

**FLORIDA**  
**POLYTECHNIC**  
UNIVERSITY  
**BOARD OF TRUSTEES**  
**ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING**

Thursday, June 8, 2017  
9:30 a.m. Eastern Standard Time  
*(Or upon adjournment of the Finance and Facilities Committee meeting)*

Florida Industrial & Phosphate Research Institute  
1855 Main Street West  
Bartow, Florida 33830

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Dr. Sandra Featherman, Chair  
Rear Admiral Philip Dur

Dr. Richard Hallion, Vice-Chair  
Henry McCance  
Bob Stork

Dr. Jim Dewey  
Jacob Livingston

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**AGENDA**

- |       |  |                                 |
|-------|--|---------------------------------|
| I.    | Call to Order  | Dr. Sandra Featherman,<br>Chair |
| II.   | Roll Call  | Maggie Mariucci                 |
| III.  | Public Comment   | Dr. Sandra Featherman,<br>Chair |
| IV.   | Approval of March 15, 2017 Minutes Pgs. 3-6<br><b>*Action Required*</b>  | Dr. Sandra Featherman,<br>Chair |
| V.    | 2016-18 Academic & Student Affairs Committee Pgs. 7-8<br>Work Plan Review  | Dr. Sandra Featherman,<br>Chair |
| VI.   | Provost's Report Pgs. 9-28   | Dr. Terry Parker                |
| VII.  | Degree Name Changes Pg. 29<br><b>*Action Required*</b>   | Dr. Terry Parker                |
| VIII. | FPU-3.002 Student Government and Student Organizations<br><b>*Action Required*</b> Pgs. 30-34                                  | Gina DeIulio                    |
| IX.   | FPU-3.009 Reasonable Accommodations for Religious Pgs.<br>Observances, Practices and Beliefs 35-37<br><b>*Action Required*</b> | Gina DeIulio                    |

**X. Closing Remarks and Adjournment**

**Dr. Sandra Featherman,  
Chair**

**DRAFT**

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MEETING MINUTES  
Florida Polytechnic University Admissions Building  
4700 Research Way  
Lakeland, FL 33805  
March 15, 2017 @ 9:30 AM**

I. Call to Order

Vice-Chair Richard Hallion called the Academic and Student Affairs Committee meeting to order at 8:54 a.m.

II. Roll Call

Maggie Mariucci called the roll: Chair Sandra Featherman, Vice-Chair Richard Hallion, Trustee Philip Dur, Trustee Bob Stork, Trustee Henry McCance, Trustee Christina Drake and Trustee Veronica Perez-Herrera were present (Quorum).

Other trustees present: Chair Frank Martin, Trustee Mark Bostick, Trustee Cliff Otto, and Trustee Don Wilson.

Staff present: President Randy Avent, Dr. Terry Parker, Mr. Mark Mroczkowski, Mr. Kevin Aspegren, Ms. Gina DeJulio, Ms. Maggie Mariucci, and Mr. Rick Maxey were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Henry McCance made a motion to approve the Academic and Student Affairs Committee meeting minutes of December 7, 2016. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

**Trustee Philip Dur made a motion to approve the Academic and Student Affairs Committee meeting minutes of December 21, 2016. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2016-2018 Academic and Student Affairs Committee Work Plan Review

Trustee Hallion asked for comments regarding the Work Plan. Trustee Featherman stated her continuing desire for the University to do more to attract female and minority students.

VI. Provost's Report

Dr. Terry Parker reviewed the following selected items:

A. Academic Organization

Dr. Parker stated that the Academic Organization needs to support the ownership of the curriculum that is defined by a group of subject matter experts, not by any one individual. There are currently five Academic Program Coordinators (APC) for the University's six undergraduate degrees. General Education is moving to an "Arts and Sciences" structure.

Graduate programs will be formally aligned with the degree-granting programs and de-coupled from the program areas.

Lab technicians are now aligned with departments and no longer centrally housed under Academic Affairs.

Student Support (student worker) budgets have been provided to APCs for disbursement.

President Avent clarified that Graduate programs need to be aligned with a department, not with a College. The University must wait until it receives accreditation to make these changes. Trustee Hallion recommended that the University stick to a streamlined managerial structure as the institution grows.

B. Career Fair and Creating Student Employment Pathways

Dr. Parker reviewed the recent Internship and Career Fair and how Florida Poly is working to ensure students move seamlessly from the University into their careers.

C. Research Highlights

Arts & Sciences is currently the strongest research section of Florida Poly.

Mechanical and Industrial Engineering had a transfer award from NSF that came with Dr. Matt Bohm as well as the recently awarded Florida Department of Transportation (FDOT) fog detection grant.

Computer Science faculty member Dr. Dean Bushey received an autonomous vehicle award.

There is also significant proposal activity in the area of cyber security.

D. Course Registration

Florida Poly is moving from a capacity-based registration system to a demand-based registration system. Demand-based means that Administration works first to identify a course delivery schedule that balances the needs of the students and the resources of the University and that the schedule allows students to graduate in a timely fashion. Spring 2017 registration went very well and the University should be completely integrated into the demand-based system within one year.

In response to a question regarding peer mentoring and academic counseling, Dr. Kathryn Miller shared that the Academic Success Coaches meet with each student at the beginning, mid-point and end of each semester. Those under academic warning are counseled more often.

E. Special Recognitions

Dr. Parker recognized Dr. Tom Dvorske for his work on the SACSCOC accreditation process. He also commended the faculty's attention to assessment and the SACSCOC interview process.

F. Committee Workplan Items

Florida Poly's strength as a school does depend on having ABET accreditation. This accreditation cannot be obtained until the University has SACSCOC accreditation. Less than 15% of prospective students ask about Florida Poly's ABET accreditation status. The earliest that Florida Poly could expect to see an ABET accreditation decision is fall 2019.

Discussion of changes to names of certain current degrees occurred. These changes will align degree names to both CIP codes and ABET standards.

Faculty hiring is being aligned to course demand. The University is currently recruiting seven faculty in Computer Engineering and Computer Science; one in Advanced Technology; one in Science and Technology Management; three in Mathematics and two in Physics.

The Entrepreneurship program has a goal of having 20% of the students participating in the program.

Admissions has focused on achievable minimums for FTIC students. The class entering in fall 2017 will be smaller than previous years – approximately 300-400 freshman students.

