instruction. It is the policy of the University to take such steps as are necessary to assure that the instruction in off-campus courses is of high quality. A course will be offered off-campus only when the school or college concerned has satisfied itself that the arrangements in terms of available facilities, instructional materials, and qualified instructor are such as to make possible a quality of instruction comparable to that provided when the course is offered on campus.

5. Residence Credit. Courses for credit offered away from the confines of the University campus will be accorded the same status as their counterpart courses offered on the main campus. The faculty, support services, and physical facilities shall be of such quality to assure full comparability of the course offered to its on-campus counterpart. Off-campus course credits are accepted up to the residency limitations of a given school, college or department as determined by those academic units, in accordance with such requirements for residency as published in appropriate catalogs or brochures.

(7) Contract and Grant Supported Off-Campus Credit Activities.

(a) A faculty member who wishes to submit to an external funding agency a contract or grant proposal involving the services of the Center for Professional Development and Public Service will discuss the proposal at its inception with the Center Director or his designated staff representative.

When agreement is reached between them on the feasibility and operational parameters of the proposed program, the faculty member will submit the proposal to his department chairman and then to his academic dean for approval. If approved by them, a copy of the proposal and the original of the transmittal form will be sent to the Director, Center for Professional Development and Public Service.

(b) The Director, Center for Professional Development and Public Service will review and approve or disapprove the proposal under existing criteria and policies of the University and regulations of the Board of Governors relating to such programs. Where the proposed program requires coordinative and logistical support services in the process of its development and implementation, Center for Professional Development and Public Service will provide such services, or arrange for them to be provided, and include the actual cost thereof in the budget of the proposal. Where a proposal contains both a research component and a credit course component, the Director, Center for Professional Development and Public Service will be concerned only with the latter.

(c) When a credit course contract and/or grant proposal is approved by the Director, Center for Professional Development and Public Service, it will be sent to the Office of the Dean, Graduate Studies and Research for final review and approval by the contracting officer for the University, and submission by him to the funding agency.

(8) Non-credit programming is concerned with the educational needs of individuals and groups other than regular matriculating students of the University. The mission of the Center non-credit programming is to bring together appropriate University educational resources to help meet the professional and personal developmental needs of the citizens of Florida, state and local government, and other public and private organizations.

(9) The primary objectives of the Center for Professional Development, and Public Service's non-credit programming are:

(a) To educate and re-educate for effective professional growth.

(b) To educate and re-educate for personal and societal growth.

(c) To maximize the University's contribution to the solution of state and local governmental problems by maintaining liaison and communication with state and local governmental agencies, whereby faculty expertise, research facilities, and other resources of the University can be readily brought to bear on governmental problems.

(d) To continuously assess professional development, governmental and community service needs in Florida to ensure that the activities of the Center's non-credit programming are responsive to these needs.

(e) To engage in on-going evaluation of both the effectiveness and efficiency of all endeavors of the Center for non-credit programming.

(10) In its pursuit of the above objectives, the Center provides various non-credit programs and services. Among these are:

(a) A variety of Continuing Education Unit (CEU) programs, such as conferences, short courses, workshops, seminars, teleconferences or institutes, designed to accommodate adult individual and group needs.

(b) Receipt and deposit, on behalf of the University for the State, all fees paid for non-credit educational programs conducted on the campus or bearing the name of the University or any college, school or unit of the University.

(c) Consultation and discussions between faculty and staff of the University, representatives of the citizenry, and public officials at the state and local levels, dealing with community and state problems.

(d) On-going needs assessment and evaluation both through formal, written instruments and verbal feedback.

(11) The Director of the Center for Professional Development and Public Service will approve CEU activities on behalf of the University, and all units of the University offering non-credit programs will coordinate those programs with the Director, Center for Professional Development so that the CEUs may be properly recorded. The following policies relating to the various categories of CEU programs will be observed by all concerned.

(a) CEU Programs Planned, Developed, and Sponsored by the University for Business and Professional Groups, Governmental Agencies, Associations, and Other Outside Adult Groups.

1. The Director of the Center for Professional Development and Public Service, in considering requests and in assessing needs for such programs will be guided by the following criteria:

a. The proposed activity is/has been developed in response to a clearly identified educational need.

b. The educational need to be served is of collegiate nature, and involves participants who are functioning at the college level.

c. The activity is one which a local community or junior college, if available, cannot, or does not, provide, or it is a program which the participating groups and the president of the local community or junior college feel that The Florida State University is better able to provide.

d. The proposed activity or program is related to the program or emerging interests of one or more colleges, schools or units within the University.

e. One or more colleges, schools or units within the University have agreed to co-sponsor the activity and to be responsible for the instructional program.

f. Suitable space and facilities are available to accommodate the needs of the group involved.

g. The program design is such that the educational part occupies the major portion of each participant's time.

h. Financial arrangements agreed to by the group, Center for Professional Development and Public Service, and departmental sponsor appear adequate to make the activity financially self-sustaining.

i. Any liability which the University incurs as a result of its sponsorship and management of the activity is adequately covered by appropriate insurance.

