



University Compliance, Ethics, and Risk Office

University of Central Florida
Policy Library
Glossary
(Revised April 2024)

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A

Abuse. The improper use of something or someone. ([2-800](#))

Activate. Initiate an action or implementation of a system. ([3-116](#))

Addition. An extension or increase in floor area, number of stories, or height of a building or structure. ([3-109](#))

Additional compensation. Any form of remuneration (e.g., goods, services, special awards, dual compensation, or other payment) beyond an employee's salary. ([3-112](#))

Adverse personnel action. The discharge, suspension, transfer, or demotion of an employee, or the withholding of bonuses, reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by an agency or independent contractor. ([2-010](#))

Advisor. An individual who poses questions authored by the Complainant or Respondent during the cross-examination portion of a live hearing, so that the parties do not have direct contact with each other. An advisor of choice may accompany a Complainant or Respondent to any and all meetings under this policy but may not participate directly in any meetings or hearings except as articulated within this policy. A party may select an advisor at their own expense or request an advisor be appointed to them at no expense by the university for the purpose of the live hearing. The advisor may be an advocate, union representative, or legal counsel, but is not required to be. In the case of matters involving Student Respondents, advisors may directly participate in all aspects of the live hearing, including the presentation of relevant information and questioning of witnesses. ([2-012](#))

Affiliate. A compensated or uncompensated subcontractor, sub-recipient, consultant, or other third-party entity performing sponsored research or other services for the university under a written or verbal agreement. ([4-504](#))

Alcoholic beverage. Any distilled spirits and any drink containing 0.5 percent or more alcohol by volume. ([3-115](#))

Alteration. Any construction in a space that changes its configuration; the fabrication of space; modification of space; or the erection, relocation, or removal of walls, partitions, doors, and windows. ([3-109](#)) ([3-126](#))

Amorous Relationship: Intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term. ([2-014](#))

Applicable requirements for safety and health from federal, state, or local agencies. Requirements from government agencies, including but not limited to Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation, National Fire Protection Association, Department of Homeland Security, Florida Department of Health, and Florida Department of Environmental Protection. ([3-122](#))

Athletic facilities. The inside environs of the UCF Arena, the inside environs of the UCF Stadium, and all other university-owned or leased competition venues. ([3-115](#))

Authorized Users. UCF employees and third-parties who have a) been vetted by the Office of Research & Commercialization; b) completed the Use of Research Space by Third-Parties Request Form; c) completed all laboratory, equipment and/or other compliance training required by the compliance units; and d) have executed either a Facility Use Agreement, Volunteer/Visiting Facility Access Agreement, or Incubator Lease which includes a Research Space addendum. ([4-215](#))

Authorizer. President, vice presidents, vice provosts, deans, or their designees. ([4-009](#))

Automated External Defibrillator (AED). A device that is commercially distributed in accordance with the Federal Food, Drug, and Cosmetic Act, and that is capable of recognizing the presence or absence of ventricular fibrillation. Furthermore, this device is capable of determining, without intervention by the user, whether defibrillation should be performed, and, upon making such determination, is able to deliver an electrical shock to an individual. ([3-118](#))

Auxiliary. An entity on campus that provides goods or services to faculty, staff, students, and/or the general public, that may charge fees directly related to, although not necessarily equal to, the cost of the goods or services provided. ([3-123](#))

Auxiliary Facilities. Buildings that house an entity that provides goods or services to students, faculty, staff members, or the general public, and that may charge fees directly related to, although not necessarily equal to, the cost of the goods or services provided. ([3-106](#))

Auxiliary Funds. Revenue from university business operations that support the operation of the university. These operations are self-supporting through university user fees, payments, and charges, including, but not limited to, housing, parking, student health, computer store, telecommunications, printing, dining, postal, office supply, and bookstore operations. They also include revenues from continuing education, participant fees, and market rate tuition programs. E&G funds are not permitted to be used to support auxiliary operations. Each institution may determine whether its auxiliary operations will be self-supporting on an individual or collective basis, except for athletics, which shall be a self-supporting entity; the university has elected to manage its auxiliary units as self-supporting in the aggregate. ([3-211](#))

B

Backup Power Generators. Fuel-fired, electric generators for producing emergency power. This equipment is regulated by the United States Environmental Protection Agency (EPA) and is required to be listed on the university's Air Operating Permit and the Spill, Prevention, Control, and Countermeasure Plan. ([3-107](#))

Behavioral Assessment Response Team (BART). A multidisciplinary team of representatives who meet on a periodic basis, and also as needed, to engage in threat assessment. ([3-404](#))

BOLO. An acronym that stands for "be on the lookout" messages. This message is sent to surrounding law enforcement agencies to alert them of a significant incident or missing person/student. ([3-506](#))

Bomb. Any device capable of producing damage to material, or injury or death when detonated. A bomb may be incendiary (causing fire-producing heat and little explosion), explosive (causing damage by fragmentation, heat, and blast wave) or dirty (causing a release of radiological material). ([3-401](#))

Bomb Threat. A threat to detonate an explosive device with the intent to cause injury, death, or property damage, whether or not a device actually exists. Bomb threats may be communicated by any means, whether verbal or non-verbal, and indicate that a bomb has been, or will be, placed on university-owned or –controlled property. Such threats include possession or placement of a bomb or look-alike bomb. ([3-401](#))

Broadcast electronic mail. An email message that is addressed to all members of one or more major on-campus constituencies; e.g., all faculty members, all students, all staff members. Broadcast messages are sent by UCF IT using email address lists extracted from university business systems. Such messages may include emergency or public

safety information or other content of similar significance to the operation of the university.

Routine campus event and meeting notices, office newsletters, speaker announcements, and messages on behalf of non-university entities are not eligible for broadcast email distribution. ([4-006](#))

Building Master Key. (A physical key that accesses any lockset, with the exception of mechanical/electrical, telecom, and roof locks, in a specific building.[3-105](#))

Building Official. The designated authority charged with administration and enforcement of the Florida Building Code. ([3-109](#))

Building Permit. A legal document issued by the appropriate authorities authorizing new construction or repairs (as deemed appropriate by Building Official review), renovations, remodels, additions, and alterations to existing structures. In accordance with Florida law, this document must be posted and displayed on the construction site. ([3-109](#))

Building Sub-Master Key. A physical key that accesses a lockset in an area/suite within a specific building. Includes the Suite Master Key. ([3-105](#))

Business Process. An interrelated set of cross-functional activities or events that result in the delivery of a specific product or service. The process is controlled by policies, procedures, practices, and organizational structures designed to provide reasonable assurance that the process will achieve its intended results and help the organization achieve related objectives. ([2-008](#))

C

Campus. All property and facilities under the guidance, supervision, regulation, or control of the University of Central Florida or any of its Direct Support Organizations (DSOs), as well as all fraternity and sorority houses on such properties. ([3-115](#))

Campus Security Authority (CSA). Individuals who are members of the campus police department; any individual who has responsibility for campus security but who does not constitute a member of the campus police department; any individual or organization specified in the university's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and any employee of the university who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. CSAs at UCF include, but are not limited to, members of the

campus police department, Student Affairs officials, Housing and Residence Life officials, Fraternity and Sorority Life professional staff (or related positions), athletic administrators (including Director, Assistant Directors, Coaches, and Trainers), Student Conduct officials, Office of Institutional Equity professional staff, faculty and staff advisors to registered student organizations, administrators at any UCF campus and instructional site, any individual who has the authority and the duty to take action or respond to particular issues on behalf of the university, and any individual who has significant responsibility for students and campus activities. ([2-004](#)) ([2-015](#))

Cardholder data. All information pertaining to credit and debit cards and their owners. Commonly used elements of cardholder data include the account number, cardholder's name, expiration date, and the security or validation (CVV) code displayed on the card. Cardholder data includes all of these elements and any other information digitally stored on the magnetic stripe on the back of the card or within the digital chip embedded in the card. ([3-206](#))

Cardiopulmonary Resuscitation (CPR). Emergency procedure performed on a person whose heart is not beating normally and which is intended to restore partial flow of oxygenated blood to the brain and other main organs. ([3-118](#))

Care, Custody, and Control. When an individual has primary responsibility for supervision of minors at any given point throughout the program involving minors. ([2-005](#))

CATV Service. Campus Cable Television service provided by a local CATV franchise provider under contract with UCF. ([4-003](#))

Cell Phone. Any device that is used to make or receive wireless calls, including any feature phone or smartphone that provides email and web functions; examples include iPhones and Android devices. ([4-009](#))

CDC Travel Health Notice. Statement issued by the Centers for Disease Control and Prevention which inform travelers about current health issues that could impact travelers' health, like disease outbreaks, special events or gatherings, and natural disasters. Travel Health Notices are issued in three standard levels: Watch Level 1 (Green): Practice usual precautions, Alert Level 2 (Yellow): Practice enhanced precautions, and Warning Level 3 (Red): Avoid all non-essential travel. ([2-903](#))

Central Office Administration. Office of Research ([4-212](#))

Certificate of Completion. A document that serves as proof that a structure or system is complete, and for certain types of permits is released for use and may be connected

to a utility system. This certificate does not grant authority to occupy a building prior to the issuance of a certificate of occupancy. ([3-109](#))

Certificate of Occupancy. A document issued by the Building Official, following a final inspection in which no violations of the provisions of the Florida Building Code, or other laws that are enforced by the Building Department, were found. ([3-109](#))

Change in Use. Any change from the function and purpose for which the space was most recently allocated. ([3-126](#))

Child Abuse or Neglect. Infliction of physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a minor. ([2-005](#))

Cigarette and Cigar (Blunt). A small roll, generally wrapped in paper, of cut tobacco, tobacco substitute, or other leaf content. ([3-120](#))

Class C Safe. A receptacle designed to protect its contents from fire; it protects paper documents for up to one hour at temperatures up to 1700° Fahrenheit. ([3-108](#))

Click-Through Agreement. Also known as a click-wrap agreement, a contract, generally associated with online transactions and software, where one party sets up a proposed electronic form agreement to which another party may assent by clicking an icon or a button or by typing in a set of specified words. If an agreement requires “formal” signatures by both parties via signature blocks, as opposed to one party clicking a button or typing a set of words, then it is a contract, not a click-through agreement and requires legal review. ([2-102](#))

Cloud Computing. A model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources that can be rapidly provisioned and released with minimal management effort or service provider interaction. Examples include Microsoft Azure, Amazon Elastic Compute Cloud (EC2), and Google Compute Cloud. ([4-014](#))

Cloud Data Storage. On-demand network access to a pool of vendor-provided data storage facilities. Examples include Amazon Simple Storage Service, Dropbox, iDrive, Box, Google Drive, and Microsoft OneDrive for Business. ([4-014](#))

Cloud Services Delivery Models. Cloud computing and data storage services are typically provided in one of three delivery models:

1. Software as a Service (SaaS). Use of the provider’s software applications running on the provider’s cloud computing infrastructure.
2. Platform as a Service (PaaS). The ability to deploy consumer created or acquired software applications running on the provider’s cloud computing infrastructure.

3. Infrastructure as a Service (IaaS). Computing, storage, networking, and other infrastructure on which the consumer can run arbitrary software applications, with extensive control over configuration parameters. ([4-014](#))

4.

Coercion. An unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it impairs an individual's freedom of will to choose whether to participate in the sexual activity. ([2-004](#))

Combination. A sequence of letters or numbers chosen in setting a lock. ([3-108](#))

Commercial Merchandise. Commodities or goods that are bought and sold in business (*Merriam Webster*). ([2-207](#))

Commercial Use. Using something directly or indirectly for financial gain. ([2-207](#))

Commercialization. The process by which a new product or service is introduced into the general market resulting from efforts through technology transfer, venture accelerators, business incubation, and other leading innovative programs supporting entrepreneurial efforts of students and faculty, as well as the local ecosystem. ([4-210](#))

Commissioning. A quality-focused process for enhancing the delivery of a project, which verifies and documents that all of the commissioned systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the Owner's project requirements in strict adherence to the latest version of ANSI/ASHRAE Standard 202. ([3-111](#))

Committed (Mandatory) Salary Cost Share. Payroll (salary) funded by a university department fund to meet sponsor required cost share (salary commitment in the project budget). ([4-212](#))

Committed Effort. The amount of effort expressed as salary dollars or percent of full-time equivalency listed in the sponsored proposal budget and/or budget narrative to perform the sponsored research, service, or training activity. ([4-212](#))

Committee of Sponsoring Organizations (COSO) Framework. Designed to provide guidance on internal control, enterprise risk management, and fraud deterrence.

The five COSO components of internal control are:

- 1) the control environment,
- 2) risk assessment,
- 3) control activities,
- 4) information and communication, and
- 5) monitoring.

[\(2-008\)](#)

Common source container. A container capable of dispensing one or more gallons and which is being used to dispense an alcoholic beverage. [\(3-115\)](#)

Communications System. Any wired or wireless transmission system that carries voice, video, or data service, whether analog or digital. [\(4-003\)](#)

Competency. The knowledge, skill, and/or ability students are expected to master within a course or academic program. It should be clearly defined and measurable. [\(4-409\)](#)

Competency-based Education (CBE). An outcome-based approach to education that can utilize a variety of instructional models and assessment efforts that evaluates the student's mastery of learning outcomes. Direct Assessment CBE measures learning based solely upon student demonstration of competencies and does not utilize traditional course-based units and traditional credit hour measures of student progress. Note the additional implementation considerations for CBE at UCF below. [\(4-409\)](#)

Complainant. An individual who discloses having been subjected to any prohibited conduct or who has reported being, or is alleged to be, the victim of conduct that could constitute Title IX sexual harassment, regardless of whether that person makes a report or seeks action. The university recognizes that an individual may choose to self-identify as a victim or a survivor. For consistency, the university uses the term complainant to maintain the neutrality of the policy and procedures. [\(2-004\)](#); [\(2-015\)](#)

Complainant. For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute Title IX sexual harassment. [\(2-012\)](#)

Compliance Units. Those UCF administrative offices and departments responsible for safety, security, facility management and maintenance, financial compensation and legal matters concerning access to and use of research space (i.e., Facilities & Business Operations (F&BO), Office of Research (OR), Office of General Counsel, Environmental Health and Safety (EHS), and Space Administration (SPAD). [\(4-215\)](#)

Computing Resource. Personal computers, laptops, and portable computing and communication devices, such as tablets, smartphones, servers, mainframes, data storage systems, and similar equipment capable of processing, accessing, displaying, storing, or communicating electronic information. [\(4-002\)](#); [4-014](#); [4-015](#))

Concept Study. A study to determine requirements, feasibility, building programs, and cost of a project prior to beginning design and construction. [\(3-114\)](#)

Concession Funds. Commission-based revenues from beverage and pouring, snack vending, and student housing laundry machines. Concession funds must not be used for refreshments consumed at regular office breaks, alcoholic beverages, holiday items or greeting cards, birthday acknowledgements, fines or penalties resulting from violations of law, or for construction except as provided under s. 1013.74, F.S. UCF Policy 3-209 provides further guidance. ([3-211](#))

Concurrency. The availability of public facilities and services in an equitable manner and the guarantee of a specific level of service, ensuring that new development will not deplete those levels of utility service. Florida Statute 163.3180 requires Concurrency Management Systems for monitoring and ensuring adherence to the adopted level-of-service utility standards, including the schedule of capital improvements and the availability of public facility capacity. ([3-111](#); [3-303](#))

Concurrency Encumbrance Letter. A non-binding document from UES indicating that upon payment, capacity will be encumbered for a certain timeframe. ([3-303](#))

Concurrency Information Letter. A non-binding document from UES stating whether capacity is available for a project. ([3-303](#))

Concurrency Reservation Certificate. A document issued by UES after payment for the desired capacity, ensuring such capacity will be available during a certain timeframe. ([3-303](#))

Confidential Employee. Personnel entitled under state law to have privileged communications. Confidential employees will not disclose information about prohibited conduct to the university without the permission of the student or employee (subject to the exceptions set forth in the confidentiality section). Confidential employees and resources at the university are the following:

- Health Services employees
- Counseling and Mental Health Services employees
- Employee Assistance Program employees
- Ombuds Office employees
- Victim Services employees
- Student Legal Services employees
- Volunteer chaplains

([2-004](#); [2-012](#); [2-015](#))

Confidentiality. Consistent with other university policies and regulations, references made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except

for extreme circumstances, such as a health and/or safety emergency or child abuse. ([2-012](#))

Confirmation. Verification that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all the pertinent details are known or available. ([3-116](#))

Conflict of Commitment. An employee's devotion of time to activities that adversely affect their capability to meet their primary university responsibilities. Examples may include, but are not limited to, outside employment, *pro bono* or volunteer work, and government service in the public interest. ([4-504](#))

Conflict of Interest. A divergence between an individual's private interests and their employment obligations to the university such that an independent observer may reasonably question whether the individual's actions or decisions are partially or wholly influenced or determined by considerations other than the best interest of the university. Examples include, but are not limited to, participation by a relative in making recommendations or decisions specifically affecting the appointment, retention, performance review, tenure, promotion, demotion, or salary of the related person, or a relative leveraging their position to provide opportunities for their relative that results in a benefit to themselves and/or their relative. ([2-107](#); [3-008](#); [4-504](#))

Consent. An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response, lack of resistance or protest, and silence are not consent. An individual who is incapacitated such as by alcohol and/or other drugs both voluntarily or involuntarily consumed may not give consent. Past consent to sexual activity does not imply ongoing future consent.

