

## **Florida Atlantic University**

### **Regulation 1.008 Forms Index.**

The following is an index of Florida Atlantic University approved forms, which forms may be obtained at the office, department or college listed as using said forms. This listing may include forms of other departments of the State of Florida, which forms are used according to applicable law. The University may utilize these forms as supplied by the adopting agency and has not filed said forms with this rule. Unless otherwise indicated, all Florida Atlantic University approved forms are effective April 1983.

#### (1) ADMINISTRATIVE AFFAIRS.

##### (a) FINANCE AND ACCOUNTING.

- 1 Cashiers Receipt.
- 2 Departmental Cash Receipt.
- 3 FAU Student Loan Program – Request for Deferment of Payment.
- 4 Fee Petition.
- 5 Invoice.
- 6 Request for Professional Service.
- 7 Special Services Invoice.
- 8 Student Loan Repayment Schedule.

##### (b) OFFICE OF VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS.

1. Policy Memorandum #60 re: Use of University Property and Facilities.

##### (c) PERSONNEL.

- 1 Eligibility for Enrollment in Tuition Free University Courses (Pers/82) (DOA-79-1-TB).
- 2 FAU Faculty and Staff Academic Enrollment Waiver of Registration Fee (Pers-17 Rev. 11/75).

##### (d) POLICE.

- 1 Arrest Booking Form.
- 2 Courtesy Ticket (parking violation – warning).
- 3 Crime Prevention Notice.
- 4 FAU Campus Bicycle Registration.
- 5 FAU Traffic Citation.
- 6 FAU Campus Police Property Voucher.
- 7 FAU Campus Vehicle Registration.
- 8 Guest Parking Sticker and Temporary Parking Permit.
- 9 Incident Report.
- 10 Notice of Impoundment if delinquent citation not paid.
- 11 Notice of Impoundment if disabled vehicle not removed.
- 12 Officer's Statement on citation under review.
- 13 Request for Hearing.
- 14 "Safety Rules and Regulations" for bicycles.
- 15 Supplement to Arrest Booking Form.
- 16 Supplementary Report.
- 17 Traffic Rules.

- 18 Trespass Warning.
- 19 Warning (moving violation).

(e) PURCHASING.

- 1 Bid Tabulation Form.
- 2 Certificate of Contract Completion.
- 3 Contractors Bid Bond Form.
- 4 Contractors Performance and Payment Bond.
- 5 Equal Opportunity Certificate.
- 6 Expediting Form.
- 7 Invitation to Bid Form.
- 8 Letter Quote Form.
- 9 Material Return Slip.
- 10 Notice to Proceed Form.
- 11 Purchase Order.
- 12 Records Inspection Form.
- 13 Speed Message.
- 14 Vendor Registration Form.

(2) UNIVERSITY RELATIONS – VICE PRESIDENT.

(a) REQUEST FOR QUOTE.

(3) ACADEMIC AFFAIRS.

(a) LEARNING RESOURCES.

- 1 Audiovisual Work Order LR-1, Rev. 9/77.
- 2 Graphics Department Requisition, LR-8, 6/82.
- 3 Instructional Services-Work Order, LR-4, Rev. 9/77.
- 4 Learning Resources Operations Involving Copyrighted Materials.
- 5 Off-Campus Materials/Equipment Checkout, LR-3, Rev. 9/77.
- 6 Participant Consent Agreement, Rev. 7/17/81.
- 7 Program Production Acquisition, LR-12, 9/75.
- 8 Phono-Discs Received, LR-2, Rev. 7/73.
- 9 Receipt of Instructional Materials.
- 10 TV Daily Log, LR-11, Rev. 9/77.

(b) LIBRARY.

- 1 FAU Center Libraries, Overdue Notice.
- 2 Fort Lauderdale Center: Interlibrary Loan Request Form.
- 3 Fort Pierce Center: Interlibrary Loan Request Form.
- 4 Hold Notification.
- 5 Interlibrary Loan, LY-12, 7/75.
- 6 Interlibrary Loan, LY-13, 7/75.
- 7 Interlibrary Loan Request Form, LY-2, 3/82.
- 8 Interlibrary Loan, FAU Library.
- 9 Library Card Application.
- 10 Notice of Overdue Material.
- 11 Purchase Order – LY-4, Rev. 9/79.
- 12 Recall Notice.
- 13 Report of Books and/or Periodicals not found, LY-5/76.
- 14 Request for Reserve, LY-1, Rev. 5/74.