j. The program meets the seven criteria required for awarding Continuing Education Units. The criteria are: 1. The non-credit activity is planned in response to an assessment of educational need for a specific target population; 2. There is a statement of objectives and rationale; 3. Content is selected and is organized in a sequential manner; 4. There is evidence of pre-planning which should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and continuing education personnel; 5. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized; 6. There is a provision for registration for individual participants and to provide data for institutional reporting; 7. Appropriate evaluation procedures are utilized, and criteria are established for awarding of CEU's to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

2. Once the program is approved, a program administrator from the Center for Professional Development and Public Service will be assigned by the Director of the Center to work with representatives of the sponsoring school or unit, the outside group, and the various service and support units within the University, to assure that the needs of the program are accommodated. It will be the responsibility of the program administrator to render the following services, as needed:

- a. Assist in need assessment of clientele group.
- b. Assist in the design of the program in light of adult education principles.
- c. Prepare a budget for the activity and submit it to the Director of the Center for Professional Development and Public Service.
- d. Establish and supervise a budgetary account for the activity, collect and deposit into the account all fees and/or other income accruing for the support of the activity, and see that all expenses properly charged against the account are paid. No indebtedness in relation to the program will be incurred by any other department or school within the University.

- e. Provide for processing overload or dual compensation to faculty for continuing education service.
- f. Make the official commitments for University housing, food services, meeting rooms, and any special equipment required.
- g. Provide on-site program management.
- h. Arrange for transportation, photography, sign painting, and duplication of instructional materials, as needed.
- i. Assist the sponsoring faculty or staff member in the planning and operation of the instructional program and provide liaison between the sponsoring colleges, school or unit and other units and groups involved in the activity.
- j. Arrange for the preparation of announcements, brochures, certificates, and contracts for printing, duplicating, etc.
- k. Provide information for the Office of Media Relations concerning publicity for the activity if appropriate.
- l. Conduct the registration of participants and cause to be recorded a permanent record of the Continuing Education Units earned by the participants.
- m. Collect fees, issue conference packets, etc.
- n. Assist in the evaluation of the activity.
- o. Provide or assist in obtaining such other logistical services as may be required for the successful operation of the program.

(b) University unit-sponsored CEU Programs Conducted by Professional Associations and Groups not Connected with the University.

- 1. The faculty or staff member wishing to invite an outside group to the campus and sponsor its program will first secure permission from his department head or chairman and/or his academic dean.
- 2. The faculty or staff member and/or the dean will then advise the Director of the Center for Professional Development and Public Service of the request, and provide him/her with the following:

- a. The necessary information about the group and its program to enable the Director to determine space, facilities, and service requirements, and

b. Plans for financing the activity which assure that all necessary expenses will be paid.

3. The Director of the Center for Professional Development and Public Service will make the necessary arrangements and advise the sponsoring faculty or staff member and/or dean as to the availability of the required space and facilities.

4. If the services of the Center for Professional Development and Public Service are jointly determined not be needed for the program, all details of the program will then be the responsibility of the sponsoring member who will keep the Director of the Center for Professional Development and Public Service informed of developments and changes, if any, in the scheduled plans.

5. The sponsoring member will file with the Director of the Center for Professional Development and Public Service such reports concerning the activity as may be required of the University, including the names and addresses of the participants and a copy of the program agenda.

(c) CEU Programs Designed Primarily for Youth and Sponsored by a Department within the University.

1. The following criteria will be applied in considering such activities for sponsorship and approval:

a. The role to be performed by the sponsoring department is appropriate to the overall function of the University.

b. A budget has been developed and agreed to by all concerned indicating that the activity can be operated on a self-sustaining basis.

c. The space and facilities required in connection with the activity will be available for its use.

2. If the program is approved, the sponsoring department within the University and the Center for Professional Development and Public Service will jointly decide how the details of the program are to be handled.

(12) Policy on Registration and Fees in Special Programs.

(a) The Director of the Center for Professional Development and Public Service will develop appropriate forms, establish the procedures, and be responsible for the registration of participants

in CEU activities such as conferences, institutes, seminars, workshops and clinics offered by the University. In so doing he will work closely with the academic deans within the University.

(b) Tuition and Fee Policy for Special Programs.

1. The following rules will govern the collection of fees for non-credit educational programs conducted on campus:

a. Fees collected for programs wherein it would reasonably be perceived by the public that the program was being conducted and/or the monies being handled by the University shall be paid to The Florida State University and shall be collected and accounted for by the Center for Professional Development and Public Service. All programs arranged by University units or University related groups or organizations shall fall within this rule.

b. When there is a non-University client of sufficient reputation and/or organizational substance to be clearly recognized by the program target population throughout the program marketing area, and that client may reasonably be expected to be financially sound and responsible, that client may conduct its program "in conjunction with" or "at" the University, and collect fees in its own name. The client will then pay the Center directly for all services rendered by the University or any of its components. When a non-University client does not, in the judgment of the responsible Center Director, meet the criteria of this rule, rule a. above shall apply.

c. Fees for meals and lodging, if collected from participants in the name of the provider and by the provider or sponsor separate and distinct from program costs, need not be collected by the Center.

d. Fees for meals and lodging, if incorporated in the program fee, or if collected by the Center, shall be paid to The Florida State University through the Center. If such fees are paid to University Food Service or Housing by the Center on behalf of a University sponsor, the Center will charge the University sponsor for the Center Services but will not charge the University support rate for the funds involved. If the sponsor is not a University unit, or if meals and lodging are paid on behalf of the sponsor to any other provider than University Food Service or Housing, the Center may charge the sponsor for Center Services and University support.