- a. Responsibility: It is the responsibility of the initiator of the sexual activity to obtain clear and affirmative responses of a willingness to participate at each stage of sexual involvement.
- b. Incapacitation: a state where an individual cannot make rational, reasonable decisions because of age, mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated lacks the capacity to give consent because they cannot understand the facts, nature, or extent of the sexual interaction. An individual may be incapacitated by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity. Factors used to evaluate consent

and incapacitation are found in the UCF Policy 2-004 Prohibition of Discrimination, Harassment, and Interpersonal Violence.

- c. Standard: A determination of whether consent exists will be based on the information the initiator of the sexual act knew or should have known as a sober, reasonable person. Being impaired by alcohol or other drugs does not relieve an initiator of a sexual act from obtaining consent.

([2-004](#); [2-012](#))

Contingent Worker. Temporary employee provided by an outside agency, or an independent contractor, who works on a specific UCF project/initiative. ([3-132](#))

Continuing education. As defined by Board of Governors Regulation 8.002, a.) non-fundable, self-supporting college credit courses or programs, b.) non-credit professional development courses or programs designed to upgrade existing technical or professional skills, or c.) courses that are provided primarily for personal enrichment.

Self-supporting college credit courses or programs include the following two funding models:

1. Cost-recovery programs: These self-supporting programs must charge appropriate fees to students for the purpose of recovering all costs associated with offering the program. These programs are authorized to retain a maximum of 15% of the gross revenue for program reinvestment. Any revenue collected over the approved 15% will be transferred to Academic Affairs to be distributed to other entities or units at their discretion.
2. Market-rate programs: Like cost-recovery programs, these self-supporting programs also charge fees to students to recover all costs associated with offering the program. However, market-rate programs may generate residual revenue in addition to recovering all costs associated with offering the program. Market-rate programs must be approved by the Board of Governors (BOG 7.001(15)).

Non-credit courses or programs include classes, conferences, workshops, institutes, seminars, and camps for which continuing education units, certificates, or other formal means of recognizing completion are offered to participants by university administrative units, colleges, departments, centers, institutes, or direct support organizations. ([4-506](#))

Continuing Service Contractors. Contractors competitively selected by the university to perform maintenance and repair work costing less than \$2 million per occurrence. ([3-106](#))

Continuity of Operations (COOP). An effort within individual departments and units to ensure the continued performance of minimum essential functions during and after emergencies. This is accomplished through the development of plans, comprehensive

procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records or databases.

Emergencies are any unplanned events that can cause deaths or significant injuries to employees, students, or the public; or that can shut down an organization, disrupt operations, cause physical or environmental damage, or harm the organization's public image. Emergencies may include events such as fire, hazmat incident, flooding, tornado, communications failure, radiological incident, civil disturbance, hurricane or tropical storm, explosion, "sick-building" syndrome, terrorist activity, and others. [\(3-117\)](#)

Continuity Personnel. Personnel identified by their department's director, dean, or chair and who are recorded in their department's, division's, or unit's Continuity of Operations Plan as being required to perform Departmental Mission Essential Functions during Continuity of Operations Plan activations. [\(3-507\)](#)

Contract. An agreement between two or more parties that creates an obligation to do or not do a particular thing. This includes memoranda of understanding, affiliation agreements, and leases but excludes grants. This further includes amendments to or renewals of contracts. A contract may exist even though it does not require the payment of money or other compensation. [\(2-102\)](#); [\(2-107\)](#)

Contract and Grant (C&G) Funds. Research and work study awards from federal, state, local, and private sponsors, as well as funds from Direct Support Organization (DSO) reimbursements for use of university resources. [\(3-211\)](#)

Contract Signature Authority. The authority to approve and execute a contract or grant (with or without financial commitments) with external parties. A contract properly signed by a person with contract signature authority evidences the university's binding commitment to the financial and other obligations of the contract; the university does not require further financial approvals by the same individual to make a payment under the contract. [\(2-107\)](#)

Contractor. An independent entity retained to furnish personnel and/or services based on contractual terms. A contractor may subcontract work out to another third-party or person with appropriate expertise or credentials. A contractor or sub-contractor is not a direct employee of the university. [\(3-011\)](#)

Control Objectives for Information and Related Technologies (COBIT) Framework. A globally recognized IT audit methodology to evaluate an organization by examining IT services processes, such as planning, delivery, support, acquisition, implementation, measurement, and evaluation. COBIT can help management align areas of improvement with processes that appropriately support the business strategy. COBIT incorporates five governance and management objectives which are:

A. *Governance related objectives*

1. Evaluate, direct and monitor
- B. *Management related objectives*
 2. Align, plan, and organize
 3. Build, acquire, and implement
 4. Deliver, service, and support
 5. Monitor, evaluate, and assess

[\(2-008\)](#)

Coordination. Federal guidelines require that student financial resources are routed through a central location to properly apply awarding criteria. In addition, the university must comply with Board of Governors' reporting requirements. [\(6-001\)](#)

Controlled Environment. The systems upon which CUI resides and the physical infrastructure that houses these systems. Examples are the data center housing the servers supporting Knight Shield, or an individual research lab consisting of a room with desktop computers housing CUI, or an office that contains a locked cabinet with CUI materials. [\(4-217\)](#)

Controlled Unclassified Information (CUI). A category of unclassified federal data defined as information the government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. Such information includes controlled technical information, export controlled technical information, financial, business, judicial and all other privileged information like formulas, designs, test results, and other research information that is not in the public domain or cannot be made publicly available when under a federal agreement requiring protection. The CUI Registry, administered by the U.S. National Archives and Records Administration, categorizes and defines the types of information considered CUI, the basis for protections, required markings, and any additional handling instructions. [\(4-002; 4-008; 4-217\)](#)

Copyright. A form of protection provided by the laws of the United States for "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, computer programs, and audiovisual creations. "Copyright" literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work, including the exclusive right to reproduce or distribute, prepare derivatives, and perform or display publicly. The complete body of exclusive rights granted by law to copyright owners is set forth in 17 U.S. Code Section 106. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright (*U.S. Copyright Office Definition*). [\(2-103; 2-207\)](#)

Copyright Clearance Center. An organization that provides access to copyright permission for millions of publications worldwide. ([2-103](#))

Course of conduct. Two or more acts including, but not limited to, that which a person directly, indirectly, or through third-parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. ([2-004](#))

Coursepacks. Book chapters, journal articles, illustrations, notes, reading materials, etc., used to supplement or supplant traditional textbooks. ([4-405](#))

Covered account. An account used mostly for personal, family, or household purposes, and that involves multiple payments or transactions. A covered account is also an account for which there is a foreseeable risk of identity theft. ([2-105](#))

Credentials. A combination of username, password, and possibly additional information or keys, such as a personal identification number (PIN), biometric scan, or unique identifier that together are used to authorize access to a computer system or information resource. ([4-002](#); [4-007](#); [4-017](#))

Credible threat of violence. A verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person(s) who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person(s) making the threat had the intent to actually carry out the threat. ([3-404](#))

Credit by Examination. A mechanism used to award undergraduate academic credit for verified competencies acquired through prior learning. Specific parameters are defined in the undergraduate catalog and include acceleration exam options addressed in Florida Statute 1007.27, Florida Board of Governors Regulation 6.006 (Acceleration Mechanisms), and university-administered credit by exam options addressed in the undergraduate catalog. Current UCF graduate policy does not allow for awarding credit by exam but allows program administered assessments to satisfy course requirements, at the discretion of the academic program. ([4-409](#))

Credit Hour. The metric used to measure student progress to completion in academic programs, informing student eligibility to receive Title IV federal financial aid. In accordance with federal regulation, at UCF a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student

achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different period of time; or
2. at least an equivalent amount of work as required in item 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This definition aligns with the US Department of Education's definition of credit hour articulated in 34 CFR § 600.2 and is consistent with SACSCOC's Credit Hours Policy Statement. ([4-409](#))

Critical Communication. A message informing one or more campus constituencies regarding actions, events, or deadlines that may have significant impact on them personally or in their role as a university employee. ([4-006](#))

Critical Infrastructure. Assets, systems, and networks, whether physical or virtual, that are essential to the university, and are so vital that their incapacitation could cause significant disruption or harm to people, property, and university operations. Examples of critical infrastructure include, but are not limited to: the water and wastewater supply, electrical power transmission and distribution, chilled water, natural gas distribution, telecommunications, and information technology, as well as rooms or areas containing mechanical, electrical, telecom, utility, and elevator control equipment. ([3-105](#))

Critical Personnel. Personnel whose job duties affect the security, safety, or physical operation of the university, and who may be required to work in conjunction with the Emergency Operations Center when normal campus operations have been suspended, the campus is under a state of emergency, and access to campus is being controlled by law enforcement. Critical Personnel may have access to the incident scene upon request from Incident Command Staff. Critical Personnel include:

- Emergency Coordinating Officers (ECOs)
- Emergency Support Function Personnel(ESFs)
- Executive Policy Group (EPG)
- Emerging Issues and Crisis Response Team (EICRT)
- Public Information Officers (PIOs)
- UCF Department of Public Safety Personnel

Other department personnel not specifically designated above that may be needed to assist with maintaining critical university functions during emergency situations will need to apply for such credentialing annually. ([3-507](#))

Cross-cut Shredder. Cuts paper both lengthwise and crosswise, leaving papers in a rectangular shape. ([4-008](#))

Current operations. Funds that are held by the UCF Foundation (UCFF) and are generally intended to be spent in the year in which they are received. ([2-209](#))

D

Data. Alphanumeric or other information represented either in a physical form or digital form suitable for electronic processing or storage. ([4-007](#); [4-008](#); [4-015](#); [4-017](#); [4-217](#))

Data Custodians. Individuals or groups that are considered owners of a particular set of data that may have special or elevated requirements for their protection. Data Custodians are especially important when their data has contractual requirements mandated by a third party, such as data breach notification requirements. Examples of Data Custodians include, but are not limited to, Principal Investigators (PIs) or units that share UCF data with partner universities. ([4-015](#); [4-217](#))

Data Network. The cabling, hardware, and software comprising the university network, including interconnections to external networks, including both wired and wireless networks. ([4-003](#))

Data security risk. Login or network access by an unauthorized person or computer. ([4-007](#))

Dean, Director, or Chair (DDC). The person primarily responsible for the operations of a department, project, or responsible for the operations of the business unit per the Departmental Authorization List (DAL). ([3-206](#); [3-207](#))

Decision-Maker. An individual identified by the university to determine, upon objective review of the documentary and testimonial evidence presented, whether the Respondent violated this policy and what, if any, sanctions to apply. ([2-012](#))

Deduction. An employer-initiated adjustment to the employee's biweekly base salary pay calculation. ([3-003](#))

Defalcation. An amount of funds misappropriated by a person trusted with its charge; also, the act of misappropriation. ([2-800](#))

Deferred Maintenance. Maintenance that was not performed due to scheduling or lack of funding and which, therefore, is put off or delayed. ([3-106](#))

Degree Program. For purposes of this policy, degree program is defined as each unique entry represented in the Florida Board of Governor's official academic program inventory for which active enrollments were reported during the most recent reporting cycle, provided the program has not received Board of Trustees approval for termination. ([4-407](#))

Delegation. The transfer of authority from one person to another. ([2-107](#))

Deleted account. An email account that has been purged from Office 365. Prior to deletion, contents of an employee account must be copied to a secure location to meet applicable records retention requirements. ([4-016](#))

Department. Any unit that issues payroll. ([3-002](#))

Department of State Travel Advisory. Statement issued by the U.S Department of State to advise, describe the risks, and provide guidance to travelers in order to help ensure their safety abroad.

Travel Advisories are issued in four standard levels: Level 1 - Exercise Normal Precautions, Level 2

- Exercise Increased Caution, Level 3 - Reconsider Travel, and Level 4 – Do Not Travel.

Department or unit COOP Coordinator. A person who is designated by the department or unit to serve as a liaison with the UCF Office of Emergency Management (UCFOEM). This person will also review COOP Plans to ensure compliance with all requirements and submit final COOP Plans to UCFOEM. This person will also participate in the necessary training classes to ensure compliance with all COOP requirements. ([3-117](#))

Departmental Authorization List (DAL). A log of those employees within a department or project that are authorized to perform certain tasks associated with financial transactions, based on their security roles. ([3-207](#))

Departmental Lock Box. A device used to secure departmental keys. ([3-105](#))

Departmental Security Coordinator. A designated employee who serves as the primary contact between the respective department or business unit and the Information Security Office (ISO) for all matters relating to information security. ([4-002](#))

Dependents. Spouses and/or children of foreign nationals in the United States. ([2-901](#))

Designated Meeting Places. Predetermined locations that are a safe distance away from the evacuated building where building occupants convene during an evacuation to account for personnel. ([3-100](#))

Detective control. A process that helps identify an adverse action after it has occurred. ([2-008](#))

Development.

- (1) The systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. ([4-210](#); [4-214](#))
- (2) The carrying out of any building activity, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels. ([3-303](#))

Diamond-cut Shredder. Cuts paper similar to a cross-cut shredder yet leaves papers in a diamond shape. ([4-008](#))

Direct Delivery. The instructional delivery of UCF-owned courses that are approved through the university's curriculum review processes and delivered by the university directly to regularly enrolled and non-degree seeking students. It includes course work UCF delivers to high school students through their dual UCF enrollment. ([4-409](#))

Direct Instruction. Direct instruction includes n-person and online (synchronous and asynchronous) lectures, video presentations, monitored class discussions (including online discussion boards), administered assessments of learning (e.g., quizzes, exams), as well as supervised (in-person or virtual) internships, practica, and clinical placements. Direct instruction also includes asynchronous online content modules that serve the educational outcomes of the course. ([4-409](#))

Direct Support Organization (DSO). As provided in Section 1004.28, Florida Statutes, and Florida Board of Governors Regulation 9.011, a Direct Support Organization is an organization that is certified by the University of Central Florida (UCF) Board of Trustees as operating in a manner consistent with the goals of the University and the best interest of the State. A DSO may use the university's financial system but may have a separate banking account. ([2-205](#); [3-106](#); [3-211](#); [3-401](#))

Direct Support Organization. An organization that is a subsidiary corporation of the university and is certified by the University of Central Florida Board of Trustees per Florida Statute §1004.28 to support the mission and goals of the university and the best interest of the state of Florida. ([2-004](#))

Directory Service. A distributed repository that provides identification and authentication data as well as an infrastructure for locating, managing, administering, and organizing network resources. ([4-017](#))

Disabled account. Email account status that prevents the user of the account from accessing it. This account status can be changed by UCF IT email administrators or the Information Security Office (ISO). ([4-016](#))

Disaster. Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the governor, or the President of the United States. ([3-507](#))

Distributed Directory. Any university directory service other than the Enterprise Directory. ([4-017](#))

Donor Gift. A voluntary, non-reciprocal transfer of money or property by a donor, for the charitable purpose designated by the donor. The donor does not expect anything of value in return other than recognition and must release control over the gift. Such gifts may include cash, securities, property, bequests, and gifts-in-kind. ([4-210](#))

Drills. Test of a procedural operation. ([3-116](#))

DS-2019. The U.S. Department of State Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant) form used by an exchange visitor wishing to study, conduct research, or teach at an educational institution in the United States in J-1 status. The DS-2019 is issued by the University of Central Florida for exchange visitors who meet the eligibility requirements for DS-2019 issuance. ([2-901](#))

Duplicate. Copies produced by duplicating, as defined in the Florida Statute section 283.30. (Florida Statute § 119.011(7)). Duplicates may also be called convenience copies. ([2-003](#))

E

E911. Enhanced 911 emergency response service through which UCF building names, room numbers, and telephone numbers are provided to UCF Police Public Safety Answering Point (PSAP) consoles. E911 calls are directed to PSAPs. On-campus calls are directed to the UCF Police PSAP. E911 calls made off campus are directed to the appropriate city or county PSAP. ([4-003](#))

Education Program or Activity. The university's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises over which the university has substantial control. This includes buildings or property owned or controlled by an officially recognized student organization.
- Any activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of university's programs and activities over which the university has substantial control.