15 West Palm Beach Center: Interlibrary Loan Request Form.

(c) TESTING AND EVALUATION.

- 1 CLEP: Administrator's Report Form.
- 2 CLEP: Registration Attendance Roster.
- 3 Education: Foundations Department, Admission to test.
- 4 Foundations Department and Exceptional Education Department.
- 5 Mathematics, TEWS and Reading Form.
- 6 NCS General Purpose Answer Sheet Trans-Optic T4887.
- 7 NCS General Purpose Answer Sheet Trans-Optic E08-4521.
- 8 NCS Operation Header/Trailer Trans-Optic B01-32442-3.
- 9 State of Florida: Position Description Form.
- 10 State of Florida: Voucher for Reimbursement of.
- 11 Testing and Evaluation Proficiency Signature Form.
- 12 Testing and Evaluation Test Scoring Work Sheet Form.
- 13 Testing and Evaluation Computer Test Scoring Analysis Form.
- 14 Testing and Evaluation Request for Ditto Master Form.
- 15 Testing and Evaluation Receipt for GPPE Exit Assessment.
- 16 Testing: Seating Chart Form.
- 17 University Center Poster Request Form.

(d) SPONSORED RESEARCH AND FACULTY SCHOLARS PROGRAM.

- 1 Record of Research Grants, DSR Rev. 8/82.
- 2 Sponsored Research Agreement, SR-2, Rev. 2/82.
- 3 Admissions Information, ACA-1, 10/70.

(e) PLANNING AND EVALUATION AND DEAN FOR ADVANCED STUDIES.

- 1 Academic Activity Report, ACA-9B, Rev. 7/79.
- 2 Academic Assignment Report, ACA-8A, Rev. 6/81.
- 3 Course Instructor Audit, 10/79.
- 4 Course Instructor Audit – Team Taught Courses.
- 5 Thesis-Dissertation Activity Report, 10/79.
- 6 Non-Resident Tuition Waiver, ACA 22, Rev. 8/81.

(f) ALEXANDER D. HENDERSON UNIVERSITY SCHOOL.

- 1 Admission Agreement.
- 2 Application for Admission.
- 3 Application for Free and Reduced Price Meals.
- 4 Application for Para-Professional Position.
- 5 EEO Form.
- 6 Family Information and Developmental History.
- 7 Memo to Parents re Disciplinary Action.
- 8 Notification of Action Taken on Application for Free and Reduced Price Lunches.
- 9 Parent or Guardian Approval for School Trips.
- 10 Parent-Teacher Conference Day Notification.
- 11 Preliminary Application for Admission.
- 12 Project Application.
- 13 Remain After School.
- 14 Special Report.
- 15 Student Health (head lice) Report to Parent.

- 16 Substitute Teaching Application.
  - 17 Teaching Application.
  - 18 Waiting List Application Received.
- (g) COMPUTER CENTER.
- 1 File Request Form.
  - 2 Job Request.
  - 3 Request for Computer Services Account Number, Southeast Regional Data Center, ACT 01-78.
  - 4 Request to "Reset" A Current Account, ACT 04-78.
  - 5 Request to Update an Account/User ID(s), Act 03/78.
  - 6 Tape Log Change.
  - 7 User ID Request for New Accounts Only.
- (h) CONTINUING EDUCATION.
- 1 Activity Report.
  - 2 Confirmation of Consultant Participation.
  - 3 Continuing Education Course Schedule Update Request, CE 10, Rev. 8/78.
  - 4 Income and Expense Estimate, CE-10, 7/77.
  - 5 Letter of Agreement.
  - 6 Non Credit Activity Registration Record, CE-7, Rev. 3/82.
  - 7 Request for Professional Staff Services, 7/1/81.
- (i) COLLEGE OF SOCIAL SCIENCE.
- 1 Annual Faculty Evaluation.
  - 2 Appraisal of Progress Toward Tenure.
  - 3 Check List for Degree.
  - 4 Check List for Degree, MA, MAT, MPA.
  - 5 Counseling Evaluation.
  - 6 Memo to Registrar re Student Change of Major, CSS-4, 2/77.
  - 7 Petition Form.
  - 8 Program Planning and Advisement Form CSS-3, 6/71.
  - 9 Special Permission Slip, CSS-5, 4/77.
- (j) COLLEGE OF BUSINESS.
- 1 Accounting Scholarship Application.
  - 2 College Audit for Master's Program.
  - 3 Degree Statement to Registrar.
  - 4 Graduate Applications Admissions Report.
  - 5 Graduate Check – Masters.
  - 6 Graduation Check List.
  - 7 Graduate Requirements for Master of Public Administration, Business Administration, Applied Science, Accounting.
  - 8 Master of Public Administration, Approved Course of Study.
  - 9 MBA Association – Information Profile.
  - 10 Notice to student of failure of the MBA Comprehensive Examination.
  - 11 Notice to student re application for admission to Graduate Program.
  - 12 Notice to student re Admission to Candidacy.
  - 13 Notice to student re Consideration of Petition.
  - 14 Notice to student re enrollment in Graduate Level Classes.