2. Conferences, Seminars, Short Courses, Workshops, Non-Grant Institutes and Clinics Supported by Fees Collected from Participants. It is not necessary to charge matriculation, out-of-state tuition, and/or application fees for participants in conferences, seminars, short courses, and non-grant institutes, provided that budgets, as approved by the Director of the Center for Professional Development and Public Service, indicate that conference registration fees charged the participants are established at a level which will cover:

- a. Substantially all direct costs of the activity.
- b. Overhead as a percentage of direct costs, at a rate to be approved by the President.

3. Instructional Institutes Supported by Grants. Matriculation, out-of-state tuition, and application fees need not be charged for participants in institutes supported by grants from sponsoring organizations and agencies where:

- a. Substantially all of the direct costs are paid by the sponsoring agency.
- b. Students participating are restricted in number by the sponsoring agency.
- c. Participants receive stipends under the terms of the grant.

In the case of a CEU, grant supported institute, where students other than those designated by the sponsoring agency are admitted, such students will be charged a registration fee commensurate with those normally charged for programs described under paragraph (12)(a) above.

4. In order that the Center for Professional Development and Public Service, a self-supporting unit of the University, may help professional organizations and state and local government agencies, serve their staff development needs, the Director of the Center is authorized to sign Letters of Agreement with external agencies committing the Center's resources and services in working with such agencies or organizations. This authority does not extend to the acceptance of funds emanating from the federal government.

(13) Contract and Grant Supported Non-Credit Training and Professional Development Programs.

(a) A faculty member who wishes to submit to an external funding agency a contract or grant proposal involving conferences, seminars, institutes and/or workshops will discuss the proposal at its inception with the Director of the Center for Professional Development and Public Service or a designated staff representative. When agreement is

reached between them on the feasibility and operational parameters of the proposed program, the faculty member will submit the proposal to his department chairman and then to his academic dean for approval. If approved by them a copy of the proposal and the original of the transmittal form will be sent to the Director of the Center for Professional Development and Public Service.

(b) The Director of the Center will review and approve or disapprove the proposal under existing criteria and policies of the University and regulations of the Board of Governors relating to continuing education programs. Where the proposed program requires coordinative and logistical support services in the process of its development and implementation, the Center for Professional Development and Public Service will provide such services and include the actual cost thereof in the budget of the proposal. Where a proposal contains both a research component and a continuing education component the Director of the Center for Professional Development and Public Service will be concerned only with the latter. The Center requires a 48 hour period in which to review the grant proposal before its submission to the Graduate Research Office.

(c) When a continuing education contract and/or grant proposal is addressed to a federal or state governmental funding agency and has been approved by the Director of the Center for Professional Development and Public Service, it will be transmitted to the Graduate Research Office for final review and approval by the contracting officer for the University, and submission by him to the funding agency. Only when such a continuing education contract or grant proposal has been approved and signed by both the Director of the Center for Professional Development and Public Service and the University Contracting Officer will it be submitted to a federal or state funding agency.

(14) The Florida State Conference Center.

(a) The Florida State Conference Center is designed to equip the University with the facilities to provide continuing professional education as well as cultural and personal enrichment for adults, and to house the staff of the Center for Professional Development and Public Service. The Director, Center for Professional Development and Public Service is responsible for the operation of the Florida State Conference Center.

(b) All programs offered in the Florida State Conference Center must meet the following criteria:

1. The program being offered must have a clearly identified educational purpose.
2. The use must be related to the teaching, research and/or public service missions of the University;
3. The use must have the sponsorship, co-sponsorship or nominal sponsorship of a recognized University unit, or have appropriately authorized involvement or participation of members of the University faculty or staff;
4. The program offered must represent community, state, regional or national educational interests and needs.

(c) Authority resides in the Director, Center for Professional Development and Public Service, to make final judgments concerning program adherence to the above criteria in paragraph (14)(b) above.

(d) For purposes of extending the use of the Center facilities to members of the University community and general public, the following categories of potential users are recognized:

1. University Units. University Units are those which are charged with carrying out an official function or purpose of the institution. These units are an official arm of the University and receive a budget allocation. Included in this category are those faculty members and administrative and professional and career service employees performing assigned duties and responsibilities. University units may use the facilities of the Center for programs which meet the Center Program Criteria listed above.

