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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. § 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/ and specifically for Graduate Admission, at 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 either:

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

(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) **Purpose.** Florida State University International Programs [“International Programs”] offers students an opportunity to earn academic credits while studying at a number of international locations in programs developed and under supervision of International Programs.
- (2) **Locations.** The University, through International Programs, has four year-round (permanent) Study Centers. They are located in Florence, Italy; London, England; Panama City, Republic of Panama; and Valencia, Spain. Additionally, a number of short-term programs in other locations are created annually based upon student and/or faculty interest and agreement with local academic institutions and/or educational service providers in accordance with all applicable governing regulations of the Florida Board of Governors (BOG), Florida State University (Florida State) regulations and policies and applicable Federal law and accrediting agency policy.
- (3) **Academic Programs.** International Programs may offer classes and programs for Florida State academic credit and/or foreign transfer credit when properly approved through the Florida State academic department and the program approval process, in accordance with all applicable governing regulations of the Florida Board of Governors (BOG), Florida State University (Florida State) regulations and policies and applicable Federal law and accrediting agency policy.
- (4) **Fees and Costs.** 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 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. The program fee shall be disclosed to participants prior to registration. Such fees shall be charged, collected and expended through the appropriate International Programs auxiliary account(s).
- (5) The campus that operates in the Republic of Panama is a financially self-supporting entity. All fees collected in the Republic of Panama are retained in the Republic of Panama for the operational and capital needs of the institution, in accordance with its mission. The campus is administered through a not-for-profit Foundation established in

the Republic of Panama. The Foundation is controlled by FSU, as administered by International Programs, through the Office of the Provost.

Specific Authority BOG Regulation 1.001(3)(j), (4) ; 8.009(3)(a), (4). History–New 9-30-75, Formerly 6C2-5.77, Amended 8-15-90, Substantial Revision 11-21-2014 Former FSU-5.076 Panama Canal Zone Branch repealed 11-21-2014 and now covered by this Regulation.

FSU-5.079 Special Non-degree Seeking Students.

(1) Registration. Registration as a special student is open to any high school graduate for undergraduate study and to any college graduate for graduate study. Registration is on a space available basis. A special student will not be required to register for a minimum of twelve hours.

(2) Proof of Previous Education. Evidence of prior education must be submitted to the Office of the Registrar before the beginning of the Student's second enrollment period.

(3) Changing from a Special Student to a Regular Student. The change in status from a special student to a regular student is processed through the admissions office or the graduate admission office. A special student who desires to pursue a degree may be reclassified as a regular student at any time upon submitting the required application and fulfilling all regular admissions standards provided he has maintained a grade point average of 2.0 or higher as an undergraduate special student or a grade point average of 3.0 or higher as a graduate level special student. A regular graduate student may not receive degree credit for more than 12 quarter hours of work taken while classified as a special student. A former regular student who has changed to the special student status may regain his regular student classification only through the formal readmissions process.

(4) Undergraduate Students who do not Meet Regular Standards. An exception may be made for a special student who wishes to be reclassified as a regular student but fails to meet the regular admissions standards, if he has maintained a superior record, 3.0 grade point average or higher, on at least twelve (12) quarter hours taken as a special student.

(5) Changing from a Regular Student to a Special Non-Degree Seeking Student. A regular student, including a student on academic dismissal, who has not been absent from

the University for two or more consecutive quarters may change from a degree-seeking student to a special student only with written permission of his faculty adviser, department chairman, and academic dean. The change in classification must be initialed by the student. A former student who has not been enrolled during the last two quarters may return as a special student without such approval.

(6) Policies Governing Regular Degree Seeking Students on Academic Dismissal Who Have Changed to Special Non-Degree Seeking Students.

(a) Work taken by a special 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.