([2-012](#))

Educational and General (E&G) Carryforward Funds (also known as E&G Reserve). Unexpended E&G funds that roll forward for spending in the following fiscal year in support of operating activities. Interest or investment earnings on carryforward funds are also considered E&G and must only be used for operating activities. Each university is required to retain a carryforward reserve equal to seven percent of its operating budget. ([3-211](#); [3-212](#))

Educational and General (E&G) Funds. General Revenue funds and Educational Enhancement funds (from the Florida Lottery) appropriated by the Legislature, student tuition and matriculation payments, and certain collected student fees (e.g. out-of-state fees). State-appropriated funding is no longer tied to enrollments. E&G funds may be used for general instruction, research, public service, plant operations and maintenance, furniture, fixtures, equipment, student services, libraries, administrative support, and other enrollment-related and stand-alone operations of the university. ([3-211](#); [3-212](#))

Educational Plant Survey. A systematic study of present educational and ancillary facilities and the determination of future needs to provide an appropriate educational program and services for students. This survey is required by Florida Statutes for all public secondary educational institutions and must be conducted at least once every five years. ([3-211](#))

Effectiveness. The degree to which an internal control as designed and implemented is successful in producing a desired result on a consistent basis. ([2-008](#))

Efficiency. The degree to which an internal control is simple and easy to perform, has the minimal number of steps required to complete the internal control, and is easy to monitor and audit. ([2-008](#))

Electrical or Mechanical Room Key. A key that allows entry or the ability to lock any electrical or mechanical room in any university building. ([3-105](#))

Electronic Access Card. UCF-issued access card that allows entry to one or more university buildings and/or rooms. ([3-105](#))

Electronic Access Control. Selective restriction of access to buildings or rooms using authentication methods including, but not limited to, identification cards, personal identification numbers, and biometrics. ([3-105](#))

Electronic Access Control Hardware. The physical equipment required to facilitate electronic access. ([3-105](#))

Electronic Access Control System. The software used for electronic access to buildings and rooms. ([3-105](#))

Electronic Funds Transfer. The electronic exchange or transfer of funds from one account to another, either within a single financial institution or across multiple institutions, through electronic messaging to a financial institution. Examples include wire transfers received, student refund direct deposits, ACH payments to vendors, Fedwire payments to vendors, and employee direct deposits. ([3-121](#))

Electronic Information Resource. Data or information in electronic format and the computing and telecommunications resources through which such resources are accessed or used. ([4-002](#); [4-014](#); [4-015](#))

Electronic Messages. Messages that include electronic mail, text messages, videos, images, or sound files that are sent from a computing resource through a computer network. ([4-002](#))

Eligible Institution of Higher Education. An institution that is a member of the Council of Regional Accrediting Commissions (C-RAC), which includes:

- (a) Accrediting Commission for Community and Junior Colleges (ACCJC)
- (b) New England Commission of Higher Education (NECHE)
- (c) Higher Learning Commission (HLC)
- (d) Middle States Commission on Higher Education (MSCHE)
- (e) Northwest Commission on Colleges and Universities (NWCCU)
- (f) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- (g) Western Association of Schools and Colleges (WASC) Senior College and University Commission

Eligible institutions of higher education also include non-US institutions the university determines equivalent to C-RAC recognized institutions. Additionally, in accordance with FS 1007.24(7), institutions accredited by other accrediting agencies recognized by the US Department of Education that participate in Florida's Statewide Course Numbering System, qualify as eligible for transferring credit for courses approved for inclusion in the system.

([4-409](#))

Emancipated. A minor who has been declared by a court order or other formal arrangement independent of their parents or legal guardian. ([3-506](#))

Emergency. Any occurrence, or threat thereof, whether natural, technological, or human-caused in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to, or loss of, property. ([3-100](#); [3-507](#))

Emergency Communication. A message describing circumstances that require immediate awareness or action in order to avoid harm to persons or property. ([4-006](#))

Employee. Any individual employed by the University of Central Florida, including all full-time and part-time faculty, those classified as Administrative and Professional (A&P), those classified as University Support Personnel System (USPS), post-doctoral personnel, resident assistants, graduate students with classroom responsibilities, professional research assistants, and Other-Personal-Services (OPS) appointment. ([2-015](#); [4-001](#); [3-402](#); [4-016](#))

Employee. Any individual employed by the University of Central Florida, including all fulltime and part-time faculty, employees classified as Administrative and Professional (A&P), employees classified as University Support Personnel System (USPS), post-doctoral employees, professional research assistants, and OPS non-student employees. ([2-004](#))

Employee. Any individual employed by the university to include the following full-time and part-time position types:

Faculty (includes Adjunct faculty)

Administrative & Professional (A&P)

University Support Personnel System (USPS)

Post Doctoral Personnel

Other Personal Services (OPS) appointments to include:

Graduate Research Assistants

Graduate Teaching Assistants

Professional Research Assistants

([4-212](#))

Employment. Appointments to a position in any pay plan, temporary or casual employment, or paid student positions such as OPS student assistants, graduate assistants, research assistants, or OPS non-student employees. ([3-008](#))

Empowered official. Authorized full-time permanent employees registered with the Department of State in accordance with federal regulation 22 CFR 120.25, who have independent authority to inquire into any aspect of a proposed export or temporary import, to verify legality and compliance with U.S. export control laws and sanctions,

and to refuse to authorize or limit the transaction without prejudice or other adverse recourse. ([4-209](#))

Encryption. The encoding of data into a form that cannot be easily decoded by unauthorized parties. ([4-007](#); [4-008](#))

Endowment. Gifts for endowment provide financial support for the university, in perpetuity. Endowment funds are invested by the UCFF, a direct support organization of the university, which is responsible to receive and manage private gifts for the benefit of UCF. Funds for spending are allocated annually based on the spending policies of UCFF. ([2-209](#))

Enterprise Directory. A centrally administered database containing data used to control identity and access management. ([4-017](#))

Enterprise Resource Planning (ERP) System. Student Administration, Human Resources (HR), or Financials systems: ERP is the authoritative source of information on Student, HR and Financials data, and identity data on all persons and entities affiliated with UCF. ([4-016](#))

Entity. Any unit, department, college, division, auxiliary, and direct support organization, or their tenants. ([3-114](#))

Equally effective manner. An alternative format that allows a person with a disability to obtain the same information as the original format in a timely fashion. ([2-006](#))

Essential Personnel. Personnel who are identified by their department director, dean, or chair to support Critical Personnel when normal operations have been suspended. Essential Personnel include personnel in the following areas:

- Building Liaisons
- Computer Services and Telecommunications
- Damage Assessment Team
- Environmental Health and Safety
- Food Services
- Housekeeping
- Landscape and Natural Resources
- Maintenance
- Payroll
- Public Works
- Research
- Work Control
- Counseling and Psychological Services

- Health Services
- Housing and Residence Life
- Others as designated

[\(3-507\)](#)

Exchange visitor. Any person issued a Form DS-2019 who holds J status. [\(2-901\)](#)

Exclusive Rights. Pursuant to United States Code, Title 17, Section 106, a copyright owner has several *exclusive rights* with respect to his or her copyrighted work, including the right to copy and distribute his or her work and/or prepare derivative works based on the copyrighted work. [\(2-103\)](#)

Exculpatory Evidence. Such evidence tending to absolve the alleged violation of university policy. [\(2-012\)](#)

Execution. For purposes of this policy, execution means to sign or complete all formalities necessary to make a contract or other document effective, such as signing, stamping, or delivering the contract or other document. [\(2-107\)](#)

Executive Search Firm. A specialized external recruitment service retained by UCF to assist in the recruitment process. [\(3-011\)](#)

Exempt employee. Any employee of the university who qualifies for an exemption from the overtime requirements of the Fair Labor Standards Act (FLSA), state laws or regulations. [\(3-003\)](#); [3-010](#); [3-112](#))

Exercises. Test of coordination of efforts. [\(3-116\)](#)

Exit. An exterior door that provides a safe means of egress from one building to outdoor space or to another separate building. [\(3-100\)](#)

Expired account. Email account status that prevents incoming email from being accepted. After six months of expired status the account is deleted. This account status can be changed by UCF IT email administrators or the Information Security Office (ISO). [\(4-016\)](#)

Export control laws, regulations, and sanctions. Specifically, the Arms Export Control Act (AECA), as amended, and enumerated in the International Traffic in Arms Regulations (ITAR) 22 CFR Parts 123 – 130, and the Export Administration Act (EAA) of 1979 enumerated in the Export Administration Regulations (EAR) 15 CFR Parts 730 through 774, and the Atomic Energy Act of 1954 (AEA) (Public Law 83-703), and both the Nuclear Regulatory Commission (NRC) 10 CFR Part 110 and the Department of Energy Regulations, 10 CFR Part 810 (“DEAR”), and U.S. Department of Treasury,

Office of Foreign Assets Control (OFAC) sanction and embargo regulations, and other applicable federal agency export control regulations. ([4-209](#))

External Auditing Firm. A third-party entity licensed by the state of Florida to provide public accounting services. These firms are typically structured as partnerships with the selection of an engagement partner to serve as the primary executive on the auditing engagement. ([2-208](#))

E

F-1 visa holder. Individuals in the U.S. engaging in a full course of academic study in an accredited program. ([2-901](#))

Fabrication. Making up data or results and recording or reporting them. ([4-211](#))

Facilities. Any building and the space contained within the building. ([3-126](#))

Faculty Member. All full-time and part-time University of Central Florida faculty, adjuncts, graduate teaching assistants, and other personnel engaged in instruction. ([4-400](#))

Faculty Practice Plan Funds. Income collected by and distributed from faculty billings for patient services to the university medical clinic to cover the cost of medical services. This budget must be designed to report the monetary level of clinical activity regarding the training of students, post-graduate health professionals, and medical faculty. ([3-211](#))

Fair Credit Reporting Act (FCRA). A federal law enacted to promote the accuracy, fairness, and privacy of consumer information contained in the files of consumer reporting agencies. In compliance with FCRA, the university will do the following:

- Advise applicants, employees, or volunteers that information in their background check report will only be used for decisions related to their employment;
- Acquire written authorization from applicants or employees before any background check/credit bureau check is conducted; and
- In the event of any adverse employment action or decision, the applicant or employee will be furnished with a copy of the background check report relied upon to make any final hiring decision and a summary of their rights under FCRA and will be advised of their rights to dispute findings in the report.

In accordance with the FCRA, an applicant or employee has the right to obtain a copy of any background check report. An applicant or employee has the right to contest the accuracy and completeness of any information contained in any such report and obtain a prompt response to their inquiry before a final determination is made. ([3-011](#))

Fair Labor Standards Act (FLSA). A federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments. ([3-003](#); [3-010](#); [3-112](#))

Fair Use. United States Code, Title 17, Section 107 states that the *fair use* of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. ([2-103](#))

Falsification. Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. ([2-800](#); [4-211](#))

Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. A federal law that protects the privacy of student academic records. ([4-008](#); [4-012](#); [4-017](#))

Federal Data. Data that is collected, stored, processed, transmitted, or used on behalf of a federal agency. This applies to all forms of data (electronic, paper, audio, Controlled Unclassified Information [CUI], etc.). Data accessed from a federal database, even if managed by a third party, constitutes the use of federal data. The data will need to be protected at the appropriate level of NIST SP 800-53. ([4-008](#))

Federal Information System. An information system used or operated by an executive agency, by a contractor of an executive agency, or by another organization on behalf of an executive agency. ([4-008](#))

Feral animal. A once-domesticated animal that has reverted to an untamed state. ([3-400](#))

Financial Conflict of Interest. A significant financial interest that could directly and significantly affect the design, conduct, or reporting of sponsored and non-sponsored research and research involving human subjects and animals. ([4-504](#))

Financial Interest. Anything of value other than that provided directly by the university. ([4-504](#))

Financial resources. Funds, financial considerations, or non-compensation resources provided to students while in attendance at the university. Financial resources may include, but are not limited to, tuition or other financial waivers, scholarships, reduction in housing fees for resident assistants, work-study, departmental payments on behalf of

students, or other departmental payments to students which could be used for educational expenses. ([6-001](#))

Fire Alarm Signals. The audible sound or visual flash of fire alarm devices or speakers in a building. These signals may include voice messages. ([3-100](#))

Fire Drill. A test of the evacuation process for a building. Fire drills usually involve testing the building's fire alarm system as part of the drill. ([3-100](#))

Firearm. Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun. ([3-119](#))

First Responders. Personnel who respond to emergencies and are responsible for the protection and preservation of life, property, evidence, and the environment, and for meeting basic human needs. First Responders have access to the campus during any operational status and have access to the incident scene. These personnel are identified in the Homeland Security Act of 2002 and include personnel in the following disciplines:

- Emergency Management
- Emergency Medical Services
- Fire Services
- Law Enforcement

([3-507](#))

Fiscal irregularity. An occurrence in which there is a shortage or overage of public funds, illegal disbursement(s) resulting from fraud, forgery, alteration of vouchers, improper certification, or other improper practices, or improper accounting for receipts. ([2-800](#))

Fixed Capital Outlay Project. The construction, acquisition, or demolition of fixed assets or real property (land, land improvements, buildings including appurtenances, fixtures, and equipment), including additions, replacements, major repairs, remodeling, and renovations to real property, which materially extend the useful life or materially improve or change its functional use, including furniture and equipment necessary to furnish and operate a new or improved facility, provided all such projects meet at least one of the following criteria:

- a. Land, land improvements, or buildings with an expected useful life of 20 years or more, and in excess of \$100,000 or the university's dollar value capitalization threshold for the subject asset classes; or
- b. Appropriated by the State as fixed capital outlay.

([3-211](#))

Florida Department of State Division of Library and Information Services. The department at the state level that coordinates and supports records management for public agencies. ([2-003](#))

Follow-through activity. An activity designed to review the test. ([3-116](#))

Force. The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and/or coercion that overcome resistance. ([2-004](#))

Foreign Entity. Includes: 1) a non-U.S. government, university, or company; or 2) an individual who is physically located outside of the U.S. ([4-504](#))

Foreign National. Any person who is not a lawful permanent resident of the United States, citizen of the United States, or any other protected individual as defined by 8 U.S.C. 1324(b)(3), including refugees and asylees. ([2-901](#); [3-128](#); [4-209](#))

Formal Complaint. A document – including an electronic submission - filed by a Complainant with a signature or other indication that the Complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging Title IX sexual harassment against a Respondent and requesting initiation of the procedures set forth herein. ([2-012](#))

Foundation. University of Central Florida Foundation, Incorporated. ([2-205](#))

Fraud. A willful or deliberate act or omission with the intention of obtaining an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. ([2-800](#))

Full Time Equivalence (F.T.E.). Employee work assignments are based on a minimum 40-hour workweek and encompass all hours spent on university activities. The time spent on university activities may well surpass the minimum hours and must be used when determining F.T.E. For example, a professor may spend on average 60 hours per week on university activities and therefore, 60 hours would represent that professor's F.T.E. F.T.E. is allotted to employee assigned duties in proportion to each duty as to reach 1.0 F.T.E. ([4-212](#))

Fund Accounting. An accounting system used to track the funds assigned to different purposes and for which separate accounting records are kept. Fund accounting segregates assets and liabilities into separate accounting entities associated with specific activities, donor-imposed restrictions, or objectives. All funds must be classified in the appropriate net asset classification: unrestricted, temporarily restricted, or

permanently restricted, based on the absence or existence and type of donor-imposed restrictions. ([3-211](#))

Funds. Any form of legal tender accepted by the university. ([3-200](#))

Fundamental research. As defined by the EAR, ITAR, and NSDD 189, basic or applied research in science and engineering performed or conducted on campus at an accredited institution of higher learning in the U.S. where the resulting information is ordinarily published and shared broadly in the scientific community. Fundamental research is distinguished from research that results in information restricted for proprietary reasons, national security reasons, or pursuant to specific U.S. government access and dissemination controls. Information or technology that results from fundamental research is not subject to export controls. ([4-209](#))

G

General Counsel. The term “General Counsel” means the vice president and general counsel and employed attorneys within the Office of the General Counsel designated to act on the General Counsel’s behalf. ([2-104](#))

Gift. Anything an employee receives for which they do not give equal or greater consideration within 90 days. A gift includes, but is not limited to food or beverage, membership dues, plants, flowers, floral arrangements, transportation and lodging, a preferential rate, the use of property, forgiveness of a debt, entrance fees, admission fees or tickets to events, performances, or facilities, services for which a fee is normally charged by the person providing the services, or any other similar service or thing having an attributable value not already provided for in this definition.

