MEMORANDUM

TO:       President Eric J. Barron
FROM:     David Coburn
DATE:     March 7, 2013
SUBJECT: Regulation Amendment FSU-2.007 Use of Campus Facilities Request for Approval

The proposed amendment clarifies and reconciles existing terminology. It reorganizes and simplifies the existing Regulation specifically defining authority for various outside areas of campus and for specified facilities. The authority for granting permission to use a facility or area and for the policies governing such use is more clearly assigned to the responsible governing unit. Oglesby Union Guest Services is more clearly identified as the unit receiving all requests for use from outside entities. Rental for payment of university facilities and areas is no longer to be limited to spaces in a defined list and to conditions contained in the Regulation. Instead, a general rental policy shall be approved by the President governing rental of all university spaces.

Repetitious listing of requirements for various user groups is combined. Approval of use of public address systems is clearly made subject to approval of the Director of the Oglesby Union and specific type(s) of required insurance left to the determination of University Environmental Health and Safety.

All use is specifically made subject to the University’s Non-Discrimination Policy. Former references to political events and speeches are changed to political “campaign” events and speeches to more accurately describe the referenced events.

The Chief of Police is given additional specific authority to authorize short term event use of certain types of vehicles and shelters.

This revision has been properly noticed.

I recommend your approval.

DC/gg

Attachments (2)
FSU6C2R-2.007 Use of Campus Facilities.

(1) Introduction. The Florida State University is a public institution. Consequently, there exists a need to specify the guidelines for use of University facilities for events other than the normal University functions of teaching, research, service and administration. Use of campus facilities is decided through the use of campus committees administered by various University units; however, final authority for use of all campus facilities lies with the President or designee.

(2) Scope. University space and facilities will be used first for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to the provisions outlined within this regulation.

(3) Definitions.

(a) “University Persons, Groups and Organizations.” University persons, groups and organizations are defined as one of the following: individual members of the University community (students, faculty, and administrative employees acting in an official University capacity); registered University student organizations; all Student Government Association (SGA) entities; student organizations, honor societies, fraternities and sororities and religious organizations officially recognized by the University; officially constituted colleges, schools, divisions, departments, agencies; the University Board of Trustees or other corporate organizational units which are a part of, or operate on behalf of, the University, such as Direct Support Organizations, (DSO’s).

(b) “University Related Groups and Organizations.” Groups and organizations not officially recognized by or affiliated with the University, or otherwise failing to meet the definition in paragraph (a) above, but which are related to the University because of the promotion of interests of the University community, the academic professions, and other related interests of the faculty, staff, or students, or which perform other service to the University and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions, and the like.

(c) “Non-University Persons, Groups and Organizations.” Persons, groups or organizations which do not meet the definitions of persons, groups, or organizations as defined in paragraph (a) or (b) above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

(d) “Private Events.” A private event held on the University campus that is open to attendance only by members and invited guests of the host organization or person.
(e) “Public Events.” A public event held on the University campus that is open to attendance by all members of the University community and/or to the general public in accordance with the provisions of this regulation.

(f) “Continuing Education Programs.” Continuing Education programs are those conferences, meetings, camps and other events registered with the Center for Professional Development & Public Services that have as their purpose the providing of instructional, training and other educational programs to persons outside the University community. For regulation(s) pertaining to continuing education programs and events registered with the Center for Professional Development and Public Services please refer to Regulation FSU-5.090, Center for Professional Development and Public Service, a subset of FSU Regulations, Chapter 5, Academic Matters.

(g) “Outdoor Areas of the Campus Subject to Regulation.” Outdoor areas on the campus are classified as follows and are subject to use only in accordance with this regulation:

1. Academic areas. Outdoor areas immediately adjacent to classrooms, libraries, laboratories, auditoria, the Health Center, and research facilities are subject to this regulation.

2. Oglesby Union, Student Services Building, and the Askew Student Life Center, and Health and Wellness Center areas. Outdoor areas immediately adjacent to these facilities are subject to this regulation, as well as Woodward Street Plaza and Landis Green.

3. Residential areas. Outdoor areas immediately adjacent to residence halls on the University campus are subject to this regulation.

4. Campus Recreation areas. Outdoor areas of campus under the purview of Campus Recreation include the Seminole Reservation, Intramural Fields, and Morcom Aquatic Center.

5. University Relations areas. Outdoor areas of campus under the purview of University Relations including Langford Green, areas immediately adjacent to the Westcott Building including Westcott Plaza, and Mina Jo Powell Green.

6. Athletics areas. Outdoor areas of campus under the purview of Athletics including Doak S. Campbell Stadium, Dick Howser Baseball Stadium, the Seminole Soccer Complex, the JoAnne Graf Softball Stadium, Speicher Tennis Complex, Mike Long Track, Basketball Facility, Morcom Aquatic Center, Sand Volleyball Courts, Sportsmanship Plaza (Gate G), University Center Gates Plaza (Gate K) and sports practice areas established for special uses. The Seminole Golf Course is under the purview of the Business Services Office.
7. College of Music. Outdoor areas of campus under the purview of the College of Music including the Owen Sellars Amphitheatre and the Marching Chiefs Practice Field.

8. Donald L. Tucker Center. Outdoor areas of campus immediately surrounding and under the purview of the Tucker Center.

9. Other areas of the campus established for special uses or purposes, to include Open Platform Areas provided in Regulation FSU-3.003., Langford Green, Landis Green, Westcott Plaza, Mina Jo Powell Green, the Owen Sellars Amphitheatre, Woodward Street Plaza, the Seminole Golf Course,

10. Other areas of the campus established for special uses or purposes not otherwise designated in this section. The scheduling or use of these areas facilities for meetings or events contemplated by this regulation shall be through the President’s office, depending on entity assigned responsibility and control.

(h). “Camping”. Camping is defined as use of a vehicle, tent, or other shelter, and/or bedding with the intent to stay overnight.

(4) Scheduling of Facilities and Outdoor Areas of the Campus Subject to regulation

(a) The following facilities and outdoor areas of campus are subject to this regulation. Scheduling of facilities and outdoor areas of campus is subject to oversight and policies determined by the following University units:

1. Academic areas. Non-academic use of such these facilities and outdoor areas should be scheduled are requested through the Guest Services and Public Functions Office in the Oglesby Union subject to approval by the University Registrar or designee.