- 15 Notice to student re passing grade on Comprehensive Examination
- 16 Notice to student re failure on portions of MBA Comprehensive.
- 17 Notice to Vet's Coordinator.
- 1 Quantitative Methods Equivalency Examination.
- 2 Requirements for Computer Systems, Accounting, B. A.
- 3 Student Petition.
- 4 Request to Register in a Closed Course.
- 5 Vita Sheet.

(k) COLLEGE OF EDUCATION.

- 1 Admission to Candidacy, Ced-22, Rev. 9/80.
- 2 Application for Degree, Reg 44, Rev. 9/81.
- 3 Application for Change of College, Reg 7, Rev. 9/81.
- 4 Application for teacher's Certificate, CG-10, Rev. 2/81.
- 5 Application to Teacher-Education Program.
- 6 Application for Qualifying Examination, Doctor of Education.
- 7 Appointment of Supervisory Committee, ACA-2, 9/79.
- 8 Changes of Major.
- 9 Course Lists, Department of Administration & Supervision.
- 10 E. D. S. Comprehensive Examinations.
- 11 Graduate Program, Ced-13, 1/71.
- 12 Graduate Program Change.
- 13 Name Removed from Graduation List.
- 14 Parental Permission form re testing child for School Psychology Program.
- 15 Program for Validating a Degree, Ed. 3-23-82.
- 16 Recommendation for Graduation.
- 17 Records check for Graduate Applicants, Ced-101, Rev. 1/82.
- 18 Referral for Admittance to Graduate Program, Ced-14, 1/76.
- 19 Request for Official Transcript sent to Student.
- 20 Waiver of Courses to be added to Transcripts.

(l) OFFICE OF THE REGISTRAR.

- 1 Admissions Office – Appointments.
- 2 Application for Admission, Undergraduate and Graduate.
- 3 Application for Change of College, Reg 7, Rev. 9/81.
- 4 Application for Degree, Reg 44, Rev. 5/82.
- 5 Application for Re-Admission, Reg 26, Rev. 5/81.
- 6 Certification re admission, 4/77.
- 7 Change of Address Notification, Reg 1, Rev. 9/81.
- 8 Change of Residency Status, Reg 58, 4/78.
- 9 Change of Name Request, Reg 16, Rev. 9/76.
- 10 College Audit for Master's Programs, 3/81.
- 11 Drop/Add Request, Reg 59, Rev. 4/81.
- 12 Dual Enrollment Authorization, Reg 55, Rev. 3/81.
- 13 FAU I. D. Number Change Request.
- 14 Foreign Student Preliminary Application, Reg 54, Rev. 2/80.
- 15 In-Service Teacher Registration and Application Form.
- 16 Miscellaneous Notices to Students seeking Admission.