A gift does not include salary and other items associated with private employment, an award, plaque, certificate, or similar personalized item given in recognition of service, gifts from an honorarium or an expense related to an honorarium event paid to a person or the person's spouse, or gifts from relatives. ([2-009](#))

Gift Agreement. Use of funds held by the UCFF are governed by a Gift Agreement. Gift Agreements are typically signed by the donor or donors, the CEO of the UCFF or their designee, and the university personnel over the department or college dean. ([2-209](#))

Good Faith Report. A report of suspected misconduct made without malice to a supervisor, through central or administrative offices, to the UCF IntegrityLine, or directly to University Compliance and Ethics. For a report to be made in good faith, the reporting person should have reasonable cause to believe that the reported information is true ([2-700](#))

Government entity. Any state, federal, or local governing or advisory body composed of elected or governmentally appointed officials, or any quasi-public body that holds recognized authority. ([2-600](#))

Governing Unit. A department and/or college that maintains or manages research space, which is respectively owned, controlled, or leased by UCF. ([4-215](#))

Gramm-Leach Bliley Act (GLBA). A federal law that protects consumers' personal financial information held by financial institutions, including universities. ([4-008](#))

Grant. A documented financial assistance support mechanism providing money, property, or other direct assistance in lieu of money, or both, to an eligible entity to carry out an approved project or activity in support of a public purpose. ([2-102](#)) ([2-107](#))

Great Grand Master (GGM) Key. The highest level of physical key in the university physical keying system, allowing unlimited access to all spaces on the university physical key system. ([3-105](#))

Gross mismanagement. A continuous pattern of managerial abuses, wrongful or arbitrary and capricious actions, or fraudulent or criminal conduct, which may have a substantial adverse economic impact. ([2-010](#))

Gross neglect of duty. Intentionally, knowingly, or deliberately failing to perform a duty, or repeatedly performing the duty negligently after reprimand or in disregard of the university's interest, and of which the neglect is not due to inefficiency or inability. ([2-010](#))

H

H-1B visa holder. Temporary worker in a specialty occupation. ([2-901](#))

Hardscape. The hard surface elements of landscaping and site design, including, but not limited to, such features as paved areas, sidewalks, plazas, architectural fountains, and decorative and retaining walls. ([3-123](#))

Hardware. Any article (ITAR term), item (EAR term), material, commodity, or supply except technology or software. ([4-209](#))

Hazardous Materials. Any item or agent (biological, chemical, radiological, physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. ([3-107](#))

Health Information Technology for Economic and Clinical Health (HITECH) Act. A federal law that promotes the adoption and meaningful use of health information technology. Subtitle D of the HITECH Act addresses privacy and security concerns associated with the electronic transmission of health information, in part, through several provisions that strengthen the civil and criminal enforcement of the HIPAA rules. ([4-008](#))

Health Insurance Portability and Accountability Act of 1996 (HIPAA). A federal law that protects the security of individually identifiable health information. ([4-008](#); [4-017](#))

Hearing Chair. An individual identified by the university to oversee the live hearing described herein and to assure all parties' adherence to the Rules of Decorum. The chair does not contribute to the decision regarding whether a Respondent violated this policy or any applicable sanctions. ([2-012](#))

High Risk Activities. Activities that include operating heavy equipment or machinery (not including passenger vehicles), working with hazardous materials, working with stored energy (e.g., steam, electricity, hydraulics). ([3-128](#))

Highly Restricted Data. Any data that is strictly controlled, and protected by laws, regulations, contracts, or policies. Highly Restricted Data requires the highest level of access control and security protection, both in storage and in transit. The loss of confidentiality, integrity, or availability of Highly Restricted Data could have a significant adverse impact on the university's mission, safety, finances, or reputation. ([4-008](#); [4-015](#))

Highly Restricted Data. A subclassification of Restricted Data, as defined in UCF policy 4- 008, Data Classification and Protection policy, found on the UCF policy website. Any confidential or personal data that are protected by law or policy, to include protected federal data such as CUI, that require the highest level of access control and security protection, both in storage and in transit. ([4-217](#)) (*For use in this policy only.)

Historical Value. The usefulness, significance, or importance of materials based on the administrative, legal, fiscal, or evidential information they contain. Materials of historical value include but are not limited to:

- administrative files
- financial documents
- reports, statistics
- strategic plans
- self-studies
- mission statements
- brochures, newsletters
- publications

- photographs
 - multimedia materials
- ([4-005](#))

Honorarium. Payment of money or anything of value, directly or indirectly, to an employee or to any other person on his or her behalf as consideration for a speech or something written, other than a book, that has been or is intended to be published. The term does not include payments for services related to outside employment or ordinary payments for services related to the employee's public duties, nor does the term include payment of reasonable transportation, lodging, registration fee, or food and beverage expenses for the employee and spouse related to the honorarium event. ([2-009](#))

Hostile Environment Harassment. Unwelcome behavior based on Protected Class(es) identified in this policy, where the frequency and severity of the alleged harassing conduct effectively denies the individual's ability to participate in or benefit from the education, employment, or university program or activity, when viewed from both a subjective and an objective perspective. For a hostile environment harassment claim, the record must establish that the Complainant(s) subjectively perceived the environment to be hostile, and that the environment was one that a reasonable person would find objectively hostile. ([2-004](#))

Housekeeping. The tasks required to provide general care, cleanliness, orderliness, and maintenance to university buildings. ([3-106](#))

Housekeeping Closet Key. A key that allows entry or the ability to lock any janitorial room in any university building. ([3-105](#))

Human Subject. A living individual about whom an investigator conducting research obtains 1) data through intervention or interaction with the individual or 2) identifiable private information. Human Subject under U.S. Food and Drug Administration research means an individual who is or becomes a participant in research. Human subjects can be given the "test article" (medical device or drug) or they can be given a placebo to serve as a "control" factor when measuring the intervention efficacy. ([4-202](#))

Human Subjects Research. A systematic investigation about living individuals where information is obtained through intervention or interaction including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge. ([4-202](#))

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I-20. A Certificate of Eligibility for Nonimmigrant Student Status. The U.S. Immigration and Customs Enforcement form is used by an international student wishing to study at an educational institution in the United States in F-1 status. The I-20 is issued by UCF Global through Student and Exchange Visitor Information System (SEVIS) for international students who meet the eligibility requirements for I-20 issuance and who have been admitted to the university for a full course of study. ([2-901](#))

Identification Badge. A departmental or unit credential identifying an employee's or student's relationship with a specific department or unit at the University of Central Florida. The UCF Card, however, is the only official, authorized form of identification at UCF. ([3-132](#))

Identifying information. Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government-issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, individual identification number, computer's Internet Protocol address, or routing code. ([2-105](#))

Identity and Access Management (IAM). An integrated system of policies, business processes, and technologies that enable UCF to both facilitate and control user access to IT resources and applications. IAM incorporates the process of identifying individuals in a system, such as a computer or network, and controlling their access to resources within that system by associating user rights and restrictions with a person's established identity. Credentials that uniquely identify one and only one person represent an identity. ([4-017](#))

Identity theft. A fraud committed or attempted using the identifying information of another person without authority or permission. ([2-105](#))

Immediate threat. An imminent or impending threat to the health or safety of students or employees. ([3-116](#))

Immigrant—also known as a permanent resident. An individual who has permission to reside in the U.S. on a permanent basis; i.e., a "Green Card" holder. ([2-901](#))

Improvised Explosive Device (IED). A "homemade" bomb or destructive device used to destroy, incapacitate, harass, or distract. Because they are improvised, the bombs can vary in size, shape, and material, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. IEDs can be transported in a vehicle; carried, placed, or thrown by a person; delivered in a package; or concealed. ([3-401](#))

In good standing. A UCF retiree that is eligible for rehire. ([3-001](#))

Inculpatory Evidence. Such evidence tending to establish a violation of university policy. ([2-012](#))

Independent contractor. A person, other than an agency, engaged in any business and who enters into a contract, including a provider agreement, with an agency. ([2-010](#))

Indoor Notification System. Indoor speakers that enable emergency personnel to make emergency voice announcements for specific evacuation procedures that are different from the normal building fire alarm evacuation message. ([3-100](#))

Information and communication technology (ICT). Information and communication technology encompasses all electronic technology and resources used for communication, instruction, and the distribution of information. ICT includes, but is not limited to:

- Instructional systems
- Online instructional lessons
- Web-based services
- Software applications
- Electronic documents
- Computers
- Hardware systems
- Telecommunication products
- Video and multimedia products
- Mobile devices
- Online events ([2-006](#))

Information System. A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Information systems may include electronic media, non-electronic media, and physical environments. ([4-217](#))

Infrastructure. Assets and services on which the operations of campus buildings depend, e.g., roadways, water supply, wastewater, storm water, irrigation, power supply, telecommunications, utility support, and roofing systems. ([3-106](#))

Infringement. A violation of law, regulation, contract, or right and in particular an invasion of the rights secured by patents, copyrights, and trademarks (*Black's Law Dictionary*). ([2-103](#); [2-207](#))

Inherent risk. The probability of loss arising out of circumstances or existing in an environment, in the absence of any action to control or modify the circumstances. ([2-008](#))

Initiating Authority. The president or appropriate vice president(s) responsible for oversight of the development and implementation of the policy. The Initiating Authority is the sponsor of the policy and may also be the Responsible Authority. ([2-001](#))

Inquiry. Preliminary information-gathering and fact-finding. ([4-211](#))

Institutional Base Salary (IBS). The annual compensation paid by the university to an employee (academic/research/service) for work performed by the employee. In no event will charges to a sponsored award(s), irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. IBS excludes any income that an employee earns outside of their university F.T.E. assignment. ([4-212](#))

Institutional data. All data created, collected, maintained, recorded, or managed by the university, its staff, and agents working on its behalf, in the course of conducting university business. This includes information that is process or resides on privately owned devices that are used for university purposes. ([4-008](#); [4-017](#))

Institutional Responsibilities. An investigator's professional responsibilities on behalf of the university. The activities outlined in an employee's annual assignment or position description may include administration, teaching, research and creative activities, course preparation, curriculum development, lectures, evaluation of student efforts, academic advising, committee meetings and memberships, service on panels, such as university review boards or data and safety monitoring boards, public service to include service on advisory committee's or review panels, and any other activity assigned by the employee's supervisor in accordance with university policies. ([4-504](#))

Intellectual Property. Something (such as an idea, invention, or process) that comes from a person's mind (<https://www.merriam-webster.com/>). ([2-207](#))

Intercollegiate Athletic Facilities. The inside environs of athletic facilities operated by UCF Athletics Association and all other university-owned or leased competition venues. ([3-115](#))

Internal management memoranda. Statements, such as policies or memoranda, adopted by the university or a division or unit thereof, or by the Board of Trustees, that do not affect the private interests of any person and which have no application outside the University of Central Florida. For example, a policy that requires the approval of the department head to initiate payment to a vendor is a matter of internal management. ([2-101](#))

International academic agreement. A document that establishes, in writing, a formal academic arrangement between the University of Central Florida and one (or more) institutions, organizations and/or vendors abroad, such as student exchange, study abroad, dual degree, and faculty exchange and educational consultancy programs. ([2-900](#))

International (Foreign) Travel. Travel to any foreign territory or destination outside of U.S. or its territories (including American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and the United States Minor Outlying Islands). ([2-903](#))

International student. Any individual in F-1 or J-1 status who entered the United States for the primary purpose of study. ([2-901](#))

Internet Cloud Storage. Data stored in third-party data centers (e.g., CrashPlan, Dropbox, iCloud, Google Drive, OneDrive, Box, etc.) ([4-002](#); [4-007](#); [4-008](#))

Investigation. The formal development of a factual record and the examination of the record leading to a decision not to make a finding of research misconduct or to a recommendation for a finding of research misconduct, which may include a recommendation for other appropriate actions, including administrative actions. ([4-211](#))

Investigator. The project director or principal investigator, co-investigator, key personnel, and any other person, regardless of title, position, or employment status, who is responsible for the design, conduct, or reporting of sponsored research. The term includes key personnel, collaborators, or consultants who are responsible for the design, conduct, or reporting of sponsored research. ([4-504](#))

J

J-1 visa holder. Exchange visitors in the U.S., including students, student interns, scholars, professors, researchers, specialists, trainees, or physicians. ([2-901](#))

Janitor Key. A physical key that accesses janitorial rooms. ([3-105](#))

K

Key Manager Security Access Representative (KMSAR). An A&P or USPS employee who manages the key request process and maintains key records for his or her department or area. KMSARs are appointed by a dean, director, or chair, in writing, to Facilities and Safety's Work Control Center (WCC). ([3-105](#))

Knights Email. The official university-provided student electronic mail service. Knights Email is operated on behalf of UCF by Microsoft Corporation using the Office 365 platform. Students and current employees may obtain an account at no cost for personal use. Knights Email is the official communication channel for messages from university offices to students. ([4-010](#); [4-016](#))

L

Large or Bulk Volumes of Hazardous Materials. Liquid hazardous materials in single containers that are 5 gallons (20 liters) or larger, or solid hazardous materials in single containers that are 50 pounds (22 kilograms) or larger. ([3-107](#))

Leadership in Energy and Environmental Design (LEED). A green building rating system that provides a framework for creating healthy, highly efficient, and cost-saving buildings. LEED impact categories include reversing contributions to climate change; enhancing individual human health and well-being; protecting and restoring water resources; protecting, enhancing, and restoring biodiversity and ecosystem services; promoting sustainable and regenerative material resource cycles; building a greener economy; and enhancing social equity, environmental justice, and community quality of life; all of which provide grounds to facilitate advanced teaching and research. ([3-111](#))

Learning Management System (LMS). A software application primarily used to deliver educational content, courses, and training. UCF's learning management system is branded "Webcourses@UCF". Also known as Webcourses. ([2-006](#))

Lease. A contractual obligation to occupy a property for a specific term, and the transfer of a leasehold interest in the property from the landlord to the tenant. A lease differs from a short-term space rental accomplished through a Facilities Use Agreement. ([3-125](#))

Leased Space Key Representative. A non-UCF employee occupying a UCF owned space via a lease agreement who manages the key request process and maintains key records for the non-UCF entity under a UCF sponsored account. ([3-105](#))

Legacy content. Web pages or digital content created and published seven years prior to the effective date of this policy. ([2-006](#))

License. A contractual right to use the intellectual property of another. A license agreement sets forth the parameters of the rights an intellectual property owner grants to another person. ([2-103](#); [2-207](#))

Life Cycle of a Policy. Describes the process to be followed for managing each individual policy, including instructions for initiation, development, approval, implementation, evaluation, and retirement when appropriate. ([2-001](#))

Loaning. Temporarily allowing a key or Electronic Access Card that is assigned to a specific employee, or that can be accessed by that employee in a physical key security box, to be used by another individual. ([3-105](#))

Lobbyist. Anyone who, for compensation, seeks or has sought in the last 12 months to influence the decisions of a RIPE or UCF. A lobbyist includes a vendor seeking to do business with the university. ([2-009](#))

Local Funds. Funds including Student Activities, Financial Aid, Concessions, Technology Fee, other Board-Approved Fees, and university Self-Insurance Plans. ([3-211](#))

Local Policy. A college, division, departmental, or unit policy that meets the unique needs of and applies only to that specific area. ([2-001](#))

Logo. A symbol or other design adopted by an organization to identify the organization as the source of its products, uniform, vehicles, etc. (*Oxford Dictionary*). A logo may or may not be a federally registered trademark. Within this document, a logo may be referred to as a mark, trademark, symbol, or copyrighted material. ([2-207](#))

M

Maintenance. Proper stewardship of fixed assets to keep them in acceptable condition and ensure regulatory compliance across the assets' lifecycles. This includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve assets so that they continue to provide acceptable services and achieve their expected life. Maintenance excludes minor projects or activities aimed at expanding the capacity of assets or otherwise upgrading them to serve needs different from, or significantly greater than, those originally intended. ([3-106](#))

Major Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with all applicable requirements for safety and health or the UCF safety and health procedures, and that does pose an immediate life-threatening danger to the university community, or which violates license or permit requirements, as applicable. ([3-122](#))

Malfeasance. An act that is illegal. ([2-010](#))

Manage. Taking action to address a financial conflict of interest, which can include reducing or eliminating the significant financial interest to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias or personal financial gain. ([4-504](#))

Management. Individuals with delegated approval authority, e.g., vice presidents, deans, directors, and department chairs, along with individuals responsible for the oversight of essential processes. These individuals are responsible for establishing operational objectives and performance standards, identifying and implementing internal controls to increase the likelihood these objectives and standards will be achieved, and escalating potential issues to the appropriate unit or function for corrective action. ([2-008](#))

Management override. Action taken by management to circumvent a preventive or detective control. Because leaders are responsible for setting an appropriate tone at the top and for the integrity of the internal control systems within their areas of responsibility, they are explicitly prohibited from overriding established controls or otherwise exerting undue influence intended to cause other faculty or staff to violate policy or laws or to circumvent internal controls. ([2-008](#))

Mandated Reporter. As specified in Section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare required to report to such knowledge or suspicion to DCF. Certain university employees are required to provide their names under state law. Reporter names will be kept confidential and exempt from public disclosure in accordance with and subject to Section 39.202, Florida Statutes. ([2-005](#))

Media. Traditional print, television, and radio media outlets, as well as new media, including online sources such as blogs, websites, and social media. This includes university-owned media. ([6-002](#))

Minimum Qualifications. The minimum threshold of education and experience required to perform a given job. ([3-014](#))

Minor. Any unmarried person under the age of 18 who has not been emancipated by order of the court. ([2-005](#); [3-011](#); [3-128](#))