(b) Oglesby Union, Student Services Building and the Askew Student Life Center areas. The scheduling of events or meetings in these facilities and outdoor areas is through the Guest Services and Public Functions Office in the Oglesby Union.

(c) Residential areas. The scheduling of meetings or events in these facilities and outdoor areas is scheduled through the Director of University Housing Office or designee.

4. Campus Recreation areas. Facilities and outdoor areas are scheduled through the Director of Campus Recreation or designee.

5. University Relations areas. Facilities, including Miller Hall, Board Room UCC 5301, Beth Moor Lounge, and outdoor areas are scheduled through the Vice President of University Relations or designee.
6. Athletics areas. Facilities and outdoor areas are scheduled through the Director of Athletics or designee.

7. College of Music. Facilities and outdoor areas are scheduled through the Dean of the College of Music or designee.

8. Center for Global Engagement. Facilities are scheduled through the Director of Center for Global Engagement or designee.

9. Dunlap Student Success Center. Facilities are scheduled through the Director of Dunlap Student Success Center (Center for Civic Education and Service and Career Center) or designee.

10. Center for Professional Development. Facilities are scheduled through the Director of the Center for Professional Development or designee.

11. Donald L. Tucker Center. Facilities and outdoor areas are scheduled through the Director of the Center or designee.

12. Campus Dining and Business Services facilities are scheduled through the Director of Business Services or designee.

13. Other areas of the campus established for special uses or purposes. The scheduling or use of these facilities for meetings or events contemplated by this regulation shall be through the Director of Campus Recreation, the Director of Athletics or the President’s Office, depending on entity assigned responsibility and control.

(b) Requests for space by University and University Related Persons, Groups, and Organizations must be made per any policies set by the respective University units which oversee scheduling as outlined in this regulation. Said University unit policies must be consistent with this regulation.

(ac) Non-university requests for use of facilities or outdoor areas must be made per the policies set by the respective University unit which oversees scheduling as outlined in this regulation at least fourteen days in advance of the event. Requests for any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation.

(b) (d) Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be subject to policies as approved by the University President or designee.

(d) All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is considered academic space and is under the assignment and control of the University Registrar. Any
use of such facilities under this regulation shall be on a space-available basis. Requests for said space shall be made through the Oglesby Union Guest Services Office.

(5) Facilities and Space Use other than Official Purposes established in (2) by Category of User.

(a) Priority for Use of University Facilities.

1. Priority for the use of University facilities shall be awarded in the following order:

   a. University persons, groups, and organizations.

   b. University Related persons, groups, and organizations.

   c. Non-University persons, groups, and organizations.

2. When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President or designee.

(ab) Use of University Facilities by University Persons, Groups, and Organizations.

1. University persons, groups, and organizations may use University facilities for the purpose of hosting private events. A license agreement to secure use of facilities for private events may be issued by the Public Functions Office in Oglesby Union Guest Services. Events may be subject to the registration requirements of the respective University units outlined in (4), which include rental payment, certificate of liability insurance and other registration requirements when deemed necessary by the University for the protection of the facility and the group participants and in the best legal and financial interest of the University to the satisfaction of the Oglesby Union Guest Services. Such persons, groups, and organizations also may use University facilities for the purpose of sponsoring and hosting public events subject to the registration requirements of the Oglesby Union Guest Services Office and subject to the provisions of subsection (6), Scheduling of Facilities, which governs activities contemplating the charging of admission or other fees.

2. Within the provisions of this section, private events shall not be accorded priority over public events. Any priority will be determined at the time of the scheduling of the event.

3. No University person, organization, or group shall sponsor an event, public or private, for any non-University person, group, or organization for the commercial or private benefit of said non-University person, group or organization that has not sought and received permission on its own to use
University facilities in accordance with the provisions of subparagraph (8)(b)4. below.

When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President.

2. Exempt from the requirement for rental payment and insurance is any University related person, group or organization co-sponsoring an educational activity with the Center for Professional Development and Service.

**(bc)** Use of University Facilities by University Related Persons, Groups, or Organizations.

1. University related persons, groups or organizations may use the following University facilities subject to the following conditions: on a space-available basis subject to payment of the established rental fee as provided in Schedule of Charges for Use of University Facilities Addendums, as those may be amended with approval of President or designee, plus any additional out-of-pocket costs incurred by the University in scheduling and holding of the activity or event, and subject to the ability of the Department of Facilities Planning and Scheduling to schedule the equipment, services, and personnel necessary for the requested use, provided that such use does not interfere with regularly scheduled University events or activities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; Howser Baseball Stadium; Oglesby Union; Askew Student Life Center; Student Services Building, Fine Arts Theatre; Conradi Theatre; Tully Gymnasium; Opperman Music Hall and Owen Sellars Amphitheatre, Miller Hall, Board Room C-530; other substantial outdoor areas of the campus as approved by the University Space Committee; classrooms as approved by the University Registrar; University Tennis Courts; Seminole Reservation; Intramural Fields.

2a. All use of University facilities by University related persons, groups, or organizations shall be conditional upon the execution of a written agreement between the University and the individual, group, or organization desiring to use the facilities, which: said agreement shall provide for, but is not limited to the following, that such individual, group, or organization:

a1. Shall pay to the University the established rental fee as provided in (4)(d) in Schedule of Charges for Use of University Facilities Addendums by the respective University units as those may be amended with approval of President or designee, plus any additional out-of-pocket costs incurred by the University in the scheduling and holding of the activity, including but not limited to security, parking, and physical services.
bii. Shall supervise the event and accept full responsibility for any loss and/or damage to University facilities and/or equipment and shall hold the University harmless from any claims arising from any personal injuries in the use of the premises.

ejii. Shall be responsible for reporting and paying all applicable Federal and State taxes.

dijiv. Shall assume all responsibility for the promotion and advertising of the meeting or event utilizing the University’s Policy For Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses as adopted in Regulation FSU-2.0131, F.A.C. The University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

ev. Shall provide the equipment of any type required for the event unless otherwise agreed to between the University and the individual, group, or organization. The University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

evii. Shall provide the certificate(s) of liability insurance required for the event as determined by the University Environmental Health and Safety department.