- 17 Notice to Applicants for Admission re Evaluation of Academic Records.
  - 18 Notification of Repeat of Class, Reg 57, Rev. 6/80.
  - 19 Official Withdrawal and Refund Request, Reg 18, Rev. 9/81.
  - 20 Nursing Application, CSS-5, 3/81.
  - 21 Record of Inquiry.
  - 22 Registration Form for Non-Degree, Continuing Education or Audit, Reg 51, Rev. 2/82.
  - 23 Reminder to Students seeking Admission re Missing Items.
  - 24 Request for Courses in Progress, 4/80.
  - 25 Request for Second Bachelor Degree Status.
  - 26 Record of Request for Access.
  - 27 Request to See Student Records.
  - 28 Request for Official Transcript, Reg 3, Rev. 4/81.
  - 29 Request for Unofficial Copy of FAU Academic Record.
  - 30 Request to Waive a University Policy, Undergraduate, Reg 48, Graduate ACA 20, Rev. 4/80.
  - 31 Transcript Request Form.
- (m) STUDENT FINANCIAL AID.
1. BROCHURES.
    - a. Guaranteed Student Loan (Florida Student Financial Assistance Commission).
    - b. Meeting College Costs (College Scholarship Service of the College Board).
    - c. Scholarship.
    - d. State/Federal Program (FSFAC).
    - e. Student Employment.
    - f. Student Financial Aid.
  2. CAMPUS-BASED APPLICATION FORMS.
    - a. FAU Financial Aid Application.
    - b. Financial Aid Form (College Scholarship Service).
    - c. Financial Aid Packet Instructions.
    - d. Financial Aid Transcript.
    - e. Notification letter (1).
    - f. Notification letter (2).
    - g. Other Income Sources Form.
    - h. Updated Financial Statement.
  3. AWARD NOTIFICATION.
    - a. Award Letter.
    - b. Conditions of the Award.
    - c. Consumer Information Forms: CWS, PELL, SEOG, NDSL, FAU Grant.
    - d. Denial (“no need”) Letter.
    - e. Housing Deferment.
    - f. NDSL Promissory Note.
    - g. Request for Review of Financial Aid Status.
    - h. Revised Award Letter.
    - i. Satisfactory Progress Letter.
    - j. Tuition Deferment.
    - k. Truth in Lending Note.

4. PELL GRANT.

- a. Application (Federal Student Aid Program).
- b. Request for Duplicate SAR Form.
- c. Special Condition Form (FSAP).
- d. Statement of Educational Purpose Form.
- e. Validation Letter.
- f. VA/Social Security Letter.

5. GUARANTEED STUDENT LOAN.

- a. Application Cover Letter.
- b. Cancellation/Check returned to Lender Letter.
- c. Data Sheet.
- d. Denial (“no need”) Letter to Campus-Based Aid Recipients.
- e. Denial (“no need”) Letter.
- f. GSL Application (FSFAC).
- g. GSL Needs Test (FSFAC).
- h. Letter of Introduction to Lending Institution.
- i. Notification – Out-of-State Student.
- j. Notice of Incomplete Application.

6. STUDENT EMPLOYMENT.

- a. CWS Introduction Card.
- b. Off-Campus Employer Letter.
- c. Off-Campus Employment Application.
- d. Off-Campus Employment Introduction Card.
- e. Off-Campus Job Order.

7. FLORIDA STUDENT ASSISTANCE GRANT FSAG.

- a. Change of Status Form (D. O. E.).
- b. Summer Application (D. O. E.).

8. SCHOLARSHIPS.

- a. Application.
- b. Application Card.
- c. Community College Scholar Award Letter.
- d. Donor Form.
- e. PTK Award Letter.
- f. Request for Additional PTK Funds.

9. EMERGENCY LOANS.

- a. Application.
  - b. Request for Extension.
  - c. Terms/Question & Answer Form.
10. RELEASE OF INFORMATION.
- a. Food Stamp Letter.
  - b. Release of Information Form (1).
  - c. Release of Information Form (2).

(n) ATHLETICS, INTRAMURALS AND RECREATION.

- 1 Assumption of Risk and Release.
- 2 Athlete Information Sheet.
- 3 Facilities Use Application.

- 4 Intramural Agreement.
- 5 Memorandum Agreement.
- 6 NAIA Certificate of Clearance (National Association of Intercollegiate Athletics).
- 7 Prospective Athlete Questionnaire.
- 8 Statement of Intent.
- 9 Student Employment Form.
- 10 Transfer Player Eligibility Statement (NAIA).
- 11 Use of Materials.

(o) HOUSING DEPARTMENT FORMS.