Minor Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with all applicable requirements for safety and health or the UCF safety and health procedures, and that does not pose an immediate life-threatening danger to the university community. ([3-122](#))

Minor Revisions. Minor revisions are those changes that do not alter the scope or application of an existing policy and, therefore, do not require approval by the University Policies and Procedures Committee. Examples of minor revisions include, but are not limited to, title changes for individuals or departments, spelling corrections, address changes, form changes, and procedural changes. ([2-001](#))

Misappropriation. The intentional, illegal use of the property or funds of the university or another person for one's own use or other unauthorized purpose. ([2-800](#))

Misconduct. Any violation of law, regulation, statute, UCF regulation, policy, procedure, guideline, and/or standard of conduct, whether intentional or inadvertent. ([2-700](#))

Misfeasance. An act that is not illegal but is improperly formed or carried out. ([2-010](#))

Missing Person. A student is deemed a missing person when there is no contact with the student, through regular or normal contacts, for more than 24 hours. ([3-506](#))

Mobile computing device. Cellular telephones, smartphones, laptop computers, tablets, personal computers, and similar mobile electronic devices that are capable of storing, processing, displaying, or communicating data. ([4-007](#); [4-008](#))

Mobile data storage device. USB storage devices, CD-ROMs, DVDs, mobile music players, and any other mobile electronic device or medium that is capable of storing data. ([4-007](#))

Mobile or cloud data storage device risk. Any mobile device that can be used to store data, such as USB storage devices, flash drives, tablets, mobile music players, CD-ROMs, DVDs, or cloud data storage service (Dropbox, Box, etc.) that are subject to loss or unauthorized access. ([4-007](#))

Monitoring. Management's evaluation of (1) whether controls that have been designed to reduce risks to an acceptable level continue to operate effectively and (2) whether the design of controls should be changed as opportunities and risks change. ([2-008](#))

Monitoring and Management Plan. A plan to address a financial conflict of interest, which can include reducing or eliminating the significant financial interest to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias or personal financial gain. ([4-504](#))

N

Named academic leadership positions. Intended for use by faculty members appointed to lead colleges, departments, units, and programs of the university. ([2-209](#))

Named faculty positions. Named faculty positions are intended for use by teaching and research faculty including, but not limited to assistant professors, associate professors, professors, preeminent professors, visiting professors, and professors of practice. ([2-209](#))

NIST Security Controls. The National Institute of Standards and Technology (NIST) establishes standards and frameworks to guide secure implementations for systems and technology. Federal Regulations (32 CFR Part 2002) outline the NIST standards to safeguard CUI. NIST Special Publication (SP) 800-171 is required for non-federal information systems. Should UCF operate a federal information system on behalf of a federal agency, the Federal Information Systems Modernization Act of 2014 (FISMA) and NIST SP 800-53 apply. ([4-217](#))

New Construction. Any construction of a building or unit of a building in which the entire work is new, or an entirely new addition connected to an existing building, or which adds additional square footage to the space inventory. ([3-114](#))

Network identification (NID). A UCF-issued credential or identifier, classified as Restricted Data, that is to be used by university employees and students to access enterprise computing systems and applications. ([4-008](#); [4-012](#))

Network risk. Computing devices can be accessed without detection through the networks to which they are connected. Viruses, worms, and other malware can enter a computer or other electronic device through networks, websites, email attachments, and mobile storage media. ([4-007](#))

Non-Commercial Use. Not having a commercial objective; not intended to make a profit (*Oxford Dictionary*). ([2-207](#))

Non-Employee. A person affiliated with, but not officially employed by, UCF. ([4-016](#))

Non-Exempt. A class that has been designated as not exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA). Employees in positions designated as non-exempt who work more than 40 hours during a workweek must be paid overtime at time and a half for all hours worked over 40. This group includes OPS hourly, USPS Non-exempt, and A&P Non-exempt. ([3-128](#))

Non-revenue-generating Unit. A central support or other unit that supports the core functions of the institution and does not generate sufficient revenue to be a self-

supporting unit (e.g., Human Resources, Procurement Services, Facilities, or the UCF Police Department). ([3-212](#))

Non-unit faculty members. Faculty members of the university who are not represented by the collective bargaining unit and who are in regular positions eligible for normal retirement benefits. ([4-500](#))

Non-U.S. person(s). Any individual in the U.S. who is not a U.S. citizen or lawful permanent resident. ([2-901](#))

Nonexempt employee. Any employee who is not qualified for an exemption from the overtime requirements of the FLSA, state laws, or regulations. ([3-010](#))

Nonimmigrant. Any person in an immigration status classified as temporary. Common nonimmigrant statuses include F, J, and H-1B visas. ([2-901](#))

O

Office 365 (O365). An email service offered by Microsoft Corporation. Office 365 is the email platform supporting UCF's enterprise email service and also Knights Email for students. ([4-016](#))

Official Academic Record. The academic transcript produced and certified by the university registrar (or in the case of the MD program, the MD program registrar) serves as the student's official permanent UCF academic record. ([4-409](#))

On-campus Student Housing. Any student housing facility that is owned or controlled by the university or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus housing facility. ([3-506](#))

Open Flame Device. Any device that creates a visible flame or ember through a fuel source, or can cause surrounding materials to combust. ([3-130](#))

Operating system or application risk. All computer operating systems and applications contain both known and unknown vulnerabilities that can be exploited to gain control of the device or access to its data. ([4-007](#))

Organizational Official. The associate vice president for research. The organizational official oversees the review and conduct of human research under the jurisdiction of the UCF HRPP. The organizational official is legally authorized to obligate the university to the terms of the Department of Health and Human Services Office of Human Research

Protections Federal Wide Assurance. The organizational official has the authority to suspend or terminate an approved UCF IRB protocol in accordance with the UCF HRPP standard operating procedures. ([4-202](#))

Out-of-class Student Work. Engagement necessitated by the course that is not direct instruction. This may include such activities as reading, researching, writing, creating, practicing, or studying to improve the knowledge, skills, and abilities expected of students completing the course. ([4-409](#))

Outside Activity. Any compensated or uncompensated secondary employment or activity, private practice, private consulting, teaching, research, or other activity that is not part of the employee's assigned duties at the university. ([4-504](#))

P

Party/Parties. A legal entity. The university and its DSOs are discrete legal entities that can create contracts between themselves or with third-parties. The constituent parts of the university (centers, auxiliaries, colleges, institutes, etc.) are not discrete legal entities and the university is the party to contracts for their benefit. ([2-102](#))

Payment Card Industry's Data Security Standards (PCI DSS). These standards are technical and operational requirements set by the PCI Security Standards Council (PCI SSC) to protect cardholder data. The Council is responsible for managing the security standards, while compliance is enforced by the payment card brands. These standards include controls for handling and restricting credit card information, computer and internet security, as well as the reporting of a credit card information breach. ([3-206](#))

Periodic Use. Temporary use of Research Space on a non-lease basis is not to exceed 120 days per year. Consecutive day use is contingent upon the research space needs of the governing unit. Users of temporary space must comply with all rules and regulations with respect to space use at UCF, including required training. Periodic use does not apply to incubator leased space. ([4-215](#))

Permanent resident. Individuals who have permission to reside in the U.S. on a permanent basis (e.g., holders of "green cards"). ([4-209](#))

Person of Concern. An individual who has made threats of harm to themselves or to others and is engaged in behaviors that significantly disrupt the campus learning or work environment. ([3-404](#))

Personal Records. Items employees have or receive at work that are not related to university business. These records are not subject to public record disclosure or retention requirements. ([2-003](#))

Personally Identifiable Information (PII). Information from which an individual may be uniquely and reliably identified or contacted. ([4-012](#))

Personal Identification Number. UCF student or employee identification number, UCF assigned temporary identification number, or a government issued identification number, such as federal employer identification number or driver's license number. ([3-200](#))

Personnel Costing Allocation. A Workday online form administered by Human Resources that assigns the employee's salary and wage rate and period of time to a department and/or a sponsored award account. ([4-212](#))

Phishing. An attempt to acquire sensitive information such as usernames, passwords, and credit card numbers, often for malicious purposes, through electronic communications, such as email or text messages. ([4-016](#))

Physical Key. A piece of shaped metal that is inserted into a lock to open or close the locking system. ([3-105](#))

Physical risk. Theft or loss. ([4-007](#))

Pipe. A tube with a small bowl at one end, in which tobacco, tobacco substitute, or other material is smoked. ([3-120](#))

Plagiarism. The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. ([4-211](#))

Plans Review. A formal review of construction documents or design drawings performed to ensure compliance with building and fire codes. ([3-109](#))

Policy. A policy articulates requirements and expectations for behavior, actions and activities of the university community. A policy may require or prohibit an action, support compliance with applicable laws and regulations and/or mitigate risk. Policies must not conflict with statutes, rules, or regulations applicable to the university. Policies should include related procedures when appropriate. ([2-001](#))

Pre-Employment. The status of a person who has accepted employment at UCF, and is provisioned in the ERP system, but whose official start date has not occurred. ([4-016](#))

Preventive control. A process that helps to stop an adverse action from occurring. ([2-008](#))

Preventive Maintenance. Maintenance that is regularly performed on equipment that is still operational to lessen the likelihood of its failure. ([3-106](#))

Principal Investigator. The faculty member, post-doctoral associate, graduate student, medical student, or other suitably trained individual responsible for the conduct of a particular research project. Any given project may have additional co- or sub-investigators. Undergraduate students may not act as the Principal Investigator; the faculty supervisor must serve as the Principal Investigator and the undergraduate student is listed as a co-investigator. ([4-202](#), [4-212](#))

Print job. Request for any black-and-white or full-color printing of letterhead, publications, envelopes, posters, banners, brochures, newsletters, conference and event print collateral, memo pads, etc., from university personnel. ([3-302](#))

Printing. The process of printing ink or toner on paper and other media substrates, including folding, collating, cutting, binding, or mounting produced projects. ([3-302](#))

Prior Learning Credit. The practice of awarding college-level academic credit for knowledge, skills, and abilities acquired outside a traditional post-secondary course when such competencies are measurable and determined equivalent to the level of mastery expected in a traditional undergraduate college course. While less common, UCF may award prior learning credit at the post-baccalaureate level when required parameters are met. Alternatively, demonstrated prior learning may be used to meet a course requirement without awarding credit. Competencies are typically evaluated through exams, certifications, portfolio review, or other mechanisms deemed acceptable to the institution awarding the credit and may vary by discipline, course, or other relevant factors. ([4-409](#))

Privacy. References made to privacy mean university offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and identifying systemic issues. The University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that a request for confidentiality cannot be honored. ([2-012](#))

Privileged Communication. A private statement that must be kept in confidence by the recipient for the benefit of the communicator. Some examples of a privileged communication are statements made between an attorney and a client, a doctor and a patient, and a priest and a penitent. ([2-004](#)) ([2-015](#))

Procurement Agreement. A contract whereby the university or a DSO is engaged in the acquisition of commodities, services, or licenses whether by rent, lease, lease-purchase, installment, or outright purchase or a contract associated with, preliminary to,

or necessary for such acquisitions. The term does not include any contract for the acquisition of real property. ([2-102](#))

Procurement Employee. Defined in Fla. Stat. s. 112.3148 and s. 112.3149 as any employee who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing, or in any other advisory capacity in the procurement of contractual services or commodities as defined in s. 287.012, if the cost of such services or commodities exceeds or is expected to exceed \$10,000 in any fiscal year.

A procurement employee is not limited to employees with purchasing responsibilities or in UCF Procurement Services. The definition is broader to include employees without purchasing authority when they serve in a specific role or advisory capacity in procuring products or services. Employees who are unsure if they meet the definition should seek guidance from their supervisors or contact University Compliance, Ethics, and Risk. ([2-009](#))

Program. An event or activity sponsored or operated by the university where minors are under the care, custody, and control of university or DSO employees or volunteers, including, but not limited to, summer, vacation, and after school camps, classes, clubs, organizations and groups, regardless of subject matter or academic or non-academic character of the organized activity (i.e., whether recreational, athletic, academic, artistic, or social). The definition of Program also includes third-party events or activities involving minors that are hosted on university property. ([2-005](#))

Program administrator. The individual designated with primary responsibility for oversight of the identity theft prevention program. ([2-105](#))

Program Review Council. The Program Review Council is an advisory group to assist in carrying out the purposes of academic program review as described above. Members are appointed by the provost or designee who is the vice provost for Academic Affairs. The Program Review Council is chaired by the vice provost for Academic Affairs. At minimum, other council members include the vice provost and dean of the College of Undergraduate Studies, the vice president for Research, the vice provost and dean of the College of Graduate Studies, the vice provost for Faculty Excellence, and the assistant vice president of Academic Program Quality, or their respective designees. Additional members may be added at the discretion of the provost or designee. ([4-407](#))

Program Sponsor. The person primarily responsible for the operational management and oversight of a Program involving minors. ([2-005](#))

Program Staff. Any person responsible for the care, custody, and control of a minor

throughout a program. ([2-005](#))

Prohibited Conduct. For purposes of this policy, Prohibited Conduct refers to unlawful discrimination, unlawful harassment, sexual assault, sexual exploitation, relationship violence, stalking, sexual, gender-based, or Title IX sexual harassment, aiding and abetting in the commission of any act prohibited by this policy, and retaliation against a person for reporting, in good faith, any of these forms of conduct or participating in or being a party to any investigation or proceeding under this policy. ([2-004](#))

Prohibited Gift. Solicited gifts, gifts offered by a UCF vendor or lobbyist directly to an employee engaged in a working relationship in his or her official capacity with that vendor or lobbyist, gifts to procurement employees and reporting individuals from a UCF vendor or lobbyist when there is no working relationship and the value exceeds \$100 or from a political committee, and gifts to a reporting individual from a registered executive branch lobbyist. ([2-009](#))

Promotion. A permanent advancement of an employee to a position that is classified at a higher level, with a recognized increase in job responsibilities which results in movement of salary to a higher grade or a higher level within the same grade. ([3-014](#))

Property. All buildings and structures, grounds, parking structures, walkways, sidewalks, parking lots, and motorized or non-motorized vehicles. Property includes personal vehicles (whether motorized or non-motorized) at the university, or any site owned or controlled by the university. ([3-120](#))

Property Custodian (PCT). The person who assists in tracking and maintaining the department's inventory of State Property. ([3-207](#))

Proprietary. Any form and type of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if:

- The owner thereof has taken reasonable measures to keep such information secret, and;
- The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by the public.

Proprietary information may take such forms as trade secrets, privileged or confidential commercial or financial information, or any other information not otherwise required to be disclosed. ([4-209](#))

Prosecuting authority. Any office or individuals with authority to pursue criminal charges against alleged perpetrators. This would include offices, such as the State and U.S. Attorney's Offices. ([2-106](#))

Protected Class(es). Race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy, parental status, gender identity or expression, and sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), 2-004.3 Nondiscrimination Policy 5 veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in any other protected classes as set forth in state or federal law. ([2-004](#))

Protocol. A document that outlines the proposed research, including a research design that clearly states the objectives, background, methodology, and significance of the study. ([4-202](#))

Pseudo Social Security Number. A unique nine-digit numerical personal identifier assigned by the University of Central Florida to foreign nationals and other individuals who do not have an SSN in order to include those individuals in university business processes that require use of the SSN. ([4-012](#))

Public Record(s). All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, which are used to perpetuate, communicate, or formalize knowledge. ([2-003](#); [2-100](#); [4-001](#))

Pull Station. The handle that, when pulled, manually initiates a building fire alarm system. These handles are usually located near the main building exits and are usually colored red. Note: modular facilities and trailers do not have fire alarms or pull stations. ([3-100](#))

Q

Qualifying circumstances. Situations in which the UCF Print Shop is not able to produce a print job logistically, within a specified time constraint, or cost competitively, as determined by the UCF Print Shop. ([3-302](#))

Quality Assurance Program. A program consisting of administrative and procedural activities put in place to ensure the readiness and effective use of an AED device. ([3-117](#))

Quid Pro Quo Harassment. Discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a university program or activity (e.g., campus housing). ([2-004](#))

R

Radiation-producing Equipment. Equipment that is regulated by the Florida Department of Health because it is capable of producing ionizing radiation (such as x-ray equipment) or certain types of non-ionizing radiation (such as Class IIIB and Class IV lasers). ([3-107](#))

Real Estate Transaction. a) The acquisition or disposition of real property by UCF; b) the leasing of space in a facility not owned or operated by the university (UCF as tenant); or c) the leasing of space in a university-owned or controlled facility to a non-UCF party (UCF as landlord). ([3-125](#))

Record Copy. The official record of a document which is subject to the records retention schedule requirements and the University of Central Florida records management process. The Record Copy, which may also be called the "Master Copy," is not in some cases the original. By generally accepted practice, the sender's copy of a document is designated as the record copy. All other copies are regarded as duplicates, and they may be disposed of when they have lost administrative value. However, email messages received from outside agencies or from the public are regarded as record copies, and if their content qualifies them as public records, they must be retained. Additionally, administrative approvals received from within the UCF community are considered to be the record copy. ([2-003](#); [4-001](#))

Records Custodian. An employee who has supervision and control over a public record or who has a legal responsibility for the care, keeping, or guardianship of the record is a records custodian as to that record. "Custodian of public records" under Florida Statute section 119.011(5) is defined as the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee. ([2-003](#))

Records Custodian Liaison. An employee within a department who serves as a point of contact with the university RMLO and manages records retention and disposition for that department. ([2-003](#))

Records Management Liaison Officer (RMLO). The point of contact within the university that assists with records management and acts as a liaison between the university and the Florida Department of State Division of Library and Information Services. ([2-003](#))

Records Retention Schedule. A document that provides minimum retention periods for categories of records as determined by the Florida Department of State Division of Library and Information Services. ([2-003](#); [4-001](#))

Red flag. A pattern, practice, or specific activity that indicates the possible existence of identity theft. ([2-105](#))

Registered Volunteer. A volunteer who has completed the Volunteer Services Agreement and has met the requirements outlined in university policy. ([3-128](#))

Regular Employee. Any person employed by the university in a regular status position in the faculty, USPS, or A&P pay plans. This definition includes personnel who work at least half-time on continuing appointments and excludes OPS personnel. ([2-002](#))

Regularly Enrolled Student. A student enrolled in a UCF undergraduate or graduate degree program or graduate certificate program. Non-degree seeking students are excluded. ([4-409](#))

Regulated Device or Equipment. A device or piece of equipment that is regulated or licensed by a federal or state agency. ([3-107](#))

Related Entities. Direct support organizations and practice plan corporations of the University.