(d) Use of University facilities by Non-University Persons, Groups, and Organizations.

b1. Use of University Facilities by Non-University Persons, Groups, and Organizations. Generally, groups in this category will not enjoy the use of campus facilities. However, it is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations.

2. Non-University persons, groups or organizations may use University facilities subject to the conditions outlined in (5)(c.):

3. Use of University facilities by University persons, groups, and organizations and by the Center for Professional Development and Service shall have priority over use of University facilities:

   a. The use of University facilities by University related persons, groups, or organizations will be given priority if space is not committed for
University use at the time a request for the use of the facilities is submitted by the University related group except as provided in subparagraph (5)(a)1. of this regulation where priority must be reassigned. The exercise of this action will not be unreasonably applied.

b. Use of University Facilities by Non-University Persons, Groups, and Organizations. It is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations; however, generally speaking, groups in this category will not enjoy the use of campus facilities.

c. Use of University Facilities for Continuing Education Programs. The Center for Professional Development and Service has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by the Center for Professional Development and Service in accordance with its procedures; the University Registrar has ultimate responsibility for the scheduling of appropriate academic facilities.

(6) Scheduling of Facilities.

(a) Non-university requests should be made at least ten days in advance of the event. Scheduling of facilities for events to be held less than ten days following the request will require the submission of a written request. The requesting of any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation.

(b) Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be scheduled only in the following facilities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; Howser Baseball Stadium; Oglesby Union; Askew Student Life Center; Fine Arts Theatre; Conradi Theatre; Starry Conference Room; Tully Gymnasium; Opperman Music Auditorium, Owen Sellars Amphitheatre; Intramural Fields; Golf Course; Swimming Pool; Seminole Reservation, Miller Hall, Board Room C-530; other areas of the campus as approved by the University Campus Development and Space Committee when determined that the proposed use is in the best interest of the University and that it will not unnecessarily interfere with the educational, research and service goals of the University.

(c) Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility where there is an admission charge collected.

(d) All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is under the assignment and control of the University Registrar. Any use of such facilities under this regulation shall be on a space-available basis through the Oglesby Union Guest Services.
Office, which Office shall be responsible for obtaining permission for such use from the University Registrar.

(76) General Conditions Applicable to All Uses of University Areas and Campus Facilities.

(a) All uses of the University areas and facilities in accordance with this regulation are subject to the laws of the State of Florida and the rules, regulations, and policies of the Board of Trustees and the Florida State University and other applicable laws and rules.

(b) The University reserves the right to reasonably determine the time, place, and manner of all events held in University areas and facilities subject to this regulation.

(b) Events of a political nature shall be limited to meetings sponsored by University persons, groups, or organizations.

(c) The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval by the Director of the Oglesby Union or designee. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this regulation and shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(d) Public address systems and other electrical amplification equipment may be utilized daily in the Oglesby Union Courtyard if it is maintained at a reasonable level which is defined as meeting the communication needs of the event without excessive penetration to the adjacent areas.

(ed) All users of University areas and facilities shall take adequate precautions to avoid endangering the safety of persons in the area of the facilities used.

(ef) The Florida State University does not allow the use of its facilities by groups or organizations that have racially restricting clauses in their constitutions and/or charters or that are known to practice racial discrimination in employment or in attendance at organization events whose practices are in conflict with the University's Non-Discrimination Policy.

(gf) Cooperative arrangements with State Agencies for the use of University Facilities shall be permitted under this regulation.

(g) All persons, groups, and organizations must adhere to the University's policy on the use of alcoholic beverages at events, Regulation FSU-6.012, F.A.C., and the Posting Regulation FSU-2.0131, F.A.C.
(h) persons, groups, and organizations using a University Auditorium facility or outdoor area shall clearly state the identity of the sponsoring group in its request, signage at the event, and in news releases, placards, tickets, etc.

(i) Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.

(j) Use of University Facilities for Political Campaign Events. It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political campaign events shall be limited to meetings or events sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules.

(k) Issues regarding Open Platform Areas and freedom of expression rights and responsibilities are referenced in FSU-3.003.

(8) Activities Requiring the Use of University Auditoria and Conference Facilities:

(a) Programs for FSU Students. For conferences or other special meetings involving Florida State University students only, approval will be secured from the Oglesby Union Guest Services Office and arrangements for meeting space will be made.

(b) Programs for Faculty, Staff and Outside Groups, including Non-Local Students.

1. Categorization of Programs. For purposes of internal administration, all activities involving outside groups are categorized either as “University-related” or “Non-University”:

   a. An on-campus activity involving outside participants is considered University-related when:

      i. It is an organized educational program the planning of which has been a responsibility of the University; and

      ii. Faculty members of the University are involved in conducting the program, i.e., conference, short course, institute, seminar, etc.

   b. An activity involving outside participants is considered to be Non-University-related when:

      i. The University faculty and professional staff play no direct role in planning and/or executing the program or activity, and
ii. The University’s role is limited to that of providing such meeting space and logistical services as are needed for the activity and considered by the Center for Professional Development and Service to be appropriate for the University to provide.

2. Policies and Procedures Applicable to Both University Related and Non-University Activities. To insure optimal use of the University’s resources, and also assure an appropriate reception and treatment of visiting groups to the campus, the following procedures will be observed by all concerned.

a. For conferences or special meetings involving outside participants, including non-local students, and requiring the use of University classrooms, auditoria, dining halls and/or other facilities and services, the Center for Professional Development and Service must be contacted to register the event.

b. The Center for Professional Development and Service will approve the event if it finds that:

i. The group itself and the purpose for which it seeks to utilize University resources are compatible with the University’s role and function.

ii. Adequate meeting space, facilities, and services are available to satisfy the requirements of the group.

c. When the event is approved, the Center for Professional Development and Service will make the necessary arrangements for accommodating the needs of the visiting group. In doing this, the Center will work through those offices designated by the University to schedule meeting space, provide special equipment, facilities, or services.