In the past year, the University hosted 1,447 students from multiple organizations that focus on a diverse population of potential students. President Avent also shared that summer programs that target that same population are being discussed. Lauren Willison, Director of Admissions, did share that Florida Poly has several students who have come from the Take Stock in Children program. Ms. Willison will do some research and provide exact numbers for the Trustees.

Dr. Parker compared total student tuition and fees to total aid (Bright Futures and other external sources) to total FL Poly aid. Forecasted for fall 2017, Florida Poly aid will be below the total tuition and fees. He reviewed a scenario for slowly decreasing the discount rate while still continuing to admit new students.

Student Life has been reorganized into "Student Services" which Dr. Kathryn Miller will oversee and "Admissions and Student Life" which Scott Rhodes will oversee.

An immersive summer class in calculus has been designed to assist students with mathematics. This could be a solution for the 9-hour requirement for summer registration. Dr. Miller will provide Trustees with data that shows how this program has helped students improve their grades. Also requested was a chart that shows the correlation between math ACT and SAT scores and success in first year calculus. President Avent stated there is no correlation between success and SAT scores and the correlation is only slightly higher with ACT scores. There is a strong focus on lowering the DFW rate in calculus without lowering the standards.

VII. SGA Report

Trustee Veronica Perez Herrera gave a presentation on Student Government Association's (SGA) accomplishments. She stated that the SGA has established executive, legislative and judicial branches. Several items that SGA funded this year included the campus bulletin boards, partial

funding of the campus bus, and the south IST lobby desk. She also reviewed the activities of campus clubs, professional organizations and awareness campaigns.

VIII. BOT Resolution 2017-001 Naming the Provost as the Board's Designee for Purposes of Reviewing Costs of Textbooks

Ms. DeJulio stated that the Board of Governors regulation 8.003 *Textbook and Instructional Materials Affordability* provides oversight on textbook affordability. Pursuant to the regulation, the Board of Trustees or its designee must examine the costs of required and recommended textbooks and instructional materials for all general education courses and identify any variance in the cost among different sections of the same course. The Board of Trustees or its designee must also identify the percentage of textbooks and instructional materials that remain in use for more than one term. The Board of Trustees or its designee is then required to submit a list of courses that have a wide variance in costs among sections or that have frequent changes in textbook and instructional materials to the appropriate Academic Program Coordinators for review. Instead of bringing this issue to the board each term, the University recommends that the Board appoint the Provost as their designee to complete this review.

**Trustee Henry McCance made a motion to approve and recommend to the Board the BOT Resolution 2017-001 naming the Provost as the Board's designee for purposes of reviewing costs of textbooks. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. FPU-2.001 Admission to the University and Appeal Process-General-Amendment

Ms. DeJulio stated that proposed amendments to this regulation would allow prospective students the option of submitting their official transcripts directly to the admissions department to streamline the process for applicants and clarifies and updates other aspects of the Admissions process.

**Trustee Richard Hallion made a motion to approve the revised FPU-2.001 Admission to the University and Appeal Process-General. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.**

X. FPU-7.002 Student Financial Aid

Ms. DeJulio stated the proposed amendment to this regulation adds language that addresses federal financial aid. If students fail to be academically engaged, they risk losing some or all of their financial aid. Scott Rhodes stated that the Registrar and Financial Aid offices work together to determine who is at risk for losing financial aid.

**Trustee Philip Dur made a motion to approve FPU-7.002 Student Financial Aid. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.**

XI. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee meeting adjourned at 10:43 a.m.

**AGENDA ITEM: V**

**Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
June 8, 2017**

**Subject: 2016-2018 Academic and Student Affairs Committee Work Plan Review**

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**Proposed Committee Action**

No action required- Information only.

**Background Information**

At the December 7, 2016, Academic and Student Affairs Committee meeting, the committee reviewed and voted on the committee work plan. The work plan has been updated to include their recommendations, if any.

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**Supporting Documentation:**

Updated work plan

**Prepared by:** Dr. Terry Parker, Provost

**Florida Polytechnic University**  
**Academic and Student Affairs Committee**  
**Work Plan 2016-2018**

March 15, 2017	June 7-8, 2017	September 13, 2017	December 6, 2017
<ul style="list-style-type: none"> <li>• Faculty hiring program</li> <li>• Differentiating programs (entrepreneurship, health informatics, other initiatives)</li> </ul>	<ul style="list-style-type: none"> <li>• Existing degree improvements</li> <li>• Admissions: the admission profile of the future</li> </ul>	<ul style="list-style-type: none"> <li>• New degrees and changes to existing degrees</li> <li>• Student life: the experience beyond the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Student success and retention: measures and next steps</li> </ul>
<sup>1</sup> March 14, 2018	<sup>1</sup> June 6-7, 2018	<sup>1</sup> September 12, 2018	<sup>1</sup> December 5, 2018
<ul style="list-style-type: none"> <li>• Faculty hiring program</li> <li>• Differentiating programs (entrepreneurship, health informatics, other initiatives)</li> </ul>	<ul style="list-style-type: none"> <li>• Existing degree improvements</li> <li>• Admissions: the admission profile of the future</li> </ul>	<ul style="list-style-type: none"> <li>• New degrees and changes to existing degrees</li> <li>• Student life: the experience beyond the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Student success and retention: measures and next steps</li> </ul>
<sup>1</sup> Tentative until approved by the Board of Trustees			



**AGENDA ITEM: VI**

**Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
June 8, 2017**

**Subject: Provost's Report**

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**Proposed Committee Action**

No action required- Information only.

**Background Information**

Dr. Parker will provide the committee with a report on academic and student affairs.