Relative. Anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, foster, grand-, half-, in-law, spouse of, or great-:

- parent
- child
- sibling
- uncle or aunt
- first cousin
- nephew or niece
- spouse, domestic partner, significant other

Persons who intend to marry or with whom the employee intends to form a domestic partnership or other intimate relationship are also included in this definition of *relative*. ([3-008](#))

Relevant Evidence and Questions. “Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true. “Relevant” evidence and questions do not include the following types of

evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Policy:

- Evidence and questions about the Complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
 - They concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g. attorney-client privilege).
- The Complainant’s or Respondent’s medical, psychological, and similar records unless they have given informed, voluntary, and written consent. ([2-012](#))

Relocation Stipend. One-time cash payment made to an employee to assist in offsetting the costs of moving. ([3-505](#))

Remodeling. The process of changing existing facilities by rearranging spaces and their use and includes, but is not limited to, the conversion of classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration. ([3-114](#)) ([3-126](#))

Renovation. The rejuvenating or upgrading of existing facilities by installation or replacement of material and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure; and upgrades and replacement of campus infrastructure, including, but not limited to roads, water, sewer, gas, steam, chilled water loops, and electrical systems. As used in this definition, the term “materials” does not include instruction materials. ([3-114](#)) ([3-126](#))

Repair. The reconstruction or renewal of any part of an existing building for the purpose of its maintenance or corrective work performed on failed or malfunctioning equipment, systems, or facilities. Repair does not result in a significant extension of the expected useful life. ([3-106](#); [3-109](#))

Reporting Individual. An individual required by state ethics laws to file a Form 1 statement of financial interests with the Florida Commission on Ethics. UCF Human Resources notifies employees of their status as a reporting individual. ([2-009](#))

Requestor. Any university department, unit, employee, or individual acting on behalf of the university who intends to enter into a Real Estate Transaction. ([3-125](#))

Research. A systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research includes all research activities, both basic and applied, and all development activities, including the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities, broadly interpreted as all forms of scientific inquiry, creative effort, and scholarly activity. ([4-210](#); [4-211](#); [4-214](#); [4-504](#))

Research Agreement. A contract or a grant whereby the university or a DSO is engaged, Page 1 of 4 usually but not always for compensation or cost-reimbursement, to conduct research for a third party and, in exchange, to provide deliverables. For purposes of this policy, Research Agreement will include other contracts associated with research arrangements, such as non-disclosure and materials transfer agreements. A research agreement will typically have a designated staff member in the Office of Research (or the DSO) assigned to the review and negotiation of the contract. The Office of Research will determine which grants and which contracts for research constitute Research Agreements for purposes of this policy. ([2-102](#))

Research Base. Modified Total Direct Costs (MTDC) expended to conduct sponsored research/service/training consisting of salaries and wages, fringe benefits, materials and supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subaward (regardless of the period covered by the subaward). ([4-212](#))

Research Integrity Officer. The institutional official responsible for 1) assessing allegations of research misconduct; 2) overseeing the assessment, inquiry, and investigation process; 3) ensuring confidentiality for respondent and complainant; and 4) maintenance and custody of research records and evidence. The director of the Office of Compliance within the Office of Research serves as the research integrity officer. ([4-211](#))

Research Misconduct. The violation of the standards of scholarly conduct and ethical behavior in scientific research, including fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. ([4-211](#))

Research Project System Security Plan (RP-SSP). Federal CUI compliance requires a System Security Plan (SSP) to document how security controls are implemented. When operating within Knight Shield, much of this documentation is inherited by a project. The RP-SSP captures the security measures unique to a UCF research project and complements the SSP for the secure enclave housing CUI. The PI completes the RP-SSP template and updates it when changes occur to the members of the research team, external collaborators, IT resources used (hardware and software for specialized instrumentation), external connections required, and the physical office/laboratory security protocols where CUI is generated, stored, and accessed. ([4-217](#))

Research Space. Any space used for experimentation, investigation, or training in research methods, professional research and observation, or structured creative activity within a specific program, including all equipment and materials used to conduct research therein. ([4-215](#))

Researchers and Research Department Staff. Academic rank/employment status for a researcher or administrative staff employed, often on a temporary contract by a university or research institute, for the purpose of assisting in research. ([2-903](#))

Residual risk. Exposure to loss remaining after other known risks have been countered, factored in, or eliminated using internal controls or other risk mitigation tools. ([2-008](#))

Resource Owner. An owner of a resource or application that consumes directory services. ([4-017](#))

Respondent. Any individual or group who has been accused of violating the university's *Nondiscrimination Policy* or *Title IX Grievance Policy*. ([2-004](#); [2-012](#); [2-015](#))

Responsible Fiscal Officer (RFO). The person primarily responsible for the financial activity and security for a particular department or project. ([3-207](#))

Responsible Authority. The appropriate director or department, division, college, unit head, or vice president who is responsible for developing and implementing the policy, including ensuring the accuracy of the subject matter, training appropriate audiences, enforcing and monitoring compliance with the policy, and timely review of the policy. The Responsible Authority may also be the Initiating Authority. ([2-001](#))

Responsible Person. Any university or Direct Support Organization (“DSO”) non-student employee who is not a confidential employee, as well as resident assistants, and graduate students with administrative, instructional, or supervisory authority over others. Responsible persons include but are not limited to faculty (full-time and part-time), staff (full-time and part-time), and all those employees identified as Campus Security Authorities (CSAs). The university reserves the right to designate other individuals involved in university-sponsored/related activities as responsible persons on a case-by-case basis. ([2-015](#))

Restricted data. Institutional Data not identified as Highly Restricted Data, and data that may be protected by state or federal regulations, such as the Family Educational Rights and Privacy Act (FERPA.) Restricted Data must be protected to ensure that they are not disclosed in public records requests and are only disclosed as required by law and to authorized individuals only. ([4-002](#); [4-007](#); [4-008](#); [4-015](#); [4-017](#))

Restricted Destination. Any country for which a U.S. Department of State Travel Advisory Level 3 or higher, or for which the Centers for Disease Control and Prevention has issued a Travel Health Notice Level 3. ([2-903](#))

Restricted Hazardous Material. A hazardous material that requires a license, permit, or specialized reporting before procurement, use, or disposal. ([3-107](#))

Retaliation. An adverse or credible threat of an adverse action taken against an individual as a result of submitting a good faith report of misconduct or participating in a misconduct investigation. The individual must have knowledge of and be impacted by the adverse action to meet the definition of retaliation. Types of retaliation can include dismissal from employment, demotion, loss of salary or benefits, transfer or reassignment, denial of an earned promotion, unwarranted written notice or negative performance review, or the inappropriate assignment of a low grade. Less obvious forms of retaliation can include excluding individuals from meetings, withholding critical information necessary for the individual to perform his or her job or assignments, publicly ridiculing the individual, or allowing the individual's peers to create an atmosphere that is not conducive for the individual to perform well. A causal relationship between good faith participation in the reporting or investigation of misconduct and an identifiable adverse action is needed to demonstrate retaliation has occurred. For more information regarding retaliation related to reports of unlawful discrimination and/or unlawful harassment, please review UCF Policy 2-004 Nondiscrimination Policy. ([2-004](#); [2-700](#))

Retiree. An individual who has completed all steps necessary to retire from the university and has met the retirement eligibility criteria for the retirement plan in which they are currently participating (Florida Retirement System Pension Plan, Florida Retirement System Investment Plan, or the State University System Optional Retirement Program). ([3-001](#); [4-016](#))

Retrospective Scanning or Microfilming Project. A bulk microfilming or digitizing of existing records that are currently in another media format (e.g., paper). The university retains a copy of the record (on microfilm or digital); however, approval for disposition of the physical copies is required. ([2-003](#))

Revenue-generating Unit. An academic college that generates sufficient revenue to self-sustain prior to the allocation of indirect costs from central support units. ([3-212](#))

Ride-Out Location. A location activated on the UCF Main Campus for specific individuals to ride-out a severe weather event. ([3-400](#))

Role-based training. Information security training that is tailored to an employee's specific job function, access, or as dictated by regulatory or contractual requirements. Role-based training may also include training specific to certain types of data sets that require tailored training, such as the Family Educational Rights & Privacy Act (FERPA),

Health Insurance Portability and Accountability Act of 1996 (HIPAA), and certain types of data such as CUI. ([4-002](#))

Room (Space) Key. A physical key that accesses a specific room within a university building. ([3-105](#))

S

Safe. A locked place or receptacle intended to keep valuables secure. ([3-108](#))

Salary & Wage Cost Assignments. The amount (value) of the employee's salary or wages (payroll) assigned to a sponsored award(s) and/or cost share grant account in the university's official records during a set period of time. ([4-212](#))

Security Event. Any suspicious act that potentially violates federal or state laws, regulations or contracts, or UCF information security policies and computer security standards. ([4-015](#); [4-217](#))

Security Incident. Any act that violates federal or state laws, regulations or contracts, or UCF information security policies and computer security standards. Examples of security incidents include, unauthorized attempts (either failed or successful) to gain access to a computing resource, system, or data; unwanted disruption or denial of service; unauthorized use of an electronic information resource or system for processing or storing data; inappropriate usage according to [UCF Policy 4-002 Use of Information Technologies and Resources](#); or the theft or loss of university restricted data as defined by [UCF Policy 4-008 Data Classification and Protection](#) policy. ([4-015](#); [4-217](#))

Security Incident Response Committee (SIRC). A select and diverse group of executive and technically proficient university employees, each with specific knowledge and skills, who work collaboratively to respond to and set policies and procedures for information security incidents. Responsibilities of the SIRC include, but are not limited to, continually monitoring and governing the security incident response policies and processes, providing leadership and measured responses to security incidents and public notifications of data breaches, and managing, and if necessary, escalating security incidents to senior executives. ([4-015](#))

Security Incident Response Team (SIRT). The responsible authority for all information security related events at the University of Central Florida. SIRT will establish protocols to adequately respond, handle, and make appropriate recommendations on the reporting of those incidents within the university's purview. Responsibilities of the SIRT include, but are not limited to, continually updating the security incident response plans,

policies, and procedures, maintaining systems for discovering and documenting security incidents, assessing threats, processing security complaints, and handling and escalating (if necessary) security incidents. SIRT provides guidance on information and computer security incidents that impact university IT resources or threatens the confidentiality, integrity, and availability of university information. ([4-015](#); [4-217](#))

Security Roles. Allow employees to perform financial functions as assigned, such as authorizing auxiliary purchases, creating and approving requisitions, creating journal entries, approving purchasing card transactions, and transferring and declaring assets lost or missing. ([3-207](#))

Select university regulation. A term adopted by the Board of Governors to refer to a university regulation that pertains to student tuition and fees, admissions, or articulation. Select university regulations require approval by the Florida Board of Governors prior to taking effect. ([2-101](#))

Serious injury or illness. A condition that is acute and poses an immediate risk to a person's life or long-term health. Examples include, but are not limited to, unconsciousness, suspected stroke, heavy blood loss, suspected broken bones, a deep wound, a suspected heart attack, difficulty breathing, severe burns, or a severe allergic reaction. ([3-402](#))

Service animal. An animal that is trained to perform tasks for an individual with a disability. The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing other special tasks. A service animal is not a pet. (Florida Statute 413.08(1) (d)). ([3-400](#))

Sexual Contact. Contact of a sexual or intimate nature including, but not limited to:

- a. Touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or
- b. contact, however slight, between the mouth, anus, or sex organ of one individual with either the anus or sex organ of another individual; and/or
- c. contact, however slight, between the anus or sex organ of one individual and any other object. ([2-004](#); [2-012](#))

Shelter. A location activated for either a short- or long-term duration, for individuals who have been displaced during an emergency or disaster. ([3-400](#))

Signature. A mark or sign made by an individual on an instrument or document to signify knowledge, approval, acceptance, or obligation. A signature may be made (i) manually or by means of a device or machine, and (ii) by the use of any name, including

a trade or assumed name, or by a word, mark, or symbol executed or adopted by a person with present intention to authenticate a writing. For purposes of this policy, signature includes execution.[\(2-107\)](#)

Significant Financial Interest

- (1) A financial interest consisting of one or more of the following interests of the investigator (and those of the investigator's spouse and dependent children) that reasonably appears to be related to the investigator's university (institutional) responsibilities.
 - (i) with regard to any publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the 12 months preceding the disclosure and the value of any equity interest or fixed asset value of the entity as of the date of disclosure, when aggregated, equals or exceeds \$5,000;
 - (ii) with regard to any non-publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the 12 months preceding the disclosure, when aggregated, equals or exceeds \$5,000 or when the investigator (or the investigator's spouse and dependent children) holds any equity interest (e.g., stock, stock options, or other ownership interest); or
 - (iii) intellectual property rights and interests (e.g., patents, copyrights, trademarks) upon receipt of income related to such rights and interests.
- (2) The occurrence of any reimbursed travel (i.e., that which is paid on behalf of the investigator and not reimbursed to the investigator) related to the investigator's institutional responsibilities. This disclosure requirement does not apply to travel that is reimbursed or sponsored by a federal, state, or local government agency, or is funded through a sponsored contract or grant through the Office of Research.
- (3) The term significant financial interest does not include the following:
 - (i) salary, royalties, or other remuneration paid by the university,
 - (ii) income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agency, an institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with the university,
 - (iii) income from service on advisory committees, review panels for a federal, state, or local government agency, institution of higher education, an academic teaching hospital, medical center, or research institute affiliated with the university.