3. Policies and Procedures Applicable Only to University Related Activities. The Center for Professional Development and Service will establish a budget for each conference or project involving such groups, and arrange with the Oglesby Union, Housing, Food Services, and other designated offices for requisite meeting space, lodging, meals, etc. A program coordinator will be appointed by the Center to be responsible for general program administration and implementation. The coordinator shall assist the faculty chairman in program development and keep the Center and the respective College Dean and faculty members fully informed at all phases of the program planning and execution. Appropriate members of the University faculty and staff will participate in the planning and programming and, where feasible, in the actual instruction. All net receipts of the program or activity accrue directly to the University and all budgeted costs of the program will be paid by the Center for Professional Development and Service. Following each
program or project, the coordinator shall make a written report to the faculty members and dean concerned and to the Center.

4. Policies and Procedures Applicable Only to Non-University Activities. There are many worthwhile public relations and other benefits to be derived by the University from its cooperation with outside groups, organized clubs, associations, and organizations in the matter of making University campus facilities available for their use. However, the following conditions will necessarily govern the use of University campus facilities for Non-University activities sponsored by such groups.

a. University-related activities shall have priority over Non-University activities in the use of University auditoria and other facilities.

b. Other things being equal, preference for the use of University facilities by Non-University activities shall be given to requests from governmental and educational groups.

c. Unless provided through a specific agreement finding that the proposed use is in the best interest of the University and that it will not unnecessarily interfere with the educational, research and service goals of the University, campus facilities except Ruby Diamond, Moore Auditorium and Doak S. Campbell Stadium, may not be used by Non-University groups for meetings or programs for which they charge admission or use other means to produce revenue. When these facilities are used by Non-University groups charging admission, the proceeds shall be under the supervision of the University Controller, but the groups shall have full responsibility for reporting and paying all applicable Federal and State taxes.

d. A Non-University group using a University Auditorium shall clearly state the identity of the sponsoring group in its request and in news releases, placards, tickets, etc.

e. The group must adhere to the University’s policy on the use of alcoholic beverages at events, Regulation 6C2R-6.012, F.A.C., and the Posting Regulation 6C2R-2.0131, F.A.C.

f. In considering requests for approval of the use of University facilities for Non-University activities, the Center for Professional Development and Service will determine, as a basis for such approval, that:

i. The group concerned will reimburse the University for all costs involved.
ii. The group concerned will be supervised by the sponsoring organization and will accept full responsibility for any losses and/or damages to the University facilities and/or equipment.

iii. The group agrees to provide the Center for Professional Development and Service with copies of any subsequent reports of the meeting or activity that it disseminates.

iv. University-related activities will not be deprived of meeting space by approval of the proposed Non-University activity.

5. Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.

6. Use of University Facilities for Political Speeches. It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political speech making shall be limited to meetings sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules.

(97). Use of Campus Lands; Camping.

(a) Tents or other temporary structures are prohibited on lands of the Florida State University campus except when used in connection with activities of academic or administrative units of the University.

(b) Tents or other temporary structures may be erected on University property by academic or administrative units only for activities directly related to the mission of the unit and only after first obtaining written approval of the Senior Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(c) Student Government and recognized student organizations may secure approval for use of tents or temporary structures for activities described above by request to the Senior Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(d) Camping is prohibited on lands of the Florida State University campus except when such camping is in connection with an official activity of the University, such as an activity of an academic or administrative unit. Prior written approval for such camping must be granted by the Senior Vice President for Finance and Administration or designee taking into consideration time period, space, traffic, and other safety and aesthetic factors
along with the health, safety and welfare of the participants, the University community, and guests of the University. However, the Florida State University Chief of Police may authorize the use of vehicles, mobile homes, camping trailers, gazebos, tarps and similar structures in pre-designated areas in conjunction with or furtherance of an official one-day university event.

Specific Authority Board of Governors Regulations 1.001 (3) (j) and (7) (g). History–New 9-30-75, Formerly 6C2-2.07, Amended 5-11-04, 9-24-10, 1-13-2012, ________.
FSU-2.007    Use of Campus Facilities.

(1) Introduction. The Florida State University is a public institution. This regulation sets forth the guidelines for use of University facilities for events other than the normal University functions of teaching, research, service and administration. Use of campus facilities is administered by various University units; however, final authority for use of all campus facilities lies with the President or designee.

(2) Scope. University space and facilities will be used first for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to the provisions outlined within this regulation.

(3) Definitions.

(a) “University Persons, Groups and Organizations.” University persons, groups and organizations are defined as one of the following: individual members of the University community (students, faculty, and employees acting in an official University capacity); all Student Government Association (SGA) entities; student organizations officially recognized by the University; officially constituted colleges, schools, divisions, departments, agencies; the University Board of Trustees or other corporate organizational units which are a part of, or operate on behalf of, the University, such as Direct Support Organizations, (DSO’s).

(b) “University Related Groups and Organizations.” Groups and organizations not officially recognized by or affiliated with the University, or otherwise failing to meet the definition in paragraph (a) above, but which are related to the University because of the promotion of interests of the University community, the academic professions, and other related interests of the faculty, staff, or students, or which perform other service to the University and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions, and the like.

(c) “Non-University Persons, Groups and Organizations.” Persons, groups or organizations which do not meet the definitions of persons, groups, or organizations as defined in paragraph (a) or (b) above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

(d) “Private Events.” A private event held on the University campus that is open to attendance only by members and invited guests of the host organization or person.

(e) “Public Events.” A public event held on the University campus that is open to attendance by all members of the University community and/or to the general public in accordance with the provisions of this regulation.

(f) “Continuing Education Programs.” Continuing Education programs are those conferences, meetings, and other events registered with the Center for Professional Development & Public Services that have as their purpose the providing of instructional, training and other educational programs to persons outside the University community.
For regulation(s) pertaining to continuing education programs and events registered with the Center for Professional Development and Public Services please refer to Regulation FSU-5.090, Center for Professional Development and Public Service, a subset of FSU Regulations, Chapter 5, Academic Matters.

(g) “Outdoor Areas of the Campus Subject to Regulation.” Outdoor areas on the campus are classified as follows and are subject to use only in accordance with this regulation:

1. Academic areas. Outdoor areas immediately adjacent to classrooms, libraries, laboratories, auditoria, and research facilities.

2. Oglesby Union, Student Services Building, Askew Student Life Center, and Health and Wellness Center areas. Outdoor areas immediately adjacent to these facilities, as well as Woodward Street Plaza and Landis Green.