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**Supporting Documentation:**  
Presentation

**Prepared by:** Dr. Terry Parker, Provost

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**POLYTECHNIC**  
**UNIVERSITY**

**June 2017 Provost's Report**

**T. Parker, K. Calkins, J. Infante, K. Miller,  
S. Rhodes, T. Dvorske**

- **Committee Work Plan**
  - **Admissions**
  - **Faculty Hiring**
  - **Student Life**
  - **Student Success and Retention**
  - **Existing Degree Improvements**
  - **New Degrees/Changes to Degrees**
  - **Differentiating Programs**
  - **Technology and Pedagogy**
- **Suggestions for the Committee Work Plan**
- **Background on the Degree name change requests**

## Admissions for Fall 2017 has focused on the minimum admissions standards

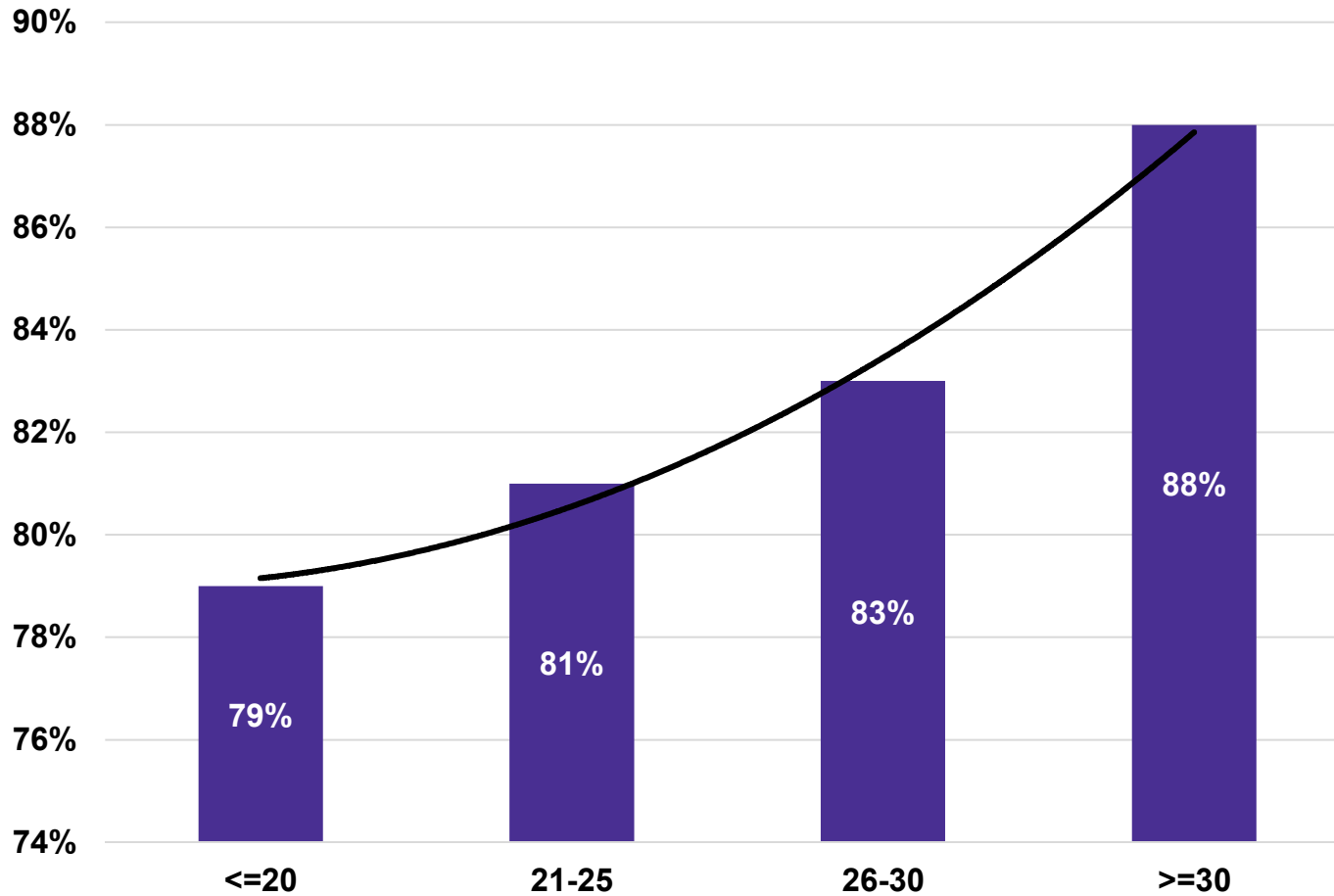
- **This focus is on Mathematics as a primary indicator of success**
- **Admissions operates on an annual cycle that moves from application, admission decisions, deposits by students, summer melt, and final matriculation**
- **THE GOOD NEWS:**
  - **Mean ACT score for intent to enroll is up by over 1 point**
  - **Female fraction “intent to enroll” up by 2%**
- **Targets:**

<b>Classification</b>	<b>Target</b>	<b>Currently at...</b>	<b>Expected</b>
FTIC	290	328	280 to 305
Transfers	85	49	60 to 85
Graduate	25	15	10 to 30