[\(4-504\)](#)

Site Furnishings. Outdoor furniture and other outdoor accessories, such as lighting fixtures, bollards, bike racks, trash cans, arbors and trellises, planters, free standing

fountains and other features that enhance or add utility to the outdoor environment. ([3-123](#))

Smartphone Enterprise Service. A service that enables users of smartphones, such as iPhone and Android phones, to synchronize their email, calendars, appointments, and notes to the respective enterprise services. Not all smartphone brands or operating systems are supported. Contact the UCF IT Support Center at 407-823- 5117 or itsupport@ucf.edu for additional information. ([4-003](#))

Smoking. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, cigarillo, hookah, beedi, kretek, electronic cigarette, juul, water pipe, or other inhalant/vaping device in which tobacco, tobacco substitute, or other material is smoked; and includes products containing or delivering nicotine intended or expected for human consumption. ([3-120](#))

Social Security Number. A unique nine-digit numerical personal identifier assigned by the federal Social Security Administration. The SSN is regarded as highly restricted data, as described in university policy 4-008-1, Data Classification and Protection. ([4-012](#))

Software. A collection of one or more programs or microprograms fixed in any tangible medium of expression such as source code (programming statements) or object code (machine-readable instructions). ([4-209](#))

Space. All physical areas contained within the facilities owned, leased, or managed by the university, including its colleges, departments, auxiliaries, and direct support organizations. ([3-126](#))

Space Allocation. Space assigned to a particular unit for a specific use. [3-126](#)

Space Reallocation. Space reassigned from one unit to another for a specific use. [3-126](#)

Spam. Unsolicited and undesired electronic messages containing advertisements for products or services. ([4-016](#))

Special events. Events, including football games, concerts, that involve time and effort to coordinate and that may occur outside substantial normal working hours, but are related to or associated with the employee's regular job responsibilities. ([3-112](#))

Spending allocations and spending accounts. Spending accounts established by the UCFF to hold annual spending allocations from endowment and/or gifts for current

operations. The fund gift agreement contains language specifying the university officials with fiduciary responsibility for expenditure of funds. ([2-209](#))

Sponsored Account. A computer or email account created for individuals that do not fit standard employee or student roles, such as consultants, contractors, guests, courtesy appointees, etc. ([4-016](#))

Sponsored Award. External funding received for the purpose of supporting sponsored research. ([4-210](#); [4-214](#))

Sponsored Award (Research/Service/Training). All organized research and development, service, and training activities, sponsored by federal and non-federal agencies and organizations, including university sponsored research that is accounted for and separately budgeted. This includes research executed by university employees using any university space, facilities, materials, equipment, or property that is financed by contract payments, grants, or gifts from any source (University Regulation UCF-2.027). Sponsored Research supports research and development, but it also includes instruction, training, professional development, curriculum development, community and public service projects, and commercialization. Sponsored Research funding instruments also includes cooperative agreement, consortium agreement, and donations under which the university agrees to perform a certain scope of work for an external sponsor. ([4-212](#))

Sponsored Research. All organized research and development activities sponsored by federal and non-federal agencies and organizations, including university sponsored research that is accounted for and separately budgeted. This includes research executed by university employees using any university space, facilities, materials, equipment, or property that is financed by contract payments, grants or gifts from any source (UCF Regulation UCF-2.027). Sponsored Research supports research and development, but it also includes instruction, training, professional development, curriculum development, community and public service projects, and commercialization. Sponsored Research funding instruments also includes cooperative agreement, consortium agreement, and donation. ([4-209](#); [4-210](#); [4-214](#); [4-504](#); [4-217](#))

Sponsorship. Refers to the legal arrangement in which a non-UCF entity may lawfully use UCF intellectual property for promotional purposes. ([2-300](#))

Stakeholder. A person, unit, department, or division within the university community interested in the terms and operation of the policy because it directly affects their role, responsibilities, and/or operations at the university. ([2-001](#))

State of Florida Level I Background Check (Level 1). A criminal history background check inclusive of a search of the following:

- National Sex Offenders Registry
- Statewide criminal history background check through the Florida Department of Law Enforcement (FDLE)
- Local criminal records check through local law enforcement agencies

[\(3-011\)](#)

State of Florida Level II Background Check (Level 2). A criminal history background check conducted in accordance with the State of Florida level 2 standards, including fingerprinting for statewide criminal history records checks through the FDLE and national criminal history records checks through the Federal Bureau of Investigation (FBI), and may include local criminal records checks through local law enforcement agencies. [\(3-011\)](#)

Stray animal. Any domestic animal that is not under physical restraint i.e., leashed or caged, whether accompanied by a person or not. [\(3-400\)](#)

Storage. The maintenance of records in physical or digital form in accordance with Florida Statute 119.021, Custodial Requirements; maintenance, preservation, and retention of public records. [\(2-003\)](#)

Strong password. A password that is difficult to guess, consisting of eight (8) or more characters, including lower case and upper-case letters, numerals, and special characters. Longer passwords or passphrases are, in general, more secure than shorter passwords. Additional password requirements are contained in the [Password Standards](#) document. [\(4-007\)](#); [4-008\)](#)

Substantial revisions. Significant updates and design changes that are more substantial than simple text changes. [\(2-006\)](#)

Student. Any individual defined as a student in the University of Central Florida's Regulation UCF-5.006(3) and *The Golden Rule Student Handbook*. [\(2-004\)](#); [2-015](#); [4-010](#); [4-016\)](#)

Student and Exchange Visitor Information System (SEVIS). The federal internet-based computer system that enables schools and program sponsors to transmit electronic information and event notifications to the U.S. Department of Homeland Security and the U.S. Department of state throughout an F-1 student, J-1 exchange visitor, or F-2 or J-2 dependent's stay in the United States. SEVIS is designed to assist in the legitimate entrance of foreign nationals to the United States while guarding against the abuse of F or J nonimmigrant visa status. [\(2-901\)](#)

Study abroad programs. Educational activities that take place outside the continental United States but include U.S. Territories abroad. These programs include, but are not

limited to, faculty-led short-term programs, reciprocal student exchange programs, provider-offered programs, direct enroll programs, research abroad, and experiential activities such as internships and service learning. ([2-902](#))

Substantial Emotional Distress. Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. ([2-004](#))

Substantive Change. A significant modification or expansion of the nature and scope of an accredited institution as defined by federal regulations and SACSCOC policy. Substantive Change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services, as defined by federal regulations and SACSCOC policy. ([4-505](#))

Substantive Revisions. Revisions that alter the scope or application of an existing policy and, therefore require review by the Committee and approval by the president through the process outlined in this policy. ([2-001](#))

Sudden Cardiac Arrest (SCA). A condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs. This condition usually causes death if it is not treated within minutes. ([3-117](#))

Suite. A set of connected rooms, serviced by a common locked entrance. ([3-105](#))

Supervisory Relationship. When a relative is directly or indirectly, through span of control, responsible for supervising, directing, evaluating, or influencing the work activities, or job performance of another relative, or is in the same chain of command of the relative. ([3-008](#))

Support Person. An individual who may accompany the Complainant or Respondent to any and all meetings, but may not participate directly in any meetings or hearings. A Complainant or Respondent may have one support person in addition to their Advisor accompany them throughout the process. A Complainant or Respondent may change their support person at any time so long as the change does not disrupt the process. Examples of a support person include, but are not limited to, a friend, family member, or emotional support person. One individual can serve as both a Support Person and Advisor during the live hearing. ([2-012](#))

Suspicious Item. Is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or

electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. ([3-401](#))

Suspicious Substance. An unknown substance, such as a powder or liquid, that is found in a letter or package, or is exposed. ([3-401](#))

Sustainable Landscape Design. An approach to landscape design that aims to minimize resource depletion, promote species diversity, maintain habitat quality, and preserve water and nutrient cycles in order to create built environments that foster human, social, and ecological health. ([3-123](#))

System Administrator. A User who has responsibility to manage system updates on behalf of other Users. ([4-002](#))

I

Technology. Specific information necessary for the development, production, or use of hardware or software, such as models, engineering designs, blueprints, drawings, technical assistance, or other types of information whether tangible or intangible. ([4-209](#), [4-217](#))

Telecommunications. The transmission of information over a distance by wire, radio, optical, or other electromagnetic system. Such transmission may include text, numbers, sounds, or images and may be in analog or digital form. ([4-003](#))

Telecommunications Equipment Room. Dedicated rooms or spaces within a building that house and secure communications network equipment and termination and distribution points for cabling. ([4-013](#))

Telecommunications Resource. Wired or wireless voice or data communications circuits or networks and associated electronic equipment. ([4-002](#); [4-015](#))

Telecommunications Utility Vault. Underground concrete structures used with underground communications conduit to assist in communications cable placement and splicing. ([4-013](#))

Template. A contract pre-approved by the Office of the General Counsel for use without any change. ([2-102](#))

Temporary Staffing Agency. A third-party agency that provides short-term workers to UCF colleges and/or departments for temporary work assignments on a contract basis.

A worker hired from a temporary staffing agency is an employee of the third-party agency. ([3-011](#))

Terrorist State. Countries determined by the Secretary of State to have repeatedly provided support for acts of international terrorism. ([2-903](#))

Tests. Regularly scheduled drills, exercises, and appropriate after-action reviews designed to assess and evaluate emergency plans and capabilities. ([3-116](#))

Therapy Animal. An animal that serves as part of animal-assisted interventions, which are goal-oriented and structured interventions in health, education, and/or human service for the purpose of therapeutic gains and improved health and wellness. The animals' responsibility is to provide psychological or physiological therapy to individuals other than their handlers. They are not considered Service Animals or Emotional Support Animals and have no special rights of access.

Third-Party. An individual or organization, external to the university, which operates a program that involves minors on the university's property. For purposes of this policy, third party includes a student organization registered with the university. ([2-005](#))

Third-Party. Any contractor, vendor, visitor, applicant or other non-student or nonemployee/volunteer affiliated with the university. ([2-004](#))

Threat Assessment. The identification, review, and monitoring of a person of concern or an individual by the Behavioral Assessment Response Team in response to a reported concern related to threats of harm to self or others, and who has engaged in behaviors that significantly disrupt the campus learning or work environment. ([3-404](#))

Time and Effort Certification. Employee certification of their sponsored and non-sponsored time and effort expended and the resulting payroll assignment to a sponsored award by using the Employee Compensation Compliance (ECC) system. ([4-212](#))

Timely warning. A message issued to the university community alerting of crimes that have already occurred on university owned or controlled property that continue to pose a threat to health or safety. Timely warnings are issued for both crimes to persons and crimes to property. ([3-116](#))

Title IX Sexual Harassment. Any conduct which occurs within the university's education program or activity that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo, or where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions

- affecting an individual's education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a university program or activity (e.g., campus housing));
2. Unwelcome conduct of a sexual nature that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity;
 3. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent;
 4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and, (iii) The frequency of interaction between the persons involved in the relationship;
 5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida; and/or
 6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress;

And also meets the following criteria:

- a. The conduct is alleged to have occurred on or after August 14, 2020;
- b. The conduct is alleged to have occurred against a person located in the United States; and,
- c. The conduct is alleged to have occurred in or as part of the university's education program or activity.

Note that conduct that does not meet one or more of these criteria may still be prohibited under other applicable policies or regulations including, but not limited to, the Regulation UCF-3.001 Nondiscrimination; Affirmative Action Programs, Nondiscrimination Policy (No. 2-004), and Regulation UCF-5.008 Rules of Conduct. ([2-012](#))

Trademark. Sometimes referred to simply as "mark". A trademark is a word, phrase, symbol, and/or design that identifies and distinguishes the source of the goods of one party from those of others. A service mark is a trademark that identifies and

distinguishes the source of a service rather than goods. The term “trademark” is often used to refer to both trademarks and service marks (<http://www.uspto.gov>). Within this terminology, a word mark is a type of trademark comprised only of text. ([2-207](#))

TRAKA Box. An electronic key access system to control the access to university keys. ([3-105](#))

Transfer Credit. Credit awarded when UCF faculty members with appropriate disciplinary expertise determine a UCF course equivalent to a course or combination of courses completed for academic credit (or the international equivalent thereof) at another eligible institution of higher education. Alternatively, if more appropriate, faculty may award transfer credit if they determine the external course to meet content and rigor standards for purposes of awarding undergraduate or post-baccalaureate general elective credit. Qualified faculty may also authorize course substitutions for program requirements when deemed appropriate. Additional parameters on transfer credit are outlined in the undergraduate and graduate catalogs. ([4-409](#))

Transitory messages. Messages that are created primarily for informal communication of information. “Transitory” refers to short-term value based upon the content and purpose of the message, and not the format or technology used to transmit it. ([4-001](#))

Transport Layer Security (TLS). Internet protocol that ensures privacy between communication applications and their users on the internet. ([4-008](#))

Travel. Pursuant to this policy, travel will refer to trips that are sponsored by the university including, but not limited to, the following:

- UCF administered study abroad, alternative spring break, service-learning, internship, or volunteer work programs
- Trips for which the participant will receive academic credit
- Travel for research, presentation, or conference attendance purposes in which the traveler or group members will receive university funding
- Travel for which university accident & sickness insurance is provided ([2-903](#))

Travel Alert. Statement issued by the U.S. Department of State for probable short-term events. These may include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like a flu outbreak or pandemic; or evidence of an elevated risk of terrorist attacks. ([2-903](#))

Travel Approval Petition. (TAP) University approval process for international travel established to comply with this policy. The TAP is managed by UCF Global and available through <https://my.intl.ucf.edu>. ([2-903](#))

Travel Authorization Request. (TAR) Unit-specific travel approval form. ([2-903](#))

Travel Registration. Online registration system capturing purpose of travel and itinerary information for health and safety monitoring of all travelers. When registering a trip, all travel destinations should be included in your itinerary. This includes destinations that are for personal travel and not reimbursable as university business.

Note: Travel Registration is not an approval process. ([2-903](#))

Travel Warnings. Statements issued by the U.S. Department of State when long-term, protracted conditions make a country dangerous or unstable or when the U.S. government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a decrease in staff. ([2-903](#))

U

UCF Alert. A multimedia communication system that provides timely and accurate information about emergency situations that could affect the university, and which is activated primarily for life safety situations. ([3-507](#))

UCF ALERT System. A multimedia communication system that provides timely and accurate information about emergency situations that could affect the university, which is activated primarily for life safety situations. ([3-116](#))

UCF Area of Expertise. The discloser's field of discipline in which the discloser conducts research, teaches, and/or provides service activities for UCF. ([4-504](#))

UCF Athletics Marks. Those trademarks, whether or not registered, owned by the University of Central Florida and associated with UCF Intercollegiate Athletics that include, but are not limited to, the words UCF KNIGHTS, the knighthead logo, the UCF stacked logo (i.e., the logo with UCF stacked at an angle), the logo consisting of the knight holding the lance in combination with either UCF or UCF KNIGHTS, etc. ([2-207](#))

UCF Card. The official identification card used to identify an employee or student's affiliation with the University of Central Florida and acts as an access control badge (see UCF Policy 3-105 University Access Control). ([3-105](#)) ([3-132](#))

UCF Copyrighted Materials. Materials for which the University of Central Florida owns the copyrights, whether or not registered. Ownership of copyright by UCF is also set forth in UCF Regulation 2.033. ([2-207](#))

UCF Course Equivalent. A UCF credit bearing course that is determined by appropriately qualified faculty to share substantial common content and learning outcomes with a for-credit or non-credit bearing course delivered by an external provider that complies with Florida Department of Education and UCF established course evaluation standards. ([4-409](#))

UCF Excluded Copyrighted Materials. Any copyrighted materials that are deemed UCF Research Foundation Copyright Materials and that are disclosed pursuant to UCF Regulations 2.029 or 2.033. These materials shall not be subject to UCF Copyright policy and shall be licensed directly by the UCF Research Foundation, through the UCF Office of Technology Transfer. ([2-207](#))

UCF Excluded Marks. Any marks that are deemed UCF Research Foundation Marks and that are disclosed pursuant to UCF Regulations 2.029 or 2.033. These marks shall not be subject to UCF Copyright policy and shall be licensed directly by the UCF Research Foundation, through the UCF Office of Technology Transfer. ([2-207](#))

UCF Foundation Marks. Those trademarks owned by the University of Central Florida Foundation, Inc. and/or overseen/managed by the University of Central Florida Foundation, Inc. (UCF Foundation). These marks include the mark comprised of the words and design “UCF Alumni”. ([2-207](#))

UCF Historic Marks. Early trademarks and logos of UCF and Florida Technological University that are still being used in connection with the sale of goods related to anniversary, memorial, commemorative and celebratory events, or other UCF events, and in the promotion of such events. Examples of Historic Marks include the Citronaut, Knights of Pegasus (FTU’s official mascot), and previous iterations of UCF Trademarks, UCF Institutional Marks, and UCF Athletics Marks. These UCF Historic Marks do sometimes include a mixture of UCF Athletic and UCF Institutional Marks within one logo, a practice that was permitted in the earlier years of UCF’s existence. ([2-207](#))

UCF Institutional Marks. Those trademarks owned by the University of Central Florida and used in connection with university academic functions and official UCF business. These marks include but are not limited to the words UNIVERSITY OF CENTRAL FLORIDA, UCF, the Pegasus logo, the official university seal, a variety of defined combinations of the words “University of Central Florida” or “UCF” with the Pegasus logo, etc. UCF Institutional Marks also include marks designating a UCF center or institute as a provider of goods or services, such as, without limitation, FSEC. ([2-207](#))

UCF Research Foundation Marks and Copyright Materials. UCF Research Foundation Marks and Copyright Materials are those trademarks and copyrights that are owned by UCF’s designee, the University of Central Florida Research Foundation, Inc., disclosed pursuant to UCF Regulations 2.029 and 2.033, and the subject of technology transfer and commercialization activities. UCF Research Foundation Marks and Copyright Materials are UCF Excluded Copyright Materials and UCF Excluded Marks. ([2-207](#))

UCF-Specific Card Stock. Blank cards containing technology that is specific to the University of Central Florida and purchased through its vendor(s). UCF Card Services prints authorized UCF Card and Identification Badge designs on these cards. ([3-132](#))

UCF Standard Background Check. Consists of criminal history background check inclusive of a search of the following:

- National Sex Offenders Registry
- Statewide criminal history background check through the FDLE
- Local criminal records check through local law enforcement agencies
- Federal criminal database
- National criminal history records
- Social security records available through credit bureaus
- Driver's license records ([3-011](#))

UCF Today, Good Morning/Afternoon UCF and Pegasus Magazine. E-newsletters containing UCF stories, photos, campus events and announcements, that are sent to students and faculty and staff members. UCF Today e-newsletters may be used for all legitimate university business-related news and stories, events, and announcements. ([4-006](#))