(b) The academic dean may at his discretion permit quality points earned by a special 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 student prior to his dismissal may not be repeated for credit under the forgiveness policy by the student as a special student on dismissal because the work earned by a dismissed student cannot be counted toward graduation. Thus, the repeated course cannot replace the former course. However, the dean may waive the specific subject matter requirement involved to eliminate an additional repetition of the course.

(7) Administration and Advisement. The special student program is administered by the Office of the Registrar. A special student, except the provisional graduate is not assigned to a college, school, or department. A special student is not required to have a faculty adviser, but an adviser may be assigned if the student chooses to request one.

(8) Change of Schedule. A special student may drop or add courses during the first five days of classes by request to the Office of the Registrar and with the concurrence of the academic department involved.

(9) Withdrawal from the University. All special students who wish to withdraw from the University should report to the Office of the Registrar to complete the proper forms. Refunds and fee adjustments will be made during the first five days of classes when a schedule change affects a change in fee assessment. Refunds will not be made to students

who drop courses after the first five days of classes.

(10) Fees for Special Students. Tuition and registration fees for special students are the same as for regular students.

(11) Provisional Graduate Students.

(a) A student who has filed an application for admission to a graduate degree program, but who has not been admitted as a regular graduate student, may be admitted as a provisional graduate student, otherwise called classification "8" with the consent of his department chairman. This category will include: students who could not be admitted because the quota for a term was filled, students with incomplete files, students who require further departmental review of performance before final decision, and students whose undergraduate degrees are from non-accredited institutions.

(b) A provisional graduate student will be classified "8" and will be assigned the appropriate major and division.

(c) Under no conditions may a student remain in that classification for more than two quarters.

(d) All classification questions should be directed to the Graduate Admissions Office. The files of provisional graduate will remain in that office until the student is changed to either regular graduate or postbaccalaureate special classification.

(e) A provisional graduate student will be admitted to this category in accordance with normal admissions procedures. The Graduate Admissions Office will advise the student of his acceptance in this category and include appropriate explanation of the meaning of the "8" classification.

(f) A provisional graduate student will register in the same manner as a degree-seeking student.

(g) A provisional graduate student who meets the minimum admission requirements of the Board of Regents may be changed to regular graduate status upon request by his department chairman provided he has maintained a 3.0 average on all graduate level work taken under classification "8". If the student does not meet the Board of Regents requirements, he must have an overall grade point average of 3.0 on at least twelve hours of graduate work and be counted in the exception quota. If a classification "8" student is changed to a classification "7" (graduate special student) and subsequently seeks

admission to regular graduate status, he must also comply with the above requirements.

(h) A provisional graduate student is subject to the retention review appropriate to a regular graduate student.

(i) If a classification “8” student is changed to a classification “7” student after incurring probationary status, the permanent record will not retain the probationary status statement, and the student will not be subject to further retention review.

(j) Graduate work taken by a provisional graduate student will automatically apply toward the student’s graduate program if the student changes directly from classification “8” to classification “5” unless the academic dean directs to the contrary.

(k) Graduate work taken by a provisional graduate student who changes from classification “8” to classification “7” shall be considered to have been acquired while in special status classification (“7”). The subsequent transfer of such credit to a graduate degree program shall be subject to the limitations found in subsection (3) above.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented 240.227(8), 240.233 FS., 6C-4.001(1), (5), 6C-6.003(4), F.A.C. History–New 9-30-75, Amended 4-19-78, Formerly 6C2-5.79.

FSU-5.081 Tuition, Fees, Payment.

(1) Tuition and fees are established by the Board of Regents and the Florida State Legislature. These matters are considered in Chapter 6C-7, F.A.C.

(2) Registration fees may be paid by cash, check, money order, VISA or MasterCard.