2. Non-University State Units. Non-University State Units are offices, agencies, and institutions funded by the State of Florida, operated as a component of the public sector, but not a unit of The Florida State University. Non-University State units may use the Center facilities for programs which meet all Center Program Criteria listed above. In this case, nominal sponsorship by a University unit, is required.

3. University Related Groups and Organizations. University related groups and organizations which are not operated as an established unit of the University fall into this category. These groups and organizations may or may not receive budgetary support. These groups or organizations may use the Center facilities for programs which meet the

Center Program Criteria in which case the endorsing or participating University unit, faculty or staff member must be a signator to the program Letter of Agreement, and must provide assurance therein of the fulfillment of the Center Program Criteria.

4. Non-State Persons, Groups and Organizations. This category consists of those which are not operated as funded units of the State or of The Florida State University. Such groups may be primarily interested in community service, organizational benefit, or private gain. Non-State persons, groups, or organizations, as a general rule, may use Florida State Conference Center facilities for offering or programs when Florida State University faculty or staff endorse or participate in the program, when the involved University unit, with the approval of the appropriate dean or director, becomes the sponsor or co-sponsor, or when nominal sponsorship is provided by the appropriate University unit.

(e) In all cases, the final decision as to whether a requestor qualifies for use of the facility for a proposed program shall rest with the Director, Center for Professional Development and Public Service.

(f) Florida State Conference Center Space Reservation Procedures. The procedures described below shall govern the reservation of space in the Florida State Conference Center:

1. In those cases where the requestor specifically desires Florida State Conference Center facilities, the request should be initially addressed directly to the Center for Professional Development and Public Service.

2. When requests for space are made to the University's Space Reservation Coordinator and the facilities at the Florida State Conference Center may be the most appropriate to satisfy the need, the Space Reservation Coordinator shall refer the individual making the request to the Center for Professional Development and Public Service.

3. When the Center for Professional Development and Public Service participates in program planning, and functions as program co-sponsor, the Center Program Administrator will assume responsibility for coordinating the reservation of Florida State Conference Center space.

4. The Director, Center for Professional Development and Public Service, shall develop a system of space reservation procedures.

5. Space will not be reserved for programs of less than one hour duration. There is no prescribed maximum length for programs in the Florida State Conference Center.

6. The final decision as to the availability of space for a program rests with the Director, Center for Professional Development and Public Service.

(g) Programs conducted in the Florida State Conference Center shall be priced in accordance with pricing policies developed and promulgated by the Director, Center for Professional Development and Public Service. Differing rates may be established for different categories of users. The Director, Center for Professional Development and Public Service shall annually set these fees and rates for services on the basis of current costs associated with rendering those services. Rates shall be submitted to the University Director of Budget and Analysis for review.

(h) Space reservations may be cancelled at any time. However, in all cases, the agency or activity having reserved the space will be required to reimburse the Center for Professional Development and Public Service for all Center services and program costs accrued to the time of cancellation, and for program costs which cannot be cancelled, such as printing already in progress and hotel or motel space guarantees.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 . Law Implemented 240.227(1), (7), (10), (14) FS. History—New 9-30-75, Formerly 6C2-5.90, Amended 7-28-86, Formerly 6C2-5.90.

### **FSU-5.097 Deletion of Courses.**

(1) Once a year, the Office of the University Registrar will generate a list of courses that have not been offered in the prior five-year period.

(2) The designated five-year period will be based on the academic year, beginning in Fall and ending at the end of the Summer. This five-year period is a rolling five-year period based on when the report is generated.

(3) This list will constitute the list of courses that will be inactivated and removed from the university curriculum. This list will be shared with the academic units for review. Academic units that wish to retain these courses must provide justification prior to the review deadline.

(4) Academic units desiring to retain a course must satisfy items in paragraphs (5) and (6) below.

(5) Justification for retention of a course listed in (1) must be provided. One or more of the following reasons below are allowed for retaining a course.

- (a) Course curriculum is in process of being revised;
- (b) Prospective new or visiting faculty have been employed to teach the course in the upcoming year;
- (c) Course is part of a graduate/undergraduate course offering pair, one part of which has been taught in the required time frame;
- (d) Course is required for accreditation; or
- (e) The course is a type of variable topic nature which needs to be available due to public or student interest.

(6) Departments are required to review and update any and all aspects of the course, i.e, course title, learning objectives, description, assessment measures, etc. Appropriate updates must be submitted through the curriculum process, ensuring the course aligns with current curriculum needs.

(7) This five-year deletion requirement does not apply to thesis, dissertation, preliminary, qualifying or comprehensive examinations, Directed Individual Studies (DIS), Honors, Research or Internship courses.

(8) The university president shall annually certify to the university board of trustees that the university has complied with Section 1007.24, F.S.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 .  
Law Implemented FS. History–New 6-29-88. Amended 2-28-25

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 . Law Implemented 233.015, 240.227(1) FS. History–New 6-29-88.