3. Residential areas. Outdoor areas immediately adjacent to residence halls on the University campus.

4. Campus Recreation areas. Outdoor areas of campus under the purview of Campus Recreation including the Seminole Reservation, Intramural Fields, Sportsplex, and Westside Courts.

5. University Relations areas. Outdoor areas of campus under the purview of University Relations including Langford Green, areas immediately adjacent to the Westcott Building including Westcott Plaza, and Mina Jo Powell Green.

6. Athletics areas. Outdoor areas of campus under the purview of Athletics including Doak S. Campbell Stadium, Dick Howser Baseball Stadium, the Seminole Soccer Complex, the JoAnne Graf Softball Stadium, Speicher Tennis Complex, Mike Long Track, Basketball Facility, Morcom Aquatic Center, Sand Volleyball Courts, Sportsmanship Plaza (Gate G), University Center Gates Plaza (Gate K) and sports practice areas established for special uses. The Seminole Golf Course is under the purview of the Business Services Office.

7. College of Music. Outdoor areas of campus under the purview of the College of Music including the Owen Sellars Amphitheatre and the Marching Chiefs Practice Field.

8. Donald L. Tucker Center. Outdoor areas of campus immediately surrounding and under the purview of the Tucker Center.

9. Open Platform Areas provided in Regulation FSU-3.003.

10. Other areas of the campus established for special uses or purposes not otherwise designated in this section. The scheduling or use of these areas for meetings or events contemplated by this regulation shall be through the President’s office, depending on entity assigned responsibility and control.

(h). “Camping”. Camping is defined as use of a vehicle, tent, or other shelter, and/or bedding with the intent to stay overnight.

(4) Scheduling of Facilities and Outdoor Areas of the Campus
The following facilities and outdoor areas of campus are subject to this regulation. Scheduling of facilities and outdoor areas of campus is subject to oversight and policies determined by the following University units:

1. Academic areas. Non-academic use of these facilities and outdoor areas are requested through the Guest Services and Public Functions Office in the Oglesby Union subject to approval by the University Registrar or designee.

2. Oglesby Union, Student Services Building and the Askew Student Life Center areas. The scheduling of events or meetings in these facilities and outdoor areas is through the Guest Services and Public Functions Office in the Oglesby Union.

3. Residential areas. The scheduling of meetings or events in these facilities and outdoor areas is scheduled through the Director of University Housing Office or designee.

4. Campus Recreation areas. Facilities and outdoor areas are scheduled through the Director of Campus Recreation or designee.

5. University Relations areas. Facilities, including Miller Hall, Board Room UCC 5301, Beth Moor Lounge, and outdoor areas are scheduled through the Vice President of University Relations or designee.

6. Athletics areas. Facilities and outdoor areas are scheduled through the Director of Athletics or designee.

7. College of Music. Facilities and outdoor areas are scheduled through the Dean of the College of Music or designee.

8. Center for Global Engagement. Facilities are scheduled through the Director of Center for Global Engagement or designee.

9. Dunlap Student Success Center. Facilities are scheduled through the Director of Dunlap Student Success Center (Center for Civic Education and Service and Career Center) or designee.

10. Center for Professional Development. Facilities are scheduled through the Director of the Center for Professional Development or designee.

11. Donald L. Tucker Center. Facilities and outdoor areas are scheduled through the Director of the Center or designee.

12. Campus Dining and Business Services facilities are scheduled through the Director of Business Services or designee.

13. Other areas of the campus established for special uses or purposes. The scheduling or use of these facilities for meetings or events contemplated by this regulation shall be through the President’s Office, depending on entity assigned responsibility and control.
Requests for space by University and University Related Persons, Groups, and Organizations must be made per any policies set by the respective University units which oversee scheduling as outlined in this regulation. Said University unit policies must be consistent with this regulation.

Non-university requests for use of facilities or outdoor areas must be made per the policies set by the respective University unit which oversees scheduling as outlined in this regulation at least fourteen days in advance of the event. Requests for any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation.

Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be subject to policies as approved by the University President or designee.

All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is considered academic space and is under the assignment and control of the University Registrar. Any use of such facilities under this regulation shall be on a space-available basis. Requests for said space shall be made through the Oglesby Union Guest Services Office.

(5) Facilities and Space Use other than Official Purposes established in (2) by Category of User. (a) Priority for Use of University Facilities.

1. Priority for the use of University facilities shall be awarded in the following order:
   
a. University persons, groups, and organizations.

b. University Related persons, groups, and organizations.

c. Non-University persons, groups, and organizations.

2. When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President or designee.

(b) Use of University Facilities by University Persons, Groups, and Organizations.

1. University persons, groups, and organizations may use University facilities for the purpose of hosting events. A license agreement to secure use of facilities for private events may be issued by the Public Functions Office in Oglesby Union Guest Services. Events may be subject to the registration requirements of the respective University units outlined in (4), which include rental payment, certificate of insurance and other registration requirements when deemed necessary by the University for the protection of the facility and the group participants and in the best legal and financial interest of the University.

2. Within the provisions of this section, private events shall not be accorded priority over public events. Any priority will be determined at the time of
the scheduling of the event.

3. No University person, organization, or group shall sponsor an event, for any Non-University person, group, or organization for the commercial or private benefit of said non-University person, group or organization that has not sought and received permission on its own to use University facilities.

(c) Use of University Facilities by University Related Persons, Groups, or Organizations.

1. University Related persons, groups or organizations may use University facilities subject to the following conditions
   a. All use of University facilities by University related persons, groups, or organizations shall be conditional upon the execution of a written agreement between the University and the individual, group, or organization desiring to use the facilities. Said agreement shall provide for, but is not limited to the following, that such individual, group, or organization:

   i. Shall pay to the University the established rental fee as provided in (4)(d) plus any additional out-of-pocket costs incurred by the University in the scheduling and holding of the activity, including but not limited to security, parking, and physical services.

   ii. Shall supervise the event and accept full responsibility for any loss and/or damage to University facilities and/or equipment and shall hold the University harmless from any claims arising from any personal injuries in the use of the premises.

   iii. Shall be responsible for reporting and paying all applicable Federal and State taxes.

   iv. Shall assume all responsibility for the promotion and advertising of the meeting or event utilizing the University’s Policy For Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses as adopted in Regulation FSU-2.0131, F.A.C. The University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

   v. Shall provide the equipment of any type required for the event unless otherwise agreed to between the University and the individual, group, or organization. The University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

   vi. Shall provide evidence of insurance required for the event as determined by the University Environmental Health and Safety department.
(d) Use of University facilities by Non-University Persons, Groups, and Organizations.