(3) A student’s registration will be cancelled if tuition, registration and other related fees are not paid, or other appropriate arrangements made for full payment, by the end of the fifth day of the main campus semester. The President, designated Vice President(s) or other designee of the President shall extend the deadline for fee payment when payment by a student is delayed due to university actions. In lieu of cancelling a student’s registration, the President or the designee of the President shall temporarily suspend further academic progress in those cases where a student has partially paid his fees and guarantees the university full payment before submission of the final student data course file or the end of the semester, whichever is later, from a funding source acceptable to the university. Suspension of academic progress permits a student to continue attending

classes, taking exams and completing class assignments but precludes a student from receiving grades, transcripts, or a diploma and shall deny registration for future terms until his account has been settled in full. The Office of the Registrar will be notified when a student receives suspension of academic progress for financial reasons and will flag the student's file until his account has been settled in full.

(4) Late Registration. Students who fail to initiate registration in the regular registration period shall be assessed a fee of \$100.00. Fifty percent of the fee shall be remitted to the Incidental Trust Fund and 50 percent retained by the university. The fee may be waived by the President or the President's designee when late registration is due to university action.

(5) Late Payment Fee. Students who fail to pay registration fees or make appropriate arrangements for fee payment by the end of the fifth day of the main campus semester shall be assessed a late payment of \$100.00. Academic progress will be suspended upon failure to timely pay the late fee. Fifty percent of the fee shall be remitted to the Incidental Trust Fund and 50 percent retained by the university. The fee may be waived by the President or the President's designee when late payment is due to university's action, e.g., miscalculation of fees.

(6) Whenever used herein, other appropriate arrangements shall mean payment of at least 50 percent of the fee liability by the end of the fifth day of the main campus semester and arranging to pay the remaining fees no later than the beginning of the second half of the academic term.

(7) In addition to sanctions provided for in subsection 6C2-5.081(3), F.A.C., when an overdue charge has been entered on the Accounts Receivable System by the university Controller and is 60 days overdue, a collection cost of \$25.00 shall be assessed for each overdue charge. However, this provision shall not apply to collection of debts owed the university which are secured by a promissory note or contract.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 . Law Implemented 120.53(1)(b), 240.202, 240.235, 240.271, 240.289 FS. History—New 9-30-75, Formerly 6C2-5.81, Amended 12-24-87, 7-30-92.

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 Regents.

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 Regents 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 Regents 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-5.095 Instructional Systems Development Center.

(1) Mission Statement for the Instructional Systems Development Center.

(a) It is the purpose of the Instructional Systems Development Center (ISDC) to bring to the Florida State University the tools, processes, and products of instructional science and technology in order to assist the departments and other units in the improvement of their instructional programs. ISDC serves as a University center of excellence for continuing developmental research in the area of instructional systems development. It continually seeks to discover means of organizing learning conditions so as to improve the efficiency and effectiveness of learning in both formal and non-formal settings. It attempts in collaboration with the appropriate FSU units to advance the state-of-the-art in the utilization of instructional media and technology, evaluation and measurement of instruction, and in the ways which other instructional resources can be most effectively deployed.

(b) ISDC, as its first priority, maintains itself in readiness to serve as a resource to the teaching faculty and to the academic units in the design, development, evaluation, and implementation of improved instructional programs, as requested and as its allocated resources permit.

(c) This capability also is made available to other institutions of higher education in the State University System and the community colleges of the State of Florida. It also assists the College of Education in its work with the public schools and the Elementary, Secondary and Vocational Divisions of the Department of Education of this state in its mission in instructional systems development. In these latter instances the College of Education has the primary responsibility to interfere with these agencies.

(d) Consonant with the foregoing, ISDC assists other foreign or domestic education and training agencies or institutions through research, training or technical assistance with the provision that these activities be supported by resources external to the regular University's educational programs.

(2) The Center's Responsibilities.