## **FSU-5.098 Textbook and Instructional Materials Affordability and Transparency**

(1) The Board of Trustees of Florida State University establishes the following procedures for approving and adopting textbooks and instructional materials and minimizing the cost of textbooks and instructional materials to students while maintaining the quality of their educational experience and continuing to ensure academic freedom.

(a) The term “materials” includes but is not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the instructor plans to assign to students to read and review in the course.

(b) Selection of instructional materials is an instructor’s responsibility, subject to a department’s role over curriculum. As much as possible, the selection of instructional materials should enable students to obtain the highest quality products at the lowest available price. Institutional initiatives for accomplishing this goal may include but are not limited to

1. Purchasing digital textbooks in bulk;
2. Expanding the use of open-access textbooks and instructional materials;
3. Providing rental options for textbooks and instructional materials;
4. Increasing the availability and use of affordable digital textbooks and learning objects;
5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks, and instructional materials;
6. Assessing the length of time that textbooks and instructional materials remain in use;
7. An evaluation of cost saving for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials; and
8. The use of innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers, including bookstores, which must include an opt-in or opt-out provision for students and may be approved only if there is documented evidence that the options reduce the costs of the textbooks and instructional materials.

(c) The Office of the Provost shall notify each college of the textbook and instructional material adoption deadline for each semester. The deadline shall be at least 45 days before the first day of class for each term.

(d) No later than 45 days before the first day of class, the instructor or designee shall identify in the university’s textbook assignment application the textbooks and instructional materials both required or recommended for use in each course section. This information will be available online to students through the textbook assignment application.

(e) Upon accessing the website to enter this information, the instructor or designee shall confirm that

1. When making a choice between a new edition of a textbook and a previous edition, the instructor has determined that the new edition differs significantly and substantively from the previous edition and that, based on this review, the adoption of the new edition is warranted; and

2. The instructor or department intends for students to use all instructional materials that are listed as required for a course. When requiring the purchase of a bundled package rather than one or more of its discrete parts, the instructor requires student use of substantially all of the items that the package contains.

(f) The textbook listings shall include the following information: the international standard book number (ISBN), the author(s) listed, the title, the publisher, the edition number, the copyright and publication dates, and other relevant information necessary to identify the specific textbook or instructional material that is either required or recommended for each course.

(g) The textbook listings must

1. be searchable by the course subject, the course number, the course title, the name of the instructor of the course, the title of each assigned textbook or instructional material, and each author of an assigned textbook or instructional material;
2. be easily downloadable by current and prospective students; and
3. for general education core courses identified pursuant to section 1007.25, Florida Statutes, must include the syllabus and contain the course curriculum; the goals, objectives, and student expectations of the course; and how student performance will be measured.

(h) Information in paragraphs (1)(f) and (g) must remain posted in a public, searchable database for at least five academic years.

(i) The University offers dual enrollment courses to eligible students from partner schools which are taught exclusively on the FSU main campus or Panama City branch campus. FSU instructors select all course textbooks and instructional materials in accordance with the Board of Governors regulation and best practices that may reduce the cost of dual enrollment course textbooks and instructional materials.

(j) College deans will monitor compliance to ensure that each instructor has entered both the required or recommended textbooks and instructional materials by the deadlines established by the Provost. A request for an exception to the textbook adoption deadlines shall be submitted in writing to the Office of the Provost and shall provide a reasonable justification for the exception. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement.

(k) The Provost or designee shall determine and report compliance with this regulation to the FSU Board of Trustees.

(l) Determination of a student's ability to pay for instructional materials will be made through assessment by the Office of Financial Aid. The university shall make required and recommended textbooks and instructional materials for each course offering available to students who otherwise cannot afford the cost of the textbook. Students eligible for financial assistance may elect to have their FSU account credited with the approved funding so they may make textbook and instructional material purchases from the University Bookstore directly.

(2) The instructor of record must review all required course materials for each course they teach each semester.

(a) The instructor of record must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to students.

(b) The instructor of record must attest that the materials are appropriate for the course. If the materials for the course have been selected by someone other than the instructor of record, the individual responsible for selecting the materials for the course must complete this attestation.

(c) The Office of Faculty Development and Advancement is responsible for developing and implementing processes to ensure compliance with these requirements.

(3) The university board of trustees shall provide a report, by September 30 of each year, or as otherwise required by current law, to the Chancellor of the State University System, in a format determined by the Chancellor, that details:

(a) The selection process for courses with high enrollment;

(b) Specific initiatives of the institution designed to reduce the cost of textbooks and instructional materials;

(c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;

(d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year;

(e) Compliance with the required components of the textbook and instructional materials list in Florida Board of Governors Regulation 8.003;

(f) Attestation that all required materials have been reviewed each semester; and

(g) Any additional information determined by the Chancellor.

(4) No employee of The Florida State University may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to make specific purchases. However, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and both the outside activity requirements and conflict of interest restrictions set forth in the university's regulations and in collective bargaining agreements, an employee may receive:

(a) Sample or instructor copies of textbooks or other instructional materials that cannot be sold if they are identified as samples and not for resale;

(b) Royalties or other compensation from the sales of textbooks and other instructional resources that include the instructor's own writing or work provided they follow institutional procedure for approval as outlined in the applicable Faculty Handbook;

(c) Honoraria for academic peer review of course materials;

(d) Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials; and

(e) Training in the use of course materials and learning technologies.