1. Use of University Facilities by Non-University Persons, Groups, and Organizations. Generally, groups in this category will not enjoy the use of campus facilities. However, it is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations.

2. Non-University persons, groups or organizations may use University facilities subject to the conditions outlined in (5)(c.):

(6) General Conditions Applicable to All Uses of University Areas and Campus Facilities.

(a) All uses of the University areas and facilities in accordance with this regulation are subject to the laws of the State of Florida and the rules, regulations, and policies of the Board of Trustees and the Florida State University and other applicable laws and rules.

(b) The University reserves the right to reasonably determine the time, place, and manner of all events held in University areas and facilities subject to this regulation.

(c) The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval by the Director of the Oglesby Union or designee. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this regulation and shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(d) All users of University areas and facilities shall take adequate precautions to avoid endangering the safety of persons in the area of the facilities used.

(e) The Florida State University does not allow the use of its facilities by groups or organizations whose practices are in conflict with the University’s Non-Discrimination Policy.

(f) Cooperative arrangements with State Agencies for the use of University Facilities shall be permitted under this regulation.

(g) All persons, groups, and organizations must adhere to the University’s policy on the use of alcoholic beverages at events, Regulation FSU-6.012, F.A.C., and the Posting Regulation FSU-2.0131, F.A.C.

(h) Persons, groups, and organizations using a University facility or outdoor area shall clearly state the identity of the sponsoring group in its request, signage at the event, and in news releases, placards, tickets, etc.

(i) Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial
organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.

(j) Use of University Facilities for Political Campaign Events It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political campaign events shall be limited to meetings or events sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules.

(k) Issues regarding Open Platform Areas and freedom of expression rights and responsibilities are referenced in FSU-3.003.

(7). Use of Campus Lands; Camping.

(a) Tents or other temporary structures are prohibited on lands of the Florida State University campus except when used in connection with activities of academic or administrative units of the University.

(b) Tents or other temporary structures may be erected on University property by academic or administrative units only for activities directly related to the mission of the unit and only after first obtaining written approval of the Senior Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(c) Student Government and recognized student organizations may secure approval for use of tents or temporary structures for activities described above by request to the Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(d) Camping is prohibited on lands of the Florida State University campus except when such camping is in connection with an official activity of the University, such as an activity of an academic or administrative unit. Prior written approval for such camping must be granted by the Vice President for Finance and Administration or designee taking into consideration time period, space, traffic, and other safety and aesthetic factors, along with the health, safety and welfare of the participants, the University community, and guests of the University. However, the Florida State University Chief of Police may authorize the use of vehicles, mobile homes, camping trailers, gazebos, tarps and similar structures in pre-designated areas in conjunction with or furtherance of an official one-day university event.

Specific Authority Board of Governors Regulations 1.001 (3) (j) and (7) (g). History–New 9-30-75, Formerly 6C2-2.07, Amended 5-11-04, 9-24-10, 1-13-2012, ___
MEMORANDUM

TO:        President Eric J. Barron
FROM:      David Coburn
DATE:      March 7, 2013
SUBJECT:  Regulation Amendment FSU-3.003 Freedom of Expression Rights and Responsibilities, Open Platform Areas  
          Request for Approval

The following changes are proposed as a result of review of a related regulation governing use of campus facilities, also on this agenda.

Non-student “individuals” are recognized as coming within the scope of the regulation. Also, based on changing use, the open platform area in the middle of Landis Green is eliminated. However, an additional area near Moore Auditorium is added. Therefore, access to high traffic areas on each side of campus is maintained. Terms are updated: “registered” student organization is changed to “recognized” student organization and “Space Reservations” to “Guest Services”. Provision for sale of literature is deleted to conform to Regulation FSU-2.0131, concerning posting and distribution of literature.

This revision has been properly noticed.

I recommend your approval.

DC/gg

Attachments (2)
FSU6C2R-3.003 Students' Freedom of Expression Rights and Responsibilities, Open Platform Areas

(1) The right of all students and individuals to seek knowledge, debate ideas, form opinions and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures.

(2) The right or freedom of peaceful assembly is recognized and shall be protected. Only those student-gatherings that do not disrupt the orderly functioning of the University and related activities shall qualify as peaceful and therefore be protected. Meetings are included in the terms assemblies and gatherings.

(3) The green area on the east side of Moore Auditorium, the central portion of Landis Green, the pavilion on the south side of Moore Auditorium and north of the Legacy Walk sidewalk, and the football stadium outside gate D in the grassy area are designated “open platforms”. Any student or other individual who desires to be heard publicly on any issue of concern may use these areas subject to the provisions of this regulation at any time when previous scheduling does not preclude such use but only from 8a.m. to 10p.m. local time. Amplification equipment is not allowed except as otherwise specifically provided. The exact location boundaries and any temporary changes necessary because of current construction or other unavoidable circumstances or conditions may be found at www.openplatform.fsu.edu. Typically, the open platform areas are intended for individual expression made often on an unplanned basis. Planned use of campus areas and facilities by groups and individuals is still generally governed by FSU Regulation FSU6C2R-2.007, Use of Campus Facilities.

(4) Organized or prearranged outdoor student assemblies shall be registered at least twenty-four hours in advance in the Space ReservationsOglesby Union Guest Services Office located in the University Union. Exceptions to the twenty-four hour notice requirement may be granted by the Space Reservations OfficeOglesby Union Director.

(5) Registered or non-registered Recognized student organizations or other students may hold meetings inside University buildings, provided prior approval is granted by the Space ReservationsGuest Services Office.

(6) The right to peacefully picket is recognized.

(7) Public address systems and other electrical amplification equipment may be utilized by registered recognized student organizations in the University Union Courtyard subject to schedules-venue availability and scheduling approval by the Space ReservationsGuest Services Office, and shall in no event be used in other outdoor areas of the campus subject to approval by the Oglesby Union’s Event Permitting Office. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.
(8) Students’ right to write and distribute literature and to express thoughts and beliefs is acknowledged. Individual students, non-registered recognized and registered recognized student organizations may circulate literature, provided it is identified by authorship and sponsorship, subject to applicable provisions of FSU Regulation FSU-2.0131 Posting, Chalking Advertising and Active Distribution of Materials on FSU Campuses.