(a) Specifically, ISDC is the University's instructional improvement services unit and one of its developmental research arms, and shares with the College of Education functions in the areas of instructional systems design and development, mediated instruction, educational technology, and in the evaluation of instruction. University activities and projects requiring support and resources in these areas turn first to ISDC for this support. If ISDC's director indicates that such support is beyond ISDC's capabilities or capacities, then non-ISDC resources may be developed or engaged. ISDC seeks the cooperation of the deans in relating to the faculty. ISDC seeks the written approval of any faculty member, appropriate department heads, and deans prior to obligating the member's time on contract and grant agreements. Likewise, ISDC's resources are not contractually obligated by any project director or administrative unit without prior consultation and the written authorization of the Center's director.

(3) University Committee on Educational Technology.

(a) The President appoints a University Committee on Educational Technology consisting of fifteen persons representing the academic community and the community at large. The committee advises the director of ISDC on instructional improvement, educational systems development, and other applications of educational technology. The members of the council serve for three years with the initial appointments staggered to provide for rotation of the members.

(4) Personnel of the Center.

(a) Experience has shown that faculty members of ISDC have derived personal academic benefits from holding 25 percent appointments in appropriate instructional units, and that the instructional units have also derived significant advantages. Policies governing such appointments are as follows: The dean of the appropriate academic unit has the authority to grant ISDC personnel holding state-line faculty level positions a corresponding tenure-eligible appointment in an appropriate department or program if

such faculty contribute an average of 25 percent of full-time academic unit in the course of a calendar year. The specific tasks the faculty member undertakes in meeting this quarter-time obligation – whether classroom teaching, student advisement, research, or service – is negotiated between the individual faculty member and his department head, subject to the concurrence of the director of ISDC and the dean of the appropriate academic unit. Any ISDC personnel on A & P or contract and grant appointment may, with the approval of the ISDC director, hold a temporary, non-tenure earning academic appointment (up to 25% full-time) in an appropriate instructional department, subject to the approval procedures of that department. Determination of the nature of the teaching assignment is the same as described in the preceding paragraph.

(b) ISDC also provides opportunities for faculty members not regularly assigned to the Center to engage in research on media, evaluation, and other aspects of instructional design. These faculty members may be assigned for varying portions of their time for such work by their department heads and deans with the concurrence of the ISDC director. This faculty time commitment may be paid for by ISDC or it may be contributed by the academic unit, which is to be determined by available resources, and the value and relevance of the work to the academic unit.

(c) Providing individual faculty members with opportunities to pursue their own research interests, and those of the Center, through voluntary participation yields highly positive effects. It allows faculty members, without projects of their own, to work in areas of their professional interests while permitting the Center access to a wide range of professional talent. This talent can be brought to bear on the problems of instructional development within the University and elsewhere.

(d) For those faculty members who spend a significant portion of their time in the Center, and are funded by the Center, the director of the Center should have input with regard to promotions, and tenure. Current University policy, based on Florida law, requires that individuals be evaluated on the basis of the performance of duties in the Center. In the case of divided members, the director of ISDC and the head of the department jointly prepare an explicit statement of these responsibilities.

(e) The Center offers faculty members and students the opportunity of working on projects outside their normal campus responsibilities. In order to maintain awareness of

the state-of-the-art and to ensure that the Center is constantly abreast of new developments, faculty members have been engaged in a wide variety of projects in the United States and throughout the world. When it is mutually desirable for faculty to represent the Center off-campus, the time is negotiated with the faculty member, his department chairman, and dean, and the director of the Center. Since such projects are not usually related in a direct way to the faculty member's primary responsibility, the academic unit will be reimbursed by ISDC for faculty time spent on these projects.

(f) When faculty level vacancies occur in the Center, the director of the Center will confer with the dean of the school and the chairman and the faculty of the academic department in which the prospective faculty member will hold his academic appointment. Recruiting for such vacancies is a cooperative and coordinated effort to ensure that the best possible replacements are located and appointed. Academic appointments are subject to the normal faculty review and approval procedures.

(5) Audiovisual Media Development and Support.