- **Final number likely between 380 and 400**

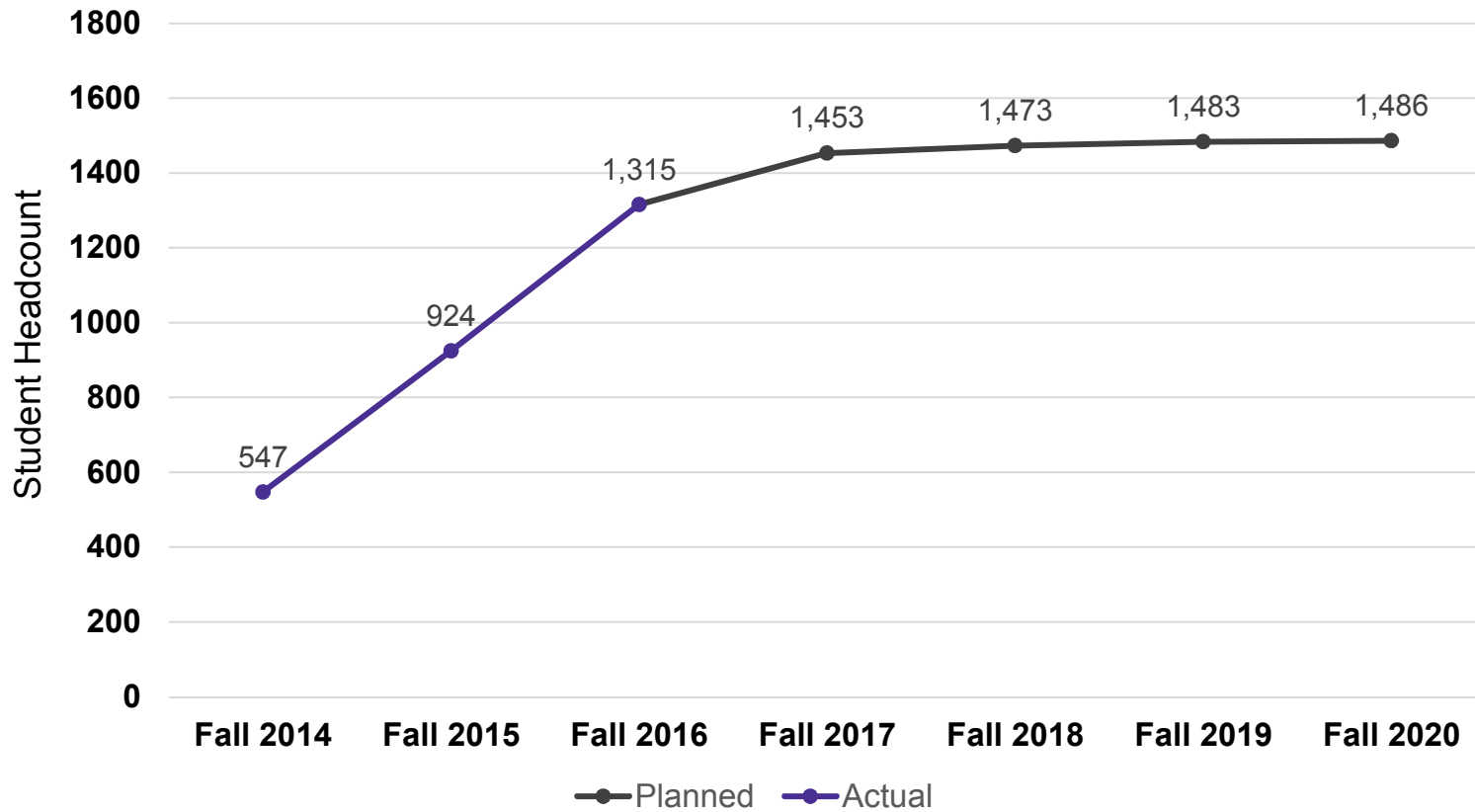
# Retention vs ACT Math

## FTIC Retention by ACT Math



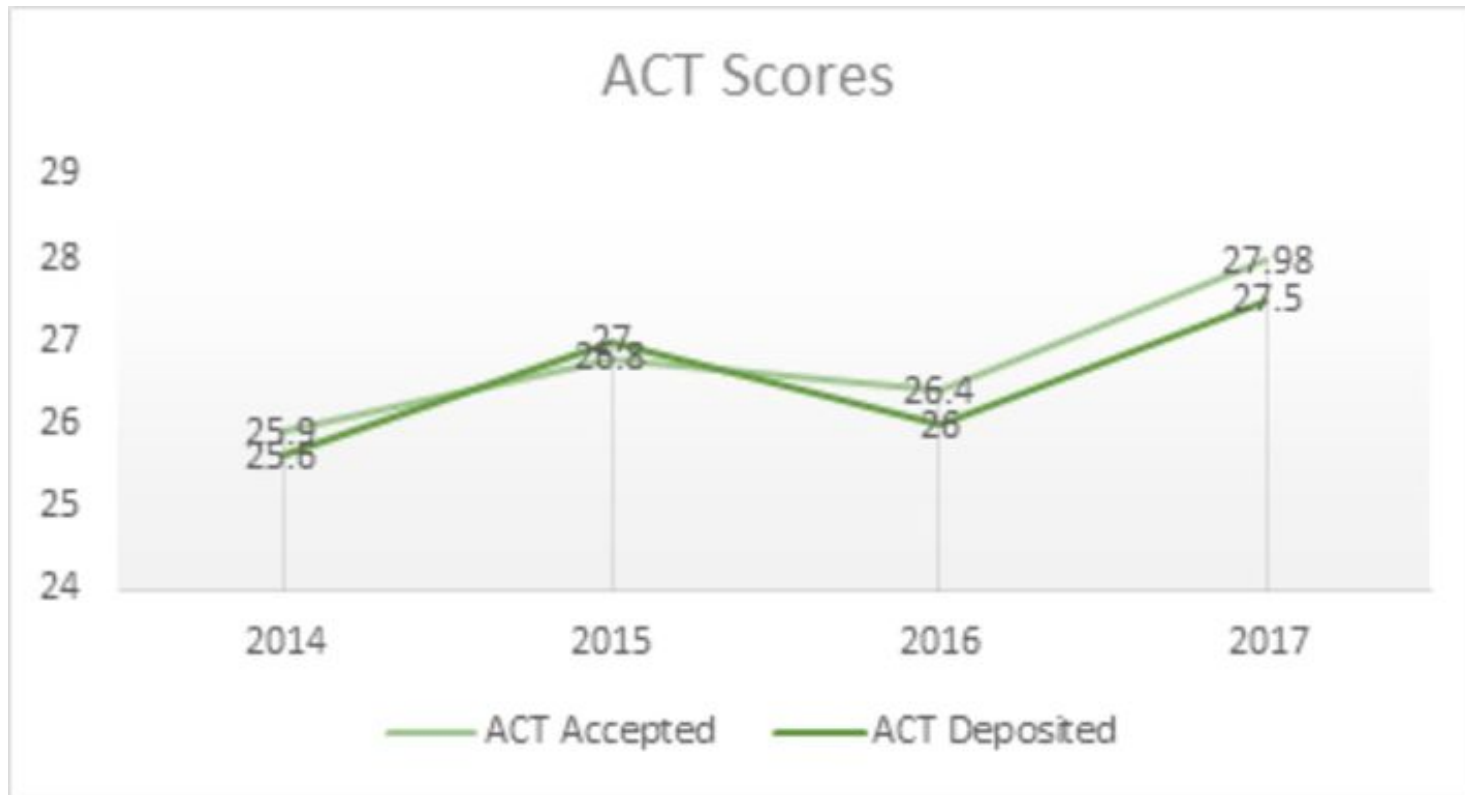
# Enrollment – Fall Headcount

## Fall Headcount (Actual & Planned)



**Flat growth for next several years**

## Historical Admissions Data shows improvement in test scores for incoming students



### 2% increase in “intent to enroll” female students:

- Specific recruitment at high school visits
- Targeted communication plan throughout the enrollment funnel
- Female meetings with current female students during accepted student events

# Department of Enrollment and Student Development

## New for 17-18

- Title IX training for all incoming students
- Specialized Title IX training for RA (resident assistants)
- Females will be placed on a separate wing
- Ongoing programming led by Florida Poly's Counseling Services and Student Development Staff