(5) The Provost or designee is delegated authority to implement additional policies and procedures in furtherance of and consistent with the requirements set forth in herein, Florida Board of Governors Regulation 8.003, applicable law, and governing collective bargaining agreements.

Authority: BOG Regulations 1.001(3) (j), 8.003; Sections 1004.085 Florida Statutes, BOG Regulation Procedure July 21, 2005 History New 6-17-2009, Amended 2-192010, Amended 9-25-2017, 9-11-2020, 2-28-25

### **FSU-5.099 Development, Temporary Suspension and Termination of Degree and Certificate Programs**

(1) The Board of Trustees of Florida State University establishes the following procedures for new degree and certificate program development, temporary suspension of new enrollments, and termination.

(a) Degree and certificate development, temporary suspension of new enrollments, and termination must comply with Florida Board of Governors (FBOG) Regulations 8.011 and 8.012.

(b) The faculty creates, approves, and modifies all curricula, including degree and certificate programs.

(c) Initiation of the university's formal processes related to new program development, temporary suspension, or termination requires authorization by the dean of the sponsoring college or designee to ensure fit with strategic goals and priorities of the college.

(d) University administration makes the final determination of whether funding and institutional priorities support the approval of new program development in a manner consistent with the University's mission and strategic goals.

(2) Definitions (FBOG Regulation 8.011)

(a) Degree Program: "An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by the assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities."

(b) Program Major: "An organized curriculum offered as part or all of an existing or proposed degree program. A program major, or its equivalent, shall be reasonably associated with the degree program under which it is offered and shall share core courses with all other majors within the same degree program. Core courses shall not include common prerequisites as defined in section 1007.25, Florida Statutes. Although the major and the degree program names are identical in some cases, only the degree program shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory as a stand-alone program."

(c) College Credit Certificate Program: "An organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion."

(3) Development of New Degree and Certificate Programs:

(a) New academic degree and certificate programs may not be implemented at an educational site that has not been approved in accordance with FBOG

Regulation 8.009 or recognized by the university's institutional accreditation agency.

(b) The process for proposing and approving new degree programs requires three stages that must occur in the following sequential manner.

1. Annual List of Anticipated New Degree Programs: Per FBOG

Regulation 8.011, the FSU Board of Trustees (BOT) must annually review and approve a list of new academic degree programs the university anticipates developing in the upcoming academic year. Only those programs included on the university's list may proceed with the FBOG approval processes during that given academic year.

The Office of Faculty Development and Advancement (OFDA) shall maintain the list of the university's proposed new programs that have approval of the appropriate college dean or designee, the institutional accreditation liaison or designee, and the Provost. These approvals are required before OFDA presents the final list to the BOT for approval. Once approved by the BOT, the OFDA must submit the approved list to the FBOG for review by the Chancellor or designee.

2. SUS CAVP-ACG Pre-proposal: Following placement of a proposed program on the FBOG Anticipated New Degree Programs list, further action requires development of a pre-proposal for submission to the State University System (SUS) Council of Academic Vice Presidents Academic Coordination Group (CAVP-ACG) for approval. The pre- proposal must be drafted by the academic unit, approved by the dean of the college or designee, and then reviewed and submitted to the CAVP-ACG by the OFDA. Any concerns raised by the CAVP-ACG must be addressed in the new degree Proposal to Implement.

3. Proposal to Implement: Following approval by the CAVP-ACG, the Proposal to Implement may be initiated. The proposal must be developed by the academic unit using the FBOG new degree proposal format which addresses topics such as: consistency with institutional and state-level strategic plans, student and workforce demand, duplication of existing programs, curriculum, program faculty,

and institutional resources. An external review is required for doctoral and professional degrees.

a. The Proposal to Implement must be reviewed and approved by all relevant department, school, and college curriculum committees and the dean of the sponsoring college or designee prior to submission to the OFDA.

b. After a technical review of the Proposal to Implement, the OFDA is responsible for routing it through the university approval process prior to placing it on the meeting agenda for the BOT to review and approve.

c. Following BOT approval of the Proposal to Implement, the OFDA sends BOT-approved degree programs to the FBOG.

BOT-approved bachelors, master's, and specialist degrees undergo a technical review followed by placement on the SUS Academic Degree Program Inventory. BOT-approved research doctorates and professional degrees require FBOG approval as an agenda item during one of its regular meetings prior to placement on the SUS Academic Degree Inventory.

d. Once approved by the FBOG, the OFDA shall notify the sponsoring college and institutional administrators.

(c). The process for proposing new college credit certificate programs follows the institutional process outlined in FSU Policy 3A-1. Once approved by the all committees and offices noted in FSU Policy 3A-1, the OFDA shall notify the sponsoring college and institutional administrators.