(9) Students may sell literature on campus provided a University Solicitor’s Permit is obtained from the Office of Business Services.

(9) Registered Recognized student organizations and the Student Government Association may invite persons from outside the University to speak to their memberships and the public. If University facilities are to be used for holding the meeting prior scheduling and space reservations approval shall be obtained from the Space Reservations Guest Services Office.

(10) The Student Government Association and registered recognized student organizations may sponsor speeches by or for political candidates for federal, state or local office, subject to availability of suitable location based on size of crowd and time of speech. Speeches by political candidates shall be presented only at Ruby Diamond Auditorium, the Outdoor Amphitheatre of the Music Building, the Roseoe R. Oglesby Union Complex or Doak Campbell Stadium.

Specific Authority BOG Regulations 1.001(3) (j), (7) (g). History–New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86, 6-17-2009, __________
FSU-3.003 Freedom of Expression Rights and Responsibilities, Open Platform Areas

(1) The right of all students and individuals to seek knowledge, debate ideas, form opinions and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures.

(2) The right or freedom of peaceful assembly is recognized and shall be protected. Only those gatherings that do not disrupt the orderly functioning of the University and related activities shall qualify as peaceful and therefore be protected. Meetings are included in the terms assemblies and gatherings.

(3) The green area on the east side of Moore Auditorium, pavilion on the south side of Moore Auditorium and north of the Legacy Walk sidewalk, and the football stadium outside gate D in the grassy area are designated “open platforms”. Any student or other individual who desires to be heard publicly on any issue of concern may use these areas subject to the provisions of this regulation at any time when previous scheduling does not preclude such use but only from 8a.m. to 10p.m. local time. Amplification equipment is not allowed except as otherwise specifically provided. The exact location boundaries and any temporary changes necessary because of current construction or other unavoidable circumstances or conditions may be found at www.openplatform.fsu.edu. Typically, the open platform areas are intended for individual expression made often on an unplanned basis. Planned use of campus areas and facilities by groups and individuals is generally governed by FSU Regulation FSU-2.007, Use of Campus Facilities.

(4) Organized or prearranged outdoor assemblies shall be registered at least twenty-four hours in advance in the Oglesby Union Guest Services Office located in the University Union. Exceptions to the twenty-four hour notice requirement may be granted by the Union Director.

(5) Recognized student organizations or other students may hold meetings inside University buildings, provided prior approval is granted by the Guest Services Office.

(6) The right to peacefully picket is recognized.

(7) Public address systems and other electrical amplification equipment may be utilized by recognized-student organizations subject to venue availability and scheduling approval by the Guest Services Office, and subject to approval by the Oglesby Union’s Event Permitting Office. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

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Specific Authority BOG Regulations 1.001(3) (j), (7) (g). History–New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86, 6-17-2009, __________
TO: President Eric J. Barron

FROM: Garnett S. Stokes

DATE: March 19, 2013

SUBJECT: Report on Academic Calendar
Request for Approval

Board of Governors Regulation 8.001 requires each university to adopt an academic calendar. The calendar includes the appropriate number of days of classroom instruction, the common entry periods, pre-established dates for issuing certificates, diplomas or degrees and a summer program.

The University calendar committee met and approved a new calendar which meets these requirements. This request is to approve the attached academic calendar with the proper adjustments to dates based on the current year academic calendar.
FLORIDA STATE UNIVERSITY
ACADEMIC CALENDAR
2013 – 2014

Calendar adjustments include: counting .5 instructional days for Saturdays, counting Homecoming as .5 instructional
day, and canceling classes Wednesday before Thanksgiving.

Fall 2013

Beginning Date: August 26
Ending Date: December 13
Law Beginning Date: August 26
Law Ending Date: December 13

Holidays
August—N/A
September—Labor Day-September 2
October —half day- Homecoming
November—November 11, 27, 28, 29
December—N/A

Spring 2014

Beginning Date: January 6
Ending Date: May 2
Law Beginning Date: January 13
Law Ending Date: May 9

Holidays
January—MLK Day — January 20
February—N/A
March — Spring Break—March 10-14
April—N/A
May—N/A
Summer 2014

Summer 2014

Beginning Date: May 12
Ending Date: August 1
Law Begin date: May 12
Law End date: July 3

Holidays

May—Memorial Day – May 26
June—N/A
July—Independence Day, July 4
August—N/A

Breakdown for Summer Semester

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<tr>
<th>Sessions</th>
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<th>End Date</th>
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<tbody>
<tr>
<td>12 Week (A)</td>
<td>May 12</td>
<td>August 1</td>
</tr>
<tr>
<td>6 Week (B)</td>
<td>May 12</td>
<td>June 20</td>
</tr>
<tr>
<td>6 Week (C)</td>
<td>June 23</td>
<td>August 1</td>
</tr>
<tr>
<td>8 Week (F) (Law)</td>
<td>May 12</td>
<td>July 3</td>
</tr>
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[Type text]
TO:       President Eric J. Barron
FROM: Garnett S. Stokes
DATE:   February 19, 2013
SUBJECT: Termination of Recreation, Tourism, and Events Master's Degree Program
          Request for Approval

The College of Applied Studies at the Panama City Campus has requested termination of the Recreation, Tourism, and Events degree program (CIP 31.0301) at the master’s level only. There is no indication that student demand exists for this type of program, as evidenced by the fact that the University of Georgia has also terminated its similar graduate degree. There is no impact on faculty assignments; faculty members continue to be engaged in teaching within the undergraduate program.

The program was suspended in 2009 due to budget cuts. No teach-out plan is necessary because there are no students currently enrolled in the degree program. The termination will become effective at the end of spring semester 2013 to allow for SACS notification.
TO: President Eric J. Barron

FROM: Garnett S. Stokes

DATE: February 19, 2013

SUBJECT: Proposal to Explore Master’s of Science in Applied Economics
           Request for Approval

The proposed Master’s of Science in Applied Economics will be designed to give the successful student valuable skills as an applied economist. The traditional M.S. degree offered by most universities prepares students for Ph.D. program. In contrast, the Applied MS degree will focus on skills that will immediately apply to the job market, rather than teaching economic theory and advanced mathematics skills for use in future Ph.D. programs. It will involve completion of either a thesis or an applied project.