- 1 Balance Payment Form (Fall '82).
- 2 Bunk Bed Policy.
- 3 Equipment Check-Out Forms.
- 4 Fall '82 Agreement Information Packet.
- 5 Housing Agreement Cancellation Request.
- 6 In Residence Brochure.
- 7 Key Card.
- 8 Loft/Bunk Policy.
- 9 Off-Campus Housing Information Form.
- 10 Partial Payment Form/Balance Payment Form (Spring '83).
- 11 Refrigerator Registration Request.
- 12 Residence Hall Interest Card.
- 13 Request for Private Room.
- 14 Room Clearance Form.
- 15 Room Painting Procedures.
- 16 Room Transfer Request (During Semester).
- 17 Room Transfer Request (End of Semester).
- 18 Summer Storage Form.

(p) UNIVERSITY CENTER.

- 1 Facilities Use Agreement.
- 2 Facilities Use Application/Reservation.
- 3 Student Agreement, SA 6, Rev. 8/81.
- 4 Student Assistant Employment Application.
- 5 University Center Poster Request Form.

(q) STUDENT AFFAIRS.

1. BROWARD CAMPUS.

- a. Program Registration Form.

2. COUNSELING CENTER.

- a. Application for Internship.
- b. Application for Career Guidance Services.
- c. Authorization for Release of Patient Records.
- d. Preliminary Information Blank.
- e. Taping Release.

3. HANDICAPPED STUDENT SERVICES.

- a. Agreement to Provide Services to Disabled Students.
- b. Application for Employment.

c. Self Identification Form for Handicapped Services.

(r) CAREER PLANNING AND PLACEMENT CENTER.

- 1 Educational Placement Service.
- 2 Educational Placement Service for Confidential Information.
- 3 Equal Employment Form.
- 4 Hires/Offer for Graduates.
- 5 Immediate Position Openings.
- 6 Incomplete file for education majors (sent to student).
- 7 Incomplete file for education majors (sent to employer).
8. Instructions for completing educational placement credentials, includes University Interview form and evaluation of candidates form.
  - 1 Recruitment Information form.
  - 2 Registration Procedures for all degree candidates, includes University Interview form.
  - 3 Self-Review.
  - 4 Sign up for interviews (Form A used for Accounting Firms, Form B all other firms).

(s) HEALTH AND DENTAL SERVICES (STUDENT AFFAIRS).

- 1 Application for Accident and Sickness Insurance Plan.
- 2 Authorization Form.
- 3 Consultation Report, SHS 5, 9/71.
- 4 Health Service Referral Form.
- 5 Notice that Health Form is incomplete.
- 6 Student Health Form (Foreign).
- 7 Student Medical History and Record of Current Immunization.
- 8 Student Requisition, SHS 4/79.
- 9 Health Form for A. W. A. R. E. Clinic.

(t) COOPERATIVE EDUCATION.

1. STUDENT FORMS.

- a. Academic/Employment Schedule.
  - b. Application for Cooperative Education Program.
  - c. Assignment Record.
  - d. Departmental Approval.
  - e. Finance Card.
  - f. Final Report by Student on Training Period.
  - g. Housing Questionnaire.
  - h. Sample Resume Format.
  - i. Student Agreement.
  - j. Student Guidelines.
  - k. Student Information Sheet.
2. EMPLOYER FORMS.
- a. Employer's Evaluation of Cooperative Student.
  - b. Employer Guidelines.
  - c. Employer's Information.
  - d. Employer Information Questionnaire.
  - e. Planning Information.

f. Statement of Understanding and Affiliation.

g. Employment offer postcard.

(u) VETERANS AFFAIRS.

1. FAU V. A. Certification Request Card

(v) STUDENT ACTIVITIES.

1 Application for Recharter.

2 Club Status Report.

3 Constitution for Student Organizations.

4 Contract Rider.

5 Invitation to Bid, Program Registration Form, Beer Request, Wine Request.

6 Leisure Activity, Consent and Assumption of Risk Statement.

7 Performance Agreement.

8 Petition for Official Registration.

9 Statement of Intent to Organize.

10 Student Agreement, SA-6, Rev. 8/81.

11 Ticket Outlet, Cash Bank, Ticket Accountability Report.

(4) Where forms are presently in use, present stock will be completely used first. New forms will be controlled by the current rules of Florida Atlantic University.

*Specific Authority 120.53(1)(b), 240.227(1) FS. Law Implemented 120.53(1)(b) FS. History—New 5-16-83, Formerly 6C5-1.08. Formerly 6C5-1.008.*