## New for 17-18

- Improve programming
  - Orientation
  - Week of Welcome
  - Clubs and organization
  - Intramural programs
  - Female programming and mentoring
  - Activities and Events
- Service Learning with WPI
- Hire a consultant to oversee restructuring

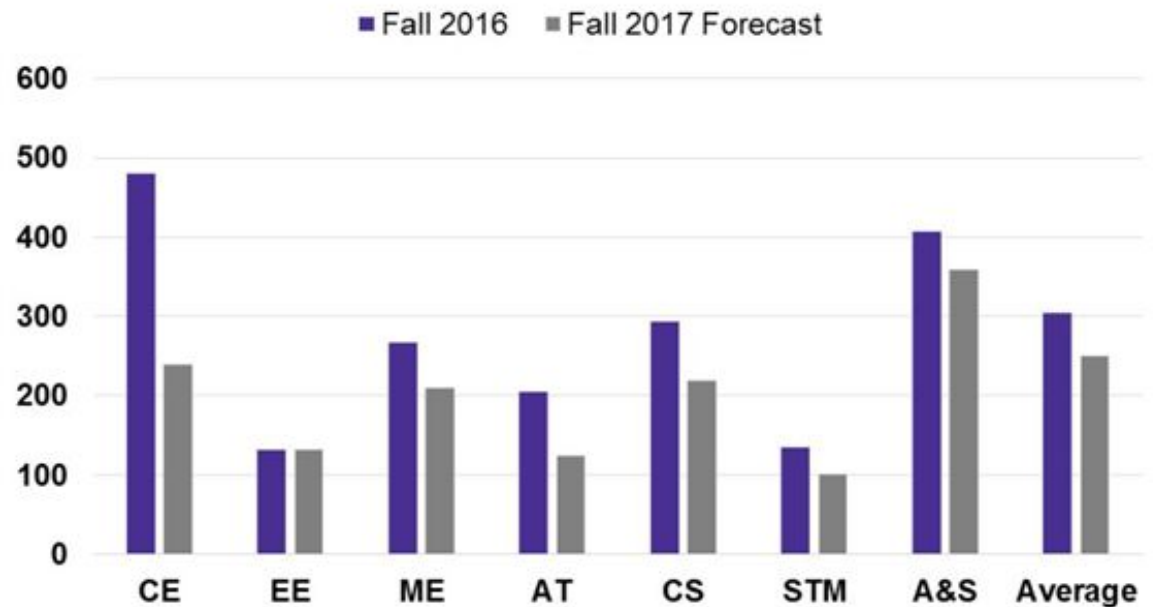


## This year's hiring program targeted faculty positions in alignment with "need"

- Results**

- CE, 2 offers out
- ME, 1 acceptance, 2 offers out
- AT, 2 offers out
- CS, 1 offer out
- STM, 1 accept
- Physics, 2 accept
- Math, 1 accept

**Student Credit Hours per Faculty**



- Unfilled positions will be reposted early August**

## **Student Life has been reorganized and is evolving to meet the needs of our students**

- **Student Services**  
**Vice Provost of Academic Support Services, Dr. Kathryn Miller**
  - **Library**
  - **Career Services**
  - **Disability Services**
  - **Mental Health**
  - **Health Services**
- **Enrollment and Student Development**  
**Vice Provost of Enrollment, Scott Rhodes**
  - **Admissions**
  - **Financial Aid**
  - **Student Development**
  - **International Students and Programs**

## **Existing Degrees and Their improvements**

- **Our next accreditation hurdle is ABET**
- **ABET accreditation will focus on program content and will demand that we align programs with national standards**
- **Focus on rational and enforceable prerequisite structure to create appropriate curriculum flow**
- **Rollout: Fall 2017**
  - **Driven by ABET application timelines**
  - **Changes affect both current and new students based on catalog year and their choice**

# Florida Poly Curriculum 2.0

- **Results:**

- **Mechanical, Computer Science, Electrical, and Computer Engineering all reconfigured to align with national standards**
- **Advanced Technology and Science and Technology Management with better curriculum flow**
- **336 students have changed to the new degrees**

- **Overall Curriculum Elements:**

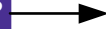
- **Near-common freshman year**
- **Capstone Design Course**
- **Rationalization of the “Concentrations”**
- **Expansion of the Liberal Arts**

# New Degrees and Changes to Degrees

## College of Engineering

### Current Programs

**Computer Engineering**  
CIP Code 14.0901



### Revised Programs

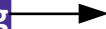
**Computer Engineering**  
CIP Code 14.0901

**Electrical Engineering**  
CIP Code 14.1001



**Electrical Engineering**  
CIP Code 14.1001

**Mechanical &  
Industrial Engineering**  
CIP Code 14.1901



**Mechanical  
Engineering**  
CIP Code 14.1901

## College of Innovation & Technology

### Current Programs

**Computer Science &  
Information  
Technology**  
CIP Code 11.0899



### Revised Programs

**Computer Science**  
CIP Code 11.0899

**Advanced Technology**  
CIP Code 11.0802



**Data Analytics**  
CIP Code 11.0802

**Science & Technology  
Management**  
CIP Code 52.0203



**Science & Technology  
Management**  
CIP Code 52.0203

# Graduate Degrees have been focused within the degree name

- **Degrees:**

- Masters of Science in Engineering
- Masters of Science in Innovation and Technology
- 2016-17 construct very generic in focus

- **Focus areas for Fall 2017**

- Masters of Science in Engineering
  - Electronic Communication & Control Systems
  - Robotics
- Masters of Science in Innovation and Technology
  - Logistics Analytics
  - Big Data Analytics

# **We have successfully closed (almost) a busy and productive year**

- **Admissions: On track (and kudos to admissions)**
- **Faculty Hiring: Some Success**
- **Student Life: reorganized and positioned for improved results**
- **Student Success and Retention: activity focused on freshman registration and math**
- **Existing Degree Improvements: Poly Curriculum 2.0**
- **New Degrees/Changes to Degrees: rename within the confines of SACSCOC and CIP codes**
- **Differentiating Programs: folded into curriculum effort**
- **Technology and Pedagogy: no activity**

# Suggestions for the Committee Work Plan

- **Current Work Plan**

- **Admissions**
- **Faculty Hiring**
- **Student Life**
- **Student Success and Retention**
- **Existing Degree Improvements**
- **New Degrees/Changes to Degrees**
- **Differentiating Programs**
- **Technology and Pedagogy**

- **Proposed Work Plan**

- **Admissions and Financial Aid**
- **Student Services**
- **Block Tuition (will require BOT action in September)**
- **Degree Program Additions and Faculty Hiring Budget**
- **Student and Faculty Diversity**
- **Graduate Programs**
- **Technology and Pedagogy (maybe)**



# Formal Degree Name Changes

- All changes conditional on, and not effective until, formal SACSCOC accreditation
- Degree names applied to degrees in the 2017-18 catalog
- Changes driven by ABET consideration:
  - Mechanical and Industrial Engineering to Mechanical Engineering
  - Computer Science and Information Technology to Computer Science
- Changes driven by alignment of degree with the name
  - Advanced Technology to Data Analytics

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# Questions???