Graduates with such skills are in demand by both the public and private sectors. The National Business and Economics annual survey indicates that the percentage of firms that require a Master’s degree has increased from 2004 to 2010; recent results revealed that 43% of the firms required a Master’s degree for their job openings. The study also indicated that 77% of firms require a graduate degree for their job openings for economists. The M.S. in Applied Economics will provide students who are trained as professional economists rather than academic economists. Public and private companies as well as agencies at local, state and federal levels are more likely to need the skills of professional rather than academic economists.

No other SUS institution offers an M.S. degree in Applied Economics (45.0602). The degree will be offered face-to-face on the main campus. BOG regulation 8.004 (Academic Program Coordination) requires the Board of Governors to coordinate a review with the Council for Academic Vice Presidents (CAVP) to inform both institutional and System-level strategic planning. The group designated by the CAVP to conduct these reviews expressed no concerns regarding this Proposal to Explore.

Because the curriculum is now offered as a major within the Economics degree that has 20 students enrolled, there are no specific costs associated with establishing Applied Economics as an independent degree that is expected to enroll 25 students by 2018.
TO: President Eric J. Barron
FROM: Garnett S. Stokes
DATE: March 19, 2013
SUBJECT: Graduate Application Fee Increase
Request for Approval

Section 1009.24(15)(a)2, Florida Statutes authorizes the Board of Trustees to increase the current cap for certain existing fees authorized in Statute. Currently, section 1009.24(14)(a), Florida Statutes caps the nonrefundable application fee at $30.

The attached proposal requests your approval to increase the current fee by $25. The funds generated from the fee increase will be allocated to the Graduate School for new graduate recruitment initiatives.
State University System
Florida Board of Governors
Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)

University: FSU

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>University Board of Trustees approval date:</td>
<td>March 8, 2013</td>
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<tr>
<td>Proposed fall implementation date (year):</td>
<td>Fall 2013</td>
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<table>
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<tr>
<td>Fee to be increased: Non-refundable application fee (graduate only)</td>
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<tr>
<td>Amount of current fee: $30</td>
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<tr>
<td>Incremental increase to current fee: $25</td>
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<td>Amount of new fee: $55</td>
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Fee Approval Process
Describe the process used to determine the need for the increase, including any student involvement:

The increased amount was selected on the basis of the market and what other very high research institutions are currently charging. The landscape for graduate admissions has changed and programs must be proactive in the recruitment of students. Such activities require funds for communication, promotion, and making informed decisions. The extent of the increase is based on an estimate of the funds needed to actively and effectively recruit and enroll graduate students.

Current Service / Operation
Explain the service or operation currently being funded by this fee. What steps, if any, could or have been taken to become more efficient in an effort to alleviate the need for any increase in the fee?

Currently the application fee is deposited into the Student Fee Trust fund. These fees are combined with General Revenue, Educational Enhancement (Lottery) and tuition to provide the revenue sources to support the university’s E&G operating budget.

Expanded Service / Operation
Identify the additional or enhanced service or operation to be implemented with the increase and whether other resources were considered to meet this need:

The Graduate School and departments need access to recurring funds that can be designated for recruitment. To secure this funding base we propose an increase to the graduate application fee from $30 to $55 (see end of document for a sampling of fees at other very high research institutions). It is certainly possible that such an increase would lead to a decline in applications, but this would most likely reflect students who are not serious about attending FSU and regard it as a “safe school”. Moreover, we do have the option of offering fee waivers to students who have financial need. The

November 2012
State University System
Florida Board of Governors
Request to Increase an Existing Fee – Regulation 7.003(2)(a)-(k)

Proposed fee increase could increase revenues by approximately $250,000 annually. The increased revenue would be allocated to new graduate recruitment initiatives with the following expected outcomes:

1. An overall increase in applications received leading to even greater revenue generation
2. An increase in the quality of students who enroll
3. An increase in the diversity of graduate students who enroll
4. The attainment of graduate enrollment targets

Proposed graduate recruitment initiatives:

University level initiatives ($100,000)

1. Provide support to continue and enhance software and online platforms aimed at increasing the total number of qualified applicants seeking admission to FSU. This would include funding of the LikeLive software ($7500) which is currently being supported as a first year pilot program by the Graduate School with non-recurring funds.
2. Purchase additional software to increase the capability of the Admissions Prospect System used by Colleges and Departments. Enhanced functionality could include advanced graphics and html banners, direct marketing to students who meet certain criteria from purchased prospect lists, and phone/tablet capabilities. ($17,500)
3. The Graduate School would sponsor participation in virtual recruitment fairs (e.g., sponsored by Hobsons) which focus on the recruitment of international students. In addition, the Graduate School would enhance recruiting efforts aimed at underrepresented minorities. To facilitate these efforts the Graduate School would hire a staff member to travel to HBCUs and other minority serving institutions. These recruiters would also coordinate participation of representatives from campus academic units. We believe that such efforts will have more impact than attending minority serving recruitment fairs as the campus visits can be more targeted and personal. We estimate personnel and expenses for this effort at $75,000.

College and Department initiatives ($150,000)

The remaining funds would be made available to individual departments and colleges through an RFP process administered by The Graduate School in cooperation with the Office of Academic Affairs. Many universities offer such programs to promote proactive recruitment strategies. Often there is an expectation that the academic college and department provide some contribution.

Impact to Student

Describe the financial impact to the typical student, including those with financial need:

A one-time additional cost of $25 would be added to every new student as well as those that are not admitted.

Revenues / Expenditures

November 2012
State University System  
Florida Board of Governors  
Request to Increase an Existing Fee - Regulation 7.003(2)(a)-(k)

<table>
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<tr>
<th>Current annual revenue collected:</th>
<th>$300,000 ~10,000 applications x $30</th>
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<tbody>
<tr>
<td>Incremental annual revenue to be collected:</td>
<td>$250,000</td>
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Describe the current expenditures from revenue generated by this fee (attach operating budget expenditure form).

Current fees support the base operating budget of the university and is combined with all tuition revenue.

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**Other Information**

**Application fees at other research institutions**

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November 2012