



## University Policy: U•Pass Metro Program Policy

**Policy Category:** Operational Policies

**Subject:** U•Pass Program Policy

**Office Responsible for Review of this Policy:** Office of Finance and Treasurer, Office of Risk, Safety, and Transportation Programs; Office of Student Accounts

**Procedures:** N/A

**Related University Policies:** [Student Conduct Code](#); [Academic Regulations](#)

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### I. SCOPE

The American University (AU) has partnered with the Washington Metropolitan Area Transit Authority (WMATA) to provide custom-branded University Pass (U•Pass) transit cards for use by AU students throughout the academic year. For the purposes of this University policy and its associated program, U•Pass is defined as a WMATA transit Smartrip™ pass that permits eligible full time students to unlimited rides on trains and buses operated by WMATA during all hours of operation. The U•Pass cannot be used on Metro-Access paratransit services or regional partner services (e.g., ART, CUE, DASH, D.C. Circulator, Fairfax Connector, Loudoun Commuter Bus, PRTC, Ride On, Ride On Express, The Bus and MTA, etc.).

This University policy and its associated program apply to all undergraduate, graduate and law students with eligible full time enrollment status. Eligible full time enrollment status is defined as an undergraduate, graduate or law student at AU that has registered for the minimum number of credit hours to classify him/her in full time status as per AU's written [academic policies](#), and is otherwise required to pay AU's mandatory student fees each semester.

For the purposes of this policy and the U•Pass Program the following students are excluded from eligibility and participation in the program:

- distance (strictly on-line) learning students;
- MetroAccess;
- study abroad students for the semester abroad; and
- part-time students.

This policy stipulates requirements in addition to those of other established programs and codes of conduct. Responsibility and authority for the enforcement of this policy has been delegated to the Office of Finance and Treasurer.

## II. POLICY STATEMENT

The purpose of this policy is to establish a uniform University-wide program that:

- ensures area-wide transit access through the WMATA system for all eligible full-time AU undergraduate, graduate and law students; and
- provides guidance on terms and conditions of use.

## III. POLICY

U•Pass privileges and fees will only be applicable to full-time students who are assessed the AU mandatory fees and are enrolled in on campus programs, including Washington Semester, Mentorship, undergraduate, graduate, and Washington College of Law students. U•Pass privileges will be available during official academic semesters as stated in AU's academic calendar, but will not be available during University winter breaks. The dates for the U•Pass program can be found at: [www.american.edu/upass](http://www.american.edu/upass)

The U•Pass may be used for any type of trip: to school, work, internships, recreational events, and personal trips during University operational periods. U•Pass can be used on all MetroRail and MetroBus operated by WMATA. U•Pass cannot be used for parking at WMATA facilities or to obtain rider parking rates. A student is only eligible for one U•Pass at a time.

Students with full time enrollment status will be registered in the program and a mandatory equivalent to the days in a given academic term. All eligible students are participants in the U•Pass program and are not permitted to opt out. Fees will be assessed at the time of full time enrollment for a given semester. All students who enroll full-time prior to the end of the University's semester add/drop period will be granted access to the U•Pass program and assessed the fee. Students who are not at a full time enrollment status by the end of the University's add/drop period are not eligible to participate in the U•Pass program during that semester. Eligible students who are at a full time enrollment status by the end of the University's add/drop period will be assessed the semester fee for the academic term.

## TERMS AND CONDITIONS

The following provides the AU U•Pass program terms and conditions of use:

- All eligible students with full time enrollment status, prior to the end of the University's semester add/drop period, are deemed U•Pass program participants and are not permitted to opt out.
- Eligible students with full time enrollment status, prior to the end of the University's semester add/drop period, will be granted access to the U•Pass program.
- Eligible students enrolled prior to the end of the University's semester add/ drop period will be assessed the U•Pass mandatory fee for that semester at the time of full time enrollment.
- If an eligible student drops below full time enrollment prior to the end of the University's semester add/drop period, s/he is ineligible participate in the U•Pass program for that semester and the mandatory fee will be refunded at that time, and the card deactivated.
- If an eligible student drops below full time enrollment status any time after the University's semester add drop/period has ended, s/he forfeits participation in the U•Pass program for that semester and is ineligible for a refund of the mandatory fee.

- Students who are not at a full time enrollment status by the end of the University's semester add/drop period are ineligible to participate in the U•Pass program during that given semester.
- U•Pass cards will be disseminated at designated on-site distribution dates, times, and locations.
- Late issuance of U•Pass cards will be conducted by AU's Office of Parking and Commuter Services. "Late issuance" is defined as the distribution of a U•Pass to an eligible full time student at any time after the on-site registration date for a given semester.
- At the time of travel, eligible students must produce this card to have access to any MetroRail or MetroBuses operated by WMATA.
- WMATA maintains the right to inspect the U•Pass used by an eligible full time student and to ask the eligible full time student for his/her AU Student OneCard to ensure that the U•Pass is being used by the person to whom it is issued.
- WMATA maintains the right to deny an eligible full time student access to WMATA transit system if the eligible full time student does not possess both the U•Pass and a photo identification to verify that the U•Pass holder is actually the eligible full time student identified on the U•Pass.
- This card is valid for the registered user only.
- WMATA reserves the right to track aggregate eligible full time student ridership information and provide ridership data to AU.
- AU reserves the right to examine ridership data to determine student usage of the U•Pass program.
- The student is solely responsible for all associated costs if their U•Pass is damaged, lost, or stolen. AU will not reimburse the student for any accrued expenses.
- Eligible students are required to complete a disclaimer that may be signed in person or electronically prior to receiving their U•Pass. At the student's sole discretion, the student may consent to WMATA's use of their name/or likeness for the promotional and marketing the WMATA University Pass Program by completing the Student Release of Photograph(s) form provided by WMATA.

### **U•PASS MAINTENANCE AND DAMAGE**

Eligible students with damaged or inoperable U•Pass cards may contact WMATA customer service via e-mail at [smartrip@wmata.com](mailto:smartrip@wmata.com) or call 1-888-SMARTRIP (762-7874) for assistance.

Lost or stolen U•Pass cards must be immediately reported to the Office of Parking and Commuter Services. WMATA will only provide one replacement card per semester. A \$20 replacement fee will be assessed, by AU, at the time of replacement for all lost or stolen cards. The replacement fee for a stolen card may be waived with the provision of a police report. Acceptable payment methods for replacement U•Pass cards include: Cash, Check, Visa, Master Card, Discover or American Express.

### **ENFORCEMENT**