# Programs and Revised Concentrations

## College of Engineering

- **Computer Engineering**
  - Digital Logic Design
  - Embedded System Design
  - Machine Intelligence
  - Advanced Topics
- **Electrical Engineering**
  - Control Systems
  - Digital-Hybrid Systems
  - Electro-Dynamics
  - Advanced Topics
- **Mechanical Engineering**
  - Nanotechnology
  - Materials and Advanced Manufacturing
  - Operations Research
  - Advanced Topics

## Master of Science in Engineering— Focus Areas

- Electronic Communication & Control Systems
- Robotics

## College of Innovation & Technology

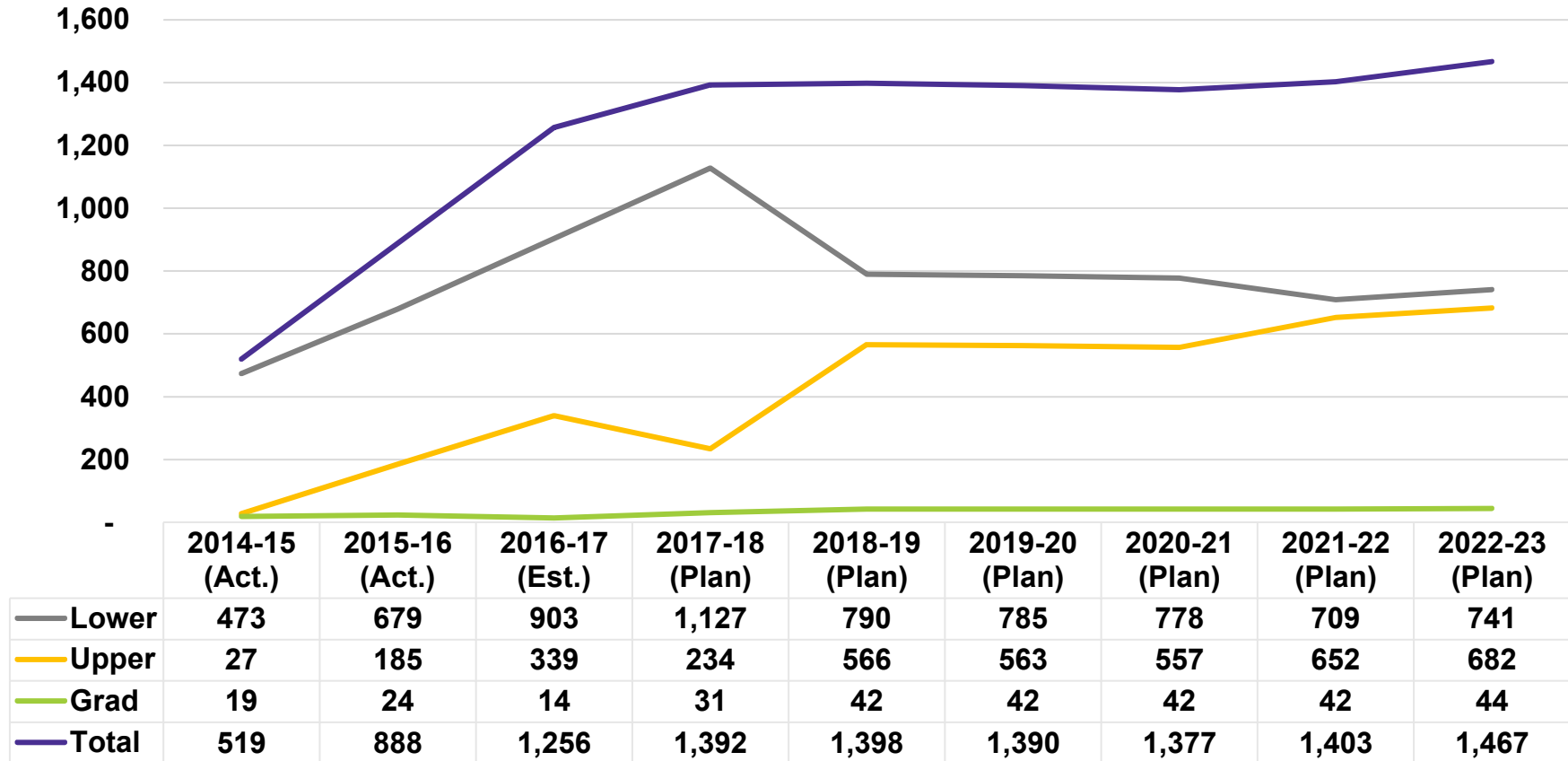
- **Data Analytics**
  - Big Data Analytics
  - Cloud Virtualization
  - Health Informatics
  - Advanced Topics
- **Computer Science**
  - Cyber Gaming
  - Information Assurance and Cyber-Security
  - Advanced Topics
- **Science and Technology Management**
  - Logistics and Supply Chain Management  
(straight program; no concentrations)