UCF Trademarks. All trademarks (athletic, institutional, historic, UCF Foundation, and others) owned by the University of Central Florida or UCF Foundation, whether registered or not. If a UCF Copyright Material is also a UCF Trademark, any reference to UCF Trademark herein be deemed to also reference that UCF Copyright Material. ([2-207](#))

UCF Employee Identification Number (UCFID). A unique seven-digit numerical identifier, classified as Unrestricted Data, that uniquely identifies each university employee and student in the university's administrative systems. ([4-008](#); [4-012](#))

Unauthorized Access. Any action or attempt to utilize, alter, or degrade an electronic information resource in a manner inconsistent with university policies and procedures. ([4-015](#), [4-217](#))

Unauthorized Identification Cards and Badges. Cards and badges that have not been designed or printed by UCF Card Services but are intended to identify a person's affiliation with the University of Central Florida. These cards and badges are unauthorized. ([3-132](#))

Unit Leadership. College dean's, directors and chairs, and research center or institute director's and or their delegated officials. Includes Finance and Human Resource Business Center leadership. ([4-212](#))

University. The term “university” in this policy includes the university as a public body corporate and its related entities. ([2-104](#))

University Access Control. The physical or electronic lock system owned by UCF. ([3-105](#))

University Access Control Representative (UACR). An A&P or USPS employee who manages physical key requests and electronic card access for a specific department, unit, or building, and maintains key records for their department or area. UACRs are appointed by a dean, director, or chair, through a written request to Facilities Operations (FO). For electronic card access provisioning privileges, the UACR must be approved by the Department of Security and successfully complete the required training. A list of current UACRs is posted at fo.ucf.edu. ([3-105](#))

University Archives. The unit that collects university private and public records that have enduring historical or administrative value. ([4-005](#))

University Business. Messages that a person may send or receive in the conduct of their university responsibilities. ([4-016](#))

University Community. All university personnel, students, volunteers; employees and volunteers of Direct Support Organizations (DSOs); as well as visitors and contractors who conduct business with the university. ([3-106](#); [3-109](#); [3-111](#); [3-122](#); [3-401](#))

University COOP Coordinator. A person who is designated by the university to serve as a liaison with FDEM. This person will review COOP Plans to ensure viability and compliance with all regulations put forth by the State, as well as provide final university COOP Plan submission to FDEM. This person will maintain COOP Plans for departments or units considered mission critical as outlined in the UCF Mandatory Program List. ([3-117](#))

University COOP Manager. A person who is designated by the university who is responsible for the development and implementation of the university COOP Program. This person will communicate with university executive leadership and support the University COOP Coordinator in planning COOP activities. ([3-117](#))

University Crisis Team. A multidisciplinary team of representatives who meet as needed to review reports of students of concern. The University Crisis Team may refer a report to the BART for review, either immediately upon receipt or following an initial review by the University Crisis Team. ([3-404](#))

(University) Employment-Related International Travel. Academic or business travel by Faculty, Researchers, and Research department staff that is authorized, funded, coordinated, or administered by the university as part of the individuals job responsibilities. Such travel may include, but is not limited to:

- Teaching,
- Research,
- Conference Attendance and Presentations,
- Consulting,
- Service,
- Internships,
- Field Studies,
- Volunteer Work,
- Performances, and
- Athletic Competitions.

Employment-Related International Travel does not include personal travel (i.e., vacations and travel to visit family) or travel related to Outside Activities disclosed through the university Conflict of Interest and Commitment Disclosure Process. With that said, if personal travel/Outside Activities will also involve Employment-Related International Travel you must obtain prior approval for the Employment-Related portions of the International Travel. ([2-903](#))

University Funds. Any form of legal tender accepted by, passing through, or residing with the university. ([2-903](#))

University Key. A piece of shaped metal that is inserted into a lock to open or close the locking system. ([3-105](#))

University Key System. A proprietary mortise and lock system or electronic locking device owned by the University of Central Florida. ([3-105](#))

University Merchants. Any University of Central Florida business unit that accepts credit and debit cards as a form of legal tender, including retail and web-based operations. University merchants are responsible for compliance by their third-party service providers who accept debit and credit payments on their behalf. ([3-206](#))

University Policies and Procedures Committee (Committee). A Committee designated and appointed by the president to act as the central body for making recommendations regarding the creation, updating, and management of university policies. This Committee will include the vice president for compliance, ethics, and risk, the chief human resources officer or designee, and other representatives appointed by the president. The general counsel or designee and the chief audit executive or designee will serve as ex-officio members on this Committee in a non-voting capacity. The vice president for compliance, ethics, and risk serves as the chair of this Committee. ([2-001](#))

University public records. Documents or other materials prepared, owned, or used by administrators, faculty acting in administrative capacities, and staff of university units in the performance of an official function. ([4-005](#))

University regulation. Statements of general applicability adopted by the Board of Trustees (or its designee) to implement its powers and duties in relation to the conduct or action of constituents or the public. University regulations must be consistent with law and the resolutions, rules, and strategic plan of the Florida Board of Governors.

University regulations do not include the following:

- internal management memoranda
- legal memoranda, opinions, and guidelines
- preparation of the budget
- negotiated contractual provisions, including those reached as a result of collective bargaining
- curriculum and other academic requirements

([2-101](#))

University Space Committee. A committee designated by the president to evaluate potential impacts to the university from proposed real estate and space initiatives. ([3-125](#))

Unrestricted data. Data that is not protected by law or contract, and the disclosure of which is not reasonably expected to cause harm to the university or to the affected parties. ([4-008](#); [4-015](#); [4-017](#))

Un-sponsored research. The performance of work that is not funded by a sponsor and that is not separately budgeted or accounted for. ([4-209](#))

Use. The purpose and functions for which the space is employed. ([3-126](#))

User. A person who makes use of or accesses university computing, telecommunications, or electronic information resources, as well as any facility, occupant, contractor, or customer on the main UCF campus taking point of delivery or interconnecting with utility distribution services. ([3-303](#))

User. A person who makes use of or accesses university computing, telecommunications, or electronic information resources. ([4-002](#))

A. **User Responsibilities**

1. Users are responsible for any activity originating from their accounts that they can reasonably be expected to control. Credentials must not be shared with others.

2. Users must comply with all applicable conduct codes and rules, laws, and regulations governing the use of computer and telecommunications resources. Examples include laws regarding libel, privacy, copyright, trademark, obscenity, and child pornography; the Florida Computer Crimes Act; the Electronic Communications Privacy Act; and the Computer Fraud and Abuse Act.
3. Except in isolated or occasional circumstances, the computing and telecommunications resources of the university must be used only for purposes directly related to or in support of the academic, research, service, or administrative activities of the university. In accordance with university regulation UCF-3.018 Conflict of Interest or Commitment; Outside Activity or Employment if a university employee wishes to use university facilities, equipment, materials, or software in connection with an outside activity or employment, permission must be obtained in advance using the appropriate form outlined in the regulation.
4. Users must not attempt to undermine the security or the integrity of computing systems or telecommunications networks and must not attempt to gain unauthorized access to these resources. Users must not employ any computer program or device to intercept or decode passwords or similar access control information. If security breaches are observed or suspected, they must be immediately reported to the security incident response team (SIRT) via sirt@ucf.edu or via a call to 407-823-5117.
5. Users must not use computer or telecommunication systems in such a manner as to degrade or disrupt the normal operation of voice or data networks or university computer systems or to intentionally damage or disable computing or telecommunications equipment or software.
6. Users must ensure that software acquisition and utilization adhere to the applicable software licenses and U.S. copyright laws. Users must maintain sufficient documentation to prove that all software installed on any computing resource assigned to them was legally obtained and is installed in conformance with the applicable license(s). Backup copies of software may be made only if expressly permitted by the applicable license(s).
7. Users of university computing facilities and telecommunications networks must use these resources prudently and avoid making excessive demands on these facilities in a manner that would knowingly impair access to or use of these resources by others.
8. Employees with access to university information systems must complete an online Security Awareness Training course every 12 months. Newly hired employees are required to complete the information security training course within the 30 days from date of hire or start date and every 12 months thereafter.

9. Employees with access to university information systems may be required to complete supplemental role-based training based upon policy, regulatory, or contractual requirements, depending on job role and/or prior to gaining access to information systems containing certain types of data such as FERPA, HIPAA, CUI, etc., that require additional training.
10. Users may receive simulated phishing messages as part of authorized internal simulated phishing campaigns.
11. Employees with access to university information systems may be required to complete additional supplemental training provided on an as-needed basis depending upon results from authorized internal simulated phishing campaigns.
12. Users with access to university information systems may be required to sign an “Acceptable Use Policy” and “Confidentiality Agreement” prior to receiving access to the university’s information systems and data.
13. Users may lose access to university systems if they do not complete annual training, or any other assigned training as required.
14. System Administrator, or where appropriate, users, must take reasonable care to ensure their computing resources are not compromised by viruses or other malicious software. Additionally, any vulnerabilities classified as exploitable, critical, high, or medium must be resolved in a timely manner as described in [105 Patch Management Standards](#) or when directed by the Information Security Office (ISO). It is the responsibility of the User or System Administrator to contact the UCF IT Service Desk for technical support if they are unable to address a vulnerability or compromised system.
15. Failure to address these vulnerabilities or maintain a secure system may result in the vulnerable or compromised systems being isolated from the UCF network until the issues are properly mitigated.

B. Use and Misuse of Computing and Telecommunications Resources

1. The university's computing and telecommunications resources must not be used to impersonate another individual or misrepresent authorization to act on behalf of other individuals or the university. All messages transmitted through university computing resources and telecommunications networks must correctly identify the sender.
2. The computing and telecommunications resources of the university must not be used to make unauthorized or illegal use of the intellectual property of others, including copyrighted music, videos, films, texts, images, and software.
3. The computing and telecommunications resources of the university must not be used for unapproved commercial purposes, or for personal financial

gain, without express written approval from the provost and executive vice president or his or her designee.

4. Users are reminded of the university's commitment to a civil and non-discriminatory environment. Employees, including student employees, must not transmit to others or intentionally display in the workplace materials or messages that could reasonably be perceived as invasive of another's privacy; pornographic; unlawfully harassing; or disruptive to the operations of the university or any part thereof.

5. Users must not use university computer or telecommunications resources to download, intentionally view, store, or transmit images that could reasonably be regarded as obscene or pornographic.

6. The university provides email and other electronic messaging systems in support of official university business and functions. University employees are allowed to make incidental use of such systems for necessary personal messaging. University students may use university information technology resources for personal and recreational purposes, in addition to educational endeavors, but must do so in conformance with university policies.

7. The following uses of university messaging systems by students, employees, or any other user of the messaging system are prohibited under this policy:

- a. unlawful harassment as prohibited by university policy
- b. threatening messages sent to individuals or organizations
- c. messages that include malware, phishing, or hoaxes
- d. spamming or high-volume email transmission other than those specifically allowed by the Broadcast Distribution of Electronic Mail Policy (4-006)
- e. for commercial use or personal financial gain
- f. false identification (any messages that misrepresent or fail to accurately identify the true originator)
- g. messages that contain or direct users to computer viruses, worms, or other harmful software
- h. any illegal activity or crime

8. The university and its employees are prohibited from using any university resources in support of a political campaign or for campaign fund raising, even under a reimbursement arrangement. An example of prohibited use would be a university employee using university electronic messaging, internet, or telephone resources to solicit support of a political candidate or to raise funds for a candidate.

C. Access to and Disclosure of Electronic Information

1. Users should be aware that their uses of university computing and telecommunications resources are not completely private. The university does

not routinely or without cause monitor individual use of these resources; however, the normal operation and maintenance of these resources require the backup and caching of data and communications, logging of activity, monitoring of general usage patterns, and other such activities. In addition, information stored on university computing resources or passed through university telecommunications networks may be accessible to the public through public record laws, subpoenas, interception, or other means.

2. The university may specifically monitor the activity or accounts of individual users of university computing and telecommunications resources, including individual login sessions and the content of individual communications, without advance notice when:

- a. the user has voluntarily made such information accessible to the public, as by posting to a listserv, blog, or webpage
- b. it reasonably appears necessary to do so to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability
- c. there is reasonable cause to believe that the user has violated or is violating a university policy, a regulation, or a law
- d. an account appears to be engaged in unusual or excessive activity
- e. it is otherwise required by subpoena or court order

3. Access to and disclosure of electronic information is governed by the following provisions.

a. Professional ethics dictate that any person having access to proprietary or restricted information must:

- 1) use that access only to the extent required to discharge the assigned responsibilities of that person's position
- 2) not disclose any such information except to the extent authorized or required under this policy or applicable rules or laws
- 3) not use, in any manner, such information or knowledge for personal financial gain

b. A university employee may not read, view, listen to, or otherwise access electronic messages or the contents of computer systems of another user without the knowledge or consent of that user, except: (i) under the limited circumstances provided for in this policy or (ii) upon express prior authorization from the provost and executive vice president, his or her designee, the general counsel, or the UCF Police Chief or designee. Such prior authorization must be given in writing and must clearly state the purpose of granting such access. Information accessed in authorized instances must not be disclosed except as provided in this policy or with prior written authorization from the university's provost and executive vice president, his or her designee, the general counsel, or the UCF Police.

Such prior authorization to disclose must be given only in cases involving an actual or possible breach of system security, a violation of law, a violation of university regulation or policy, or dereliction of duty or responsibility on the part of a university user.

- c. Any suspected abuse or misuse of university computing and telecommunications resources should be reported to the Information Security Office (407-823-3863 or infosec@ucf.edu). Proper pursuit of such cases may require that person to disclose relevant information to supervisors or designated investigators.
- d. Employees who access restricted data are expected to sign the UCF Confidentiality Agreement.

Utilities. Services, such as electric, gas, chilled water, potable water, sanitary wastewater, and reclaimed water, provided by a public or private utility; equipment, such as lines, pipes, and infrastructure used to provide the services, whether owned, leased, or operated by UCF or a private entity; and all applicable easements. In some instances, utilities may include underground, surface appurtenances, or overhead facilities, either singularly or in combination. ([3-303](#))

V

Vacated Space. Space that is no longer occupied. ([3-126](#))

Vendor. An entity doing business directly with UCF, such as renting, leasing, or selling any realty, goods, or services. ([2-009](#))

Virtual private network (VPN). A secure means of connecting to a private network, such as the UCF network, through an insecure network, such as the internet or a public wireless network. A VPN connection encrypts data during transmission. ([4-007](#); [4-008](#))

Voluntary Payroll Deduction. Any payroll deduction from an employee's salary where the employee has authorized the deduction. ([3-003](#))

Voluntary Committed Salary Cost Share. Payroll (salary) funded by the university that is committed (pledged) on a voluntary basis in the sponsored proposal and/or sponsored award. Includes principal investigator(s) and key personnel named in the sponsored proposal and/or sponsored award. ([4-212](#))

Voluntary Uncommitted Salary Cost Share. Payroll (salary) funded by the university that is not committed (pledged) in the sponsored proposal budget and/or budget narrative.

([4-212](#))

Volunteer. An unpaid individual who freely offers services to the university without any expectation of receiving pay, compensation, or other benefits (e.g., faculty appointments within the College of Medicine), including future employment with the university, in order to support the activities and mission of the university and/or gain experience in specific endeavors. A volunteer is an individual who does not displace a current university employee and who does not currently hold a position performing the services that are the same as those for which he or she is volunteering. ([3-011](#); [3-128](#))

W

Waste. An act or instance of using or expending something carelessly, extravagantly, or to no purpose. ([2-800](#))

Weapon. A thing designed or intended, or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives (except common pocketknives), incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the university owned or controlled property is located. ([3-119](#))

Web content. Text and multimedia (videos and images) content posted to web pages. ([2-006](#))

Web Content Accessibility Guidelines (“WCAG”). A widely adopted international standard for web content accessibility. WCAG is cited as the accessibility standard in Section 508 of the Rehabilitation Act of 1973. ([2-006](#))

Websites. A group of connected webpages created and published by the university in the scope of university-related business. ([2-006](#))

Whistle-blower. Any member of the university community, including employees of direct support organizations, who are current or former university employees or applicants for employment, or current or former employees of a university contractor and who submit a whistle-blower complaint. ([2-010](#))

Whistle-blower complaints. Complaints relating to a) claims of a violation of any federal, state, or local law, rule or regulation which presents a substantial and specific danger to the public’s health, safety, or welfare, or b) suspected or actual Medicaid fraud, or c) a suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty. ([2-010](#))

Whistle-blower determination. The review and analysis of allegations brought forth in a complaint to determine whether the complaint meets or does not meet statutory requirements for designation as a whistle-blower complaint. This determination is performed prior to initiating significant investigative activity. ([2-010](#))

Wild animal. A non-domesticated animal living in its natural habitat. ([3-400](#))

Work Order Request. The process of requesting maintenance, repair, and housekeeping services. ([3-106](#))