(4) Temporary Suspension of New Enrollments in a Degree or Certificate Program

(a) Units considering the temporary suspension of new enrollments for an entire degree program (i.e., including all majors within) must consult with the OFDA, as well as the institutional accreditation liaison or designee, and complete the required form. The request must be reviewed and approved by the department chair and the dean of the college prior to review and approval by the institutional accreditation liaison or designee and university administrators.

1. BOG Regulation 8.012 limits temporary suspension of new enrollments in a degree program to a maximum of 9 semesters, including summer. Degree programs that are temporarily suspended remain active on the SUS Academic Degree Program Inventory, but no new students may be admitted.

2. Once approved, the OFDA shall notify the sponsoring college and institutional administrators. The sponsoring college is responsible for updating the department or program website with notice of the temporary suspension of admissions.

(b) Units considering the temporary suspension of new enrollments for a college credit certificate program must consult with the OFDA, as well as the institutional accreditation liaison or designee, for guidance with the institutional processes outlined in FSU Policy 3A-1. Temporary suspension of new enrollments in certificate programs is limited to a maximum of 6 semesters, including summer.

(c) The temporary suspension of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.

(5) Termination of a Degree or Certificate Program

(a) Units intending to terminate a degree program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the program termination.

1. The termination of degree programs is governed by the BOG Regulation 8.012 and must follow FSU Policy 3A-4 related to teach out requirements.

2. The Board of Trustees has authority for termination of degree programs at the undergraduate, graduate, and professional levels except for master's degree programs in nursing, which must be approved by the FBOG in accordance with Regulation 8.008. The BOT approval for a degree program termination must be granted prior to the start of the effective term.

3. With the assistance of the OFDA and the institutional accreditation liaison, the unit must complete the "Academic Degree Program Termination" form and the "Teach Out Plan Summary" form.

4. The OFDA must route the required forms for administrator approval and then place the item, along with required forms, on the meeting agenda for approval by the FSU Board of Trustees. Following approval from the FSU Board of Trustees, the degree program termination paperwork is submitted to the FBOG by the OFDA. Following a FBOG technical review, the degree program will be removed from the SUS Academic Degree Program Inventory and the FBOG will notify the institution.

5. Once approved for termination, the OFDA shall notify the sponsoring college and university administrators. The sponsoring college is responsible for updating the department or program website with notice of the termination and teach out status of the degree program.

(b) Units intending to terminate a college credit certificate program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the termination. The termination of certificate programs must follow FSU Policy 3A-1 as related to college credit certificates and FSU Policy 3A-4 related to teach out requirements.

(c) The termination of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.

Authority: BOG Regulations 1.001(3) (j), (4) (a), 8.009, 8.011 and 8.012, BOG Regulation Procedure July 21, 2005, History: New 1-18-18, Substantially rewritten 9-13-24

**FSU-5.100 Confidentiality and management of examination and assessment materials**

- (1) This regulation governs all examination and assessment instruments, including directly related developmental materials and workpapers that are prepared, prescribed or administered by a university.
- (2) All such documents are exempt from disclosure under section 119.07(1), Florida Statutes, and section 24(a), Article I, Florida Constitution, as provided in section 1008.23, Florida Statutes.
- (3) Access, maintenance and destruction of examination and assessment instruments and related developmental materials and workpapers shall, at a minimum, be protected and managed by the university as follows:
  - (a) Protecting the security and confidentiality of examination and assessment instruments from unauthorized access or disclosure.
  - (b) Maintaining the security of such instruments through encrypted electronic means or secure storage, as applicable.
  - (c) Requiring third-party contractors responsible for administering or proctoring examinations or assessments to comply with the university regulation.
  - (d) Destruction of obsolete examination and assessment instruments and related materials pursuant to records retention schedules applicable to state universities.
  - (e) Defining permissible access to, or authorized disclosure of, examination and assessment instruments to faculty, staff and students outside of the regular examination or testing process.

Authority: BOG Regulation 3.005, s. 1008.23 F.S., BOG 1.001(3) (j) and BOG Regulation Procedure History: New 6-15-23

**FSU-5.101 Educational Locations**

(1) Pursuant to Florida Board of Governors (BOG) Regulation 8.009, Educational Locations, the following approval process is hereby established for the establishment, reclassification, relocation, or closing of educational locations apart from the main campus. Furthermore, the establishment of an academic program in which a student may receive at least 25 percent of credits toward an academic program (e.g., degree, major, certificate) at any location other than an approved FSU campus or site triggers notice to or approval from the university's institutional accreditation agency and should be cross-referenced with FSU Policy 9-2, Substantive Change.

(2) Approval for Instructional Sites and Other Sites as defined by BOG Regulation 8.009

(a) The President may establish educational locations defined as instructional sites and other sites consistent with any additional notification requirements provided as follows. Proposals for a new location may only be advanced by a dean or a member of the President's cabinet and must include prior review and comment by the institutional accreditation liaison.