## Master of Science in Innovation & Technology—Focus Areas

- Logistics Analytics
- Big Data Analytics

# Enrollment - FTE

## Student FTE by Level



**As our students progress there's a shift to upper level coursework followed by graduation.**

**AGENDA ITEM: VII**

**Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
June 8, 2017**

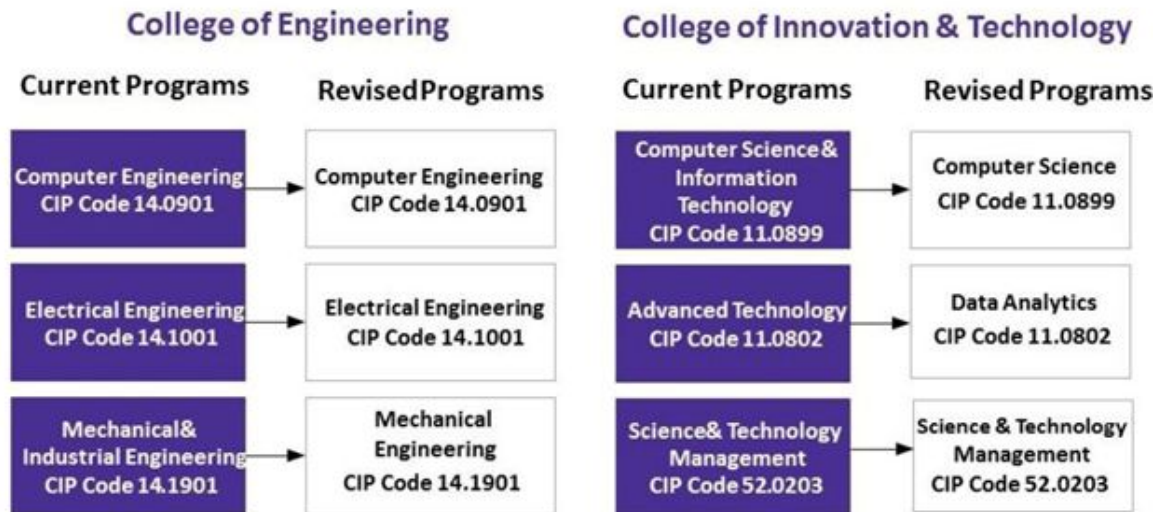
**Subject: Degree Name Changes**

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**Proposed Committee Action**

Recommend approval of Degree Name Changes to the Board of Trustees.

**Background Information**



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**Supporting Documentation:** Information is located in agenda item VI. Provost's Report presentation.

**Prepared by:** Dr. Terry Parker, Provost

**AGENDA ITEM: VIII**

**Florida Polytechnic University  
Academic and Student Affairs  
Committee  
June 8, 2017**

**Subject: FPU-3.002 Student Government and Student Organizations**

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**Proposed Committee  
Action**

Recommend approval of the revised University regulation **FPU-3.002 Student Government and Student Organizations** to the Board of Trustees.

**Background Information**

Regulation **FPU-3.002 Student Government and Student Organizations** was adopted by the Board of Trustees on July 28, 2014. The regulation is being revised to remove the requirement that SGA and student organization officers be enrolled in a credit bearing course during the summer semester. The regulation is also being revised to add the requirement that SGA and student organization officers be in good standing with the Student Code of Conduct. In addition, the title “Director of Student Affairs” was changed to Provost or Provost/designee throughout.

The Notice of Proposed Amended Regulation was published on the University’s website on May 8, 2017. No comments were received during the review and comment period.

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**Supporting Documentation:**

DRAFT amended regulation FPU-3.002

**Prepared by: Melaine Schmiz, Assistant General Counsel**

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU 3.002 Student Government and Student Organizations

#### (1) Student Government.

- (a) The Florida Polytechnic University Student Government is established on the main campus of Florida Polytechnic University. The Student Government shall be maintained by the students in accordance with law and regulation, including Florida Statutes Section 1004.26 University student governments and Board of Governors regulation 6.014 Student Governments.
- (b) The Student Government is recognized as the official representative of and governing organization of the student body.
- (c) The Student Government is authorized to make recommendations to or through the ~~Director of Student Affairs~~ Provost or designee concerning University policies, regulations and operating procedures that significantly affect students.
- (d) The Student Government shall adopt internal procedures which must be approved by the University President. The Student Government's constitution and by-laws, and any amendments thereto, must be approved by the University President.
- (e) The Student Government's internal procedures shall include, but not be limited to, procedures on the following:
  - (i) The operation and administration of Student Government,
  - (ii) The elections and returns, the appointments, and the suspension, removal and discipline of elected and appointed Student Government officers. Suspension and removal procedures must address suspension and removal of an elected or appointed officer convicted of a felony.
  - (iii) The process by which students may petition for referendum to remove from office an elected or appointed Student Government officer only for the following reasons: malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, or conviction of a felony.
  - (iv) The minimum qualifications a student must have to seek office and to continue to serve in office shall include the following university standards:
    1. The student must be in good academic standing at the University;
    2. The student must be currently enrolled in a degree-seeking program and pay Activity and Service ("A&S") fees during the term(s) of the position;
    3. Undergraduate students must be registered for at least nine (9) credit hours in each semester, ~~and enrolled in a credit bearing course in either summer term A, B or C~~ not including summer semesters, and maintain a minimum 2.5 cumulative GPA at the University;
    4. Graduate and professional students must be registered for at least six (6) credits in each semester, not including summer semesters, and maintain a minimum 3.0 cumulative GPA at the University;
    5. The student must ~~not be on conduct probation~~ be in good standing with the Student Code of Conduct and must not have a delinquent obligation to the University for tuition and fees;
    6. A student in his/her last semester before graduation is eligible to hold a leadership

position if the student is enrolled for the required number of credits needed for graduation that term or the appropriate number of credit hours as provided in (1)(e)(iv)3 or 4 above, whichever is less, and maintains the required GPA;

7. A student who is currently in a leadership position must meet these minimum requirements to continue holding a leadership position. A student not meeting the eligibility requirements as outlined in this regulation will be required to relinquish the office. However, a student may submit a written appeal to remain in the office until the end of the semester to the Office of Student Affairs. The ~~Director of Student Affairs~~ Provost or designee will review the appeal and determine whether the student may remain in that position for the remainder of the semester;
  8. Students who otherwise meet the requirements of this subsection, but have received approval to have a reduced course load due to a registered disability, are eligible to seek and hold leadership positions.
- (f) Student Government is established on the main campus of Florida Polytechnic University. The Student Government shall be maintained by the students in accordance with law and regulation, including Florida Statutes Section 1004.26 University student governments and Board of Governors regulations 6.014 Student Governments.
  - (g) Student Government shall allocate A&S fees for lawful purposes to benefit the student body in general, subject to the veto power of the University President or designee in accordance with Florida Statutes Section 1009.24. Student Government shall expend A&S fees in accordance with the final Student Government budget and applicable statutes, rules and policies.
  - (h) Student Government shall follow all University regulations, policies and procedures when entering into contracts or making purchases of goods or services.
  - (i) Student Government shall audit all accounts which receive and/or expend Activity and Services Fees.
  - (j) Members of Student Government are expected to adhere to the Student Code of Conduct. If a member violates the Student Code of Conduct, the member may receive Student Government organizational charges, as well as being charged with a violation of the Student Code of Conduct.
- (2) Student Organizations.
- (a) Any student association, group, club or organization (“student organization”) other than Student Government is eligible for active registration as a Registered Student Organization. Registration as a Registered Student Organization is contingent upon the student organization complying with all registration requirements and obtaining the approvals of the Student Government and the ~~Director of Student Affairs~~ Provost or designee, and continuously complying with applicable regulations, policies and procedures.
  - (b) The University’s registration of a student organization shall not imply support for any student organization’s purpose, philosophy, or activities. To be considered for recognition as a Registered Student Organization, a student organization must submit, in writing, to the Office of Student Affairs a list of its University student members and each student’s university identification number, the names and signatures of all of the officers of the organization, the names of the organization’s faculty/staff advisor(s) to the



organization, and the organization's constitution. Proposed Registered Student Organizations must have a minimum of ten (10) University student members. A proposed Registered Student Organization with a mission or purpose that appears to duplicate that of an existing Registered Student Organization may or may not be recognized. No Registered Student Organization may be set up or operated in a manner that an individual benefits monetarily from its existence. In seeking, securing and maintaining the privilege to be registered as a Registered Student Organization, each student organization must agree in writing to abide by all University policies, procedures, and regulations and Student Government policies and procedures and to hold harmless the University for any of the student organization's actions or activities.

- (c) Student organizations which violate any law, University regulation or policy, or Student Government policy are subject to disciplinary action pursuant to the Student Code of Conduct.
  - (d) Membership in any Registered Student Organization is limited to students enrolled in the University as undergraduate, graduate, or postgraduate students
  - (e) The minimum qualifications for students seeking and holding elected or appointed positions in a Registered Student Organization are the same as the minimum qualifications for Student Government leaders described in section (1)(e)(iv) above.
  - (f) All Registered Student Organizations must have at least one full-time Florida Polytechnic University faculty or staff advisor in order to be registered and to be eligible to receive A&S funding. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age are accountable for their decisions and behaviors as individuals and as members of student organizations.
  - (g) Students or student organizations do not have the authority to bind the University for any purpose; therefore students or student organizations shall not enter into contracts which purport to bind the University.
  - (h) With the exception of Student Government, student organizations (whether they are registered or not) are entities independent of the University; the University assumes no legal liability for any student organization.
  - (i) Registered Student Organizations may receive disbursements for operating and programming from A&S funds through the process established by Student Government.
- (3) Non-Discrimination.

It is the policy of the University that Registered Student Organizations and Student Government must be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Neither Student Government nor Registered Student Organizations shall discriminate against an officer, member or prospective member on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status or any other legally protected class or basis under applicable federal and/or state laws.

*Authority: FBOG regulations 1.001(4)(a)(6), 6.010, 6.014; Florida Statutes sections 1004.26, 1009.24*

*History: NEW 7.29.14, revised*

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**AGENDA ITEM: IX**

**Florida Polytechnic University  
Academic and Student Affairs  
Committee  
June 8, 2017**

**Subject: FPU-3.009 Reasonable Accommodations for Religious Observances,  
Practices and Beliefs**

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**Proposed Committee  
Action**

Recommend approval of revised regulation **FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs** to the Board of Trustees.

**Background Information**

University regulation **FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs** was approved by the Board of Trustees on February 15, 2014.

The proposed amendments revise the applicable grievance process to specify that a student who believes he/she has been unreasonably denied a religious accommodation may use the grievance process as outlined in FPU-3.0031P Student Grievance Process. A statement indicating that the University does not consider religious practice or beliefs when determining whether to admit a student was added. Additionally, the provisions were reorganized and updated to improve clarity and provide consistency.

The Notice of Proposed Amended Regulation was published on the University's website on April, 11 2017. No comments were received during the review and comment period.

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**Supporting Documentation:**

DRAFT amended regulation FPU-3.009

**Prepared by: Melaine Schmiz, Assistant General Counsel**

### **FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs**

**(1) Purpose.** The University will reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

**(2) Admissions.** The University does not consider religious practice or beliefs in determining admission.

**(3) Excused Absences Class Attendance.** A student who wishes to observe a religious holy day of his or her religious faith shall notify all of his or her instructors in advance and shall be excused from classes or other academic or educational activity for the purpose of observing the religious holy day. The student must notify his or her instructor at the beginning of the term if he or she intends to be absent for a class or announced examination in accordance with this regulation. The student is responsible for any material covered during the absence and any work missed, but the student shall be permitted a reasonable amount of time to complete such assignments. The specific timing for making up the work will be left to the discretion of the instructor. Students who are absent because of religious observances are not to be penalized for such absences

**(2)(4) Scheduling Major Exams and Major Assignments.** When feasible, the University and faculty will seek to avoid scheduling major examinations, major assignments, and university ceremonies on major religious holy days. For the purposes of this regulation, a recognized religious holy day is a significant day of religious observance as recognized by the highest governing body of that particular religious faith.

**(3)(5) Review of Course Requirements.** Students should review course requirements and meeting days and times before a semester begins in order to avoid foreseeable conflicts with religious observances, as excessive absences in a given term may make it difficult for a student to successfully complete the academic requirements of a course.

~~**(4) Excused Absences.** A student who wishes to observe a religious holy day of his or her religious faith shall notify all of his or her instructors in advance and shall be excused from classes or other academic or educational activity for the purpose of observing the religious holy day. The student must notify his or her instructor at the beginning of the term if he or she intends to be absent for a class or announced examination in accordance with this regulation. The student is responsible for any material covered during the absence and any work missed, but the student shall be permitted a reasonable amount of time to complete such assignments. The specific timing for making up the work will be left to the discretion of the instructor. Students who are absent because of religious observances are not to be penalized for such absences.~~

**(5)(6) Redress.** Any individual who believes that he or she has been unreasonably denied an educational benefit pursuant to this regulation due to his or her religious beliefs or practices

may seek redress by filing a grievance for failure to provide a religious accommodation through the University's Student Grievance Process as outlined in FPU- 3.0031P Student Grievance Process, ~~established Academic Grievance Procedures, as provided in the Student Handbook.~~

*Authority: BOG regulations 1.001, 6.0115*

History: New: 4.15.14, Amended:

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