(a) In order to insure technical compatibility and efficient utilization of University-owned audiovisual equipment, the Center shall monitor and advise on expenditures for such equipment. Further, in order to assure full benefit and use of audiovisual equipment, the Center shall advise on the allocation, distribution and maintenance of all University-owned major media equipment.

(b) The Center shall act as advisor and consultant to the University administration and faculty in all planning and budgeting activities related to audiovisual production, distribution, repair systems, or facilities planning.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented 240.227(10) FS. History--New 9-30-76, Formerly 6C2-5.95.

FSU-5.097 Deletion of Courses.

(1) Any course not offered during any "eight regular semesters" will be deleted from the curriculum inventory unless there is justification for the retention. Justification for retention of a course includes: course curriculum is in process of being revised; prospective new or visiting faculty have been employed to teach the course; course was not taught due to temporary staffing and/or budgetary problems; course is part of a graduate/undergraduate combination, one part of which has been taught in the required

time frame; course is required for accreditation; or the course is a type of variable topic nature which needs to be available due to public or student interest. In addition to the justification for retention of course statement a department desiring to retain a course will provide a copy of the course outline/syllabus. If approved by the University Curriculum Committee the course will be placed on probation for one academic year. This does not apply to Directed Individual Studies (DIS), Honors, Research or Internship courses.

(2) For purposes of deletion of a course, “eight regular semesters” refers to Fall and Spring semesters only, or four academic years. If a course is not taught during the eight regular semesters but is taught during a summer term within the four academic years, that course shall not be subject to deletion.

(3) The President, or Dean of Faculty if designated by the President, shall annually certify to the Board of Regents that the University has complied with the course review/deletion procedures.

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 Adoption and Affordability

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

(a) The Dean of the Faculties shall notify each college and department of the requirements of the university’s Policy on Textbook Affordability at least 25 days prior to the beginning of the fall and spring semesters and the summer sessions.

(b) Not later than the beginning of course registration for each term, instructors or their designees shall identify in the university’s Course Textbook Adoption web application the textbooks and other materials both required and recommended for use in their course(s). This information will be immediately available online to students at the Course Textbook Adoption website.

(c) Upon accessing the website to enter this information, the instructor shall declare that

1. When making a choice between a new edition of a textbook and a previous edition, he or she has determined the extent to which the new edition differs substantively and whether the significance thereof warrants the adoption of the new edition; and

2. When requiring the purchase of a bundled package rather than one or more of its discrete parts, he or she requires use by the students of all of the items that the package contains.

(d) The textbook listings shall include the following information: the international standard book number (ISBN), the name(s) or the author(s) or editor(s), the title, the publisher, the edition, the copyright and publication dates, and other information that may be relevant to the student seeking to minimize cost. Other items than books shall be as appropriately described to make clear to the student exactly what he or she is required to purchase.

(e) Department chairs and college deans will monitor the use of the Course Textbook Adoption web application, ensuring that each instructor complies with the requirements for timely submission of the information required by students and the university bookstore.

(f) Students who cannot afford the cost of their required textbooks can apply for financial aid for that amount at the university's Office of Financial Aid with the expectation that their application will be processed within one week.

(g) Students who, prior to the receipt of the financial aid distributions for which they are qualified, must purchase their required textbooks shall be accommodated by the university's Office of Financial Services which has a purchase authorization arrangement with the university bookstore.

(2) 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 resources that cannot be sold if they are identified as samples and not for sale;
- (b) Royalties or other compensation from the sales of textbooks and other instructional resources of which he or she is the author or creator;
- (c) Honoraria for academic peer review of course materials;
- (d) Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks; and
- (e) Training in the use of course materials and learning technologies.

Authority: Board of Governors Resolution January 7, 2003; BOG Regulation Procedure July 21, 2005, BOG Regulations 1.001, 8.003; Sections 1001.74(1), (2), Florida Statutes.
History New 6-17-2009, Amended 2-19-2010