1. If the intent is that a location defined as instructional site or other site will transition to a location type that requires BOG approval, notification must be provided to the Chancellor of the State University System (SUS) in advance of establishing the site. The Chancellor may require collaboration with other SUS institutions and/or BOG approval of the site prior to its establishment.

2. The President must notify the Chancellor in writing regarding any proposal for the establishment of any location outside the United States before it is approved. This notice must include the following elements:

- a. Relationship of the location to the university's mission and strategic plan;
- b. Any known legal requirements of the host country that must be met to establish and operate a location in that country, the legal jurisdiction that will be applicable to university operations, and a plan and timeline for meeting those requirements;
- c. Any financial obligations the university is responsible for relating to the operation of the location;
- d. A risk assessment of the university's responsibility for the safety of students, faculty, and staff, including a mitigation plan;
- e. The process by which the university will exercise control over the academic programs, faculty, and staff if the programs are not operated exclusively by the university; and
- f. Any additional requirements outlined by BOG Regulation 9.012, Foreign Influence.

3. If the university would like to offer an existing program or more than half of the total required credits of an existing program at a new site, the university must provide details on the location change to the Chancellor and collaborate with the president of any impacted SUS institution.

(b) The President may close locations defined as instructional sites and other sites provided the decision is accompanied by a written teach out plan, consistent with FSU Policy 3A-4, that is developed by the relevant college for each affected academic program in consultation with the university's institutional accreditation liaison. The only exception to the President's authority to close one of these location types is when the site is funded by the Legislature or established pursuant to law, in which case the BOT must approve the closure. Documentation justifying the closure shall be submitted to the BOT, along with confirmation that the President or designee has communicated with legislative leadership regarding the closure. Upon approval of the closure, the BOT shall submit its approval and any supporting documentation to the BOG so the Chancellor may notify the Governor and Legislature.

(c)

(3) Approval for Additional Campuses and Special Purpose Centers as defined by BOG Regulation 8.009

(a) Pursuant to BOG Regulation 8.009 Educational Locations, prior to the acquisition, establishment, reclassification, relocation, or closing of additional campuses or special purpose centers, the President shall consult with the Chancellor to inform strategic planning.

(b) The establishment, reclassification, relocation, or closing of an additional campus or special purpose center, including the acquisition of real property for such educational sites, shall be approved by the BOT and, subsequently, by the BOG.

(c) Proposals for the establishment, relocation, or reclassification of additional campuses and special purpose centers shall be developed using the format provided by the BOG and submitted by the President to the BOT for approval and subsequently to the BOG for approval. If the action requires submission of a prospectus to the university's institutional accreditor, that document is required as part of the BOT review and approval process. Approvals that involve any of the following conditions require additional coordination or information.

1. If the university would like to offer lower-division (1000- and 2000-level) courses at an additional campus, the President must collaborate with the presidents of the Florida College System and/or State University System institutions in that area to ensure that the course offerings are not duplicative.

2. If a university would like to offer a new degree program or programs at a new campus or special purpose center, the university must follow the steps in Regulation 8.011, Academic Degree Program Coordination and Approval, and collaborate with the president or designee of any impacted SUS institution.

3. If the university would like to offer an existing program or more than half of the total required credits of an existing program at a new campus or special purpose center, the university must provide details on the location change to the Chancellor and collaborate with the president of any impacted SUS institution.

4. Proposals for the establishment of additional campuses or special purpose centers outside the United States shall also include the following additional information:

- a. Relationship of the location to the university's mission and strategic plan;
- b. Any known legal requirements of the host country that must be met to establish and operate a location in that country, the legal jurisdiction that will be applicable to university operations, and a plan and timeline for meeting these requirements;
- c. Any financial obligations the university is responsible for relating to the operation of the location;
- d. A risk assessment of the university's responsibility for the safety of students, faculty, and staff, including a mitigation plan;

- e. The process by which the university will exercise control over the academic program, faculty, and staff if the programs are not operated exclusively by the university; and
- f. Any additional requirements outlined by BOG Regulation 9.012, Foreign Influence.

(d) Proposals for closing campuses and special purpose centers shall be submitted by the President to the BOT and subsequently to the BOG using the format specified by the BOG.

**(4) Oversight of Educational Locations**

- (a) The Provost or designee is responsible for monitoring enrollment and academic program offerings at all university campuses and locations and submitting an annual report to the President.
- (b) If enrollment increases at a location beyond what was approved by the BOG, the university should notify the BOG and submit a plan for maintaining enrollment at the approved level or reclassify the location.
- (c) If enrollment falls below the minimum designated for the location as defined herein for three consecutive years, the university shall develop and implement a plan for increasing the enrollment, reclassifying the site, or closing the site. An exception to this provision shall be made for a Type III campus that was approved by the BOG for establishment at an enrollment below the minimum designated in BOG Regulation 8.009(1)(b)(4)(3). In such cases, if enrollments fall below the BOG-approved minimum for that site for three consecutive years, the university shall develop and implement a plan for increasing enrollment, reclassifying, or closing the site.

Authority: Board of Governors Regulation 1.001(3), (4), 8.009. History: New 11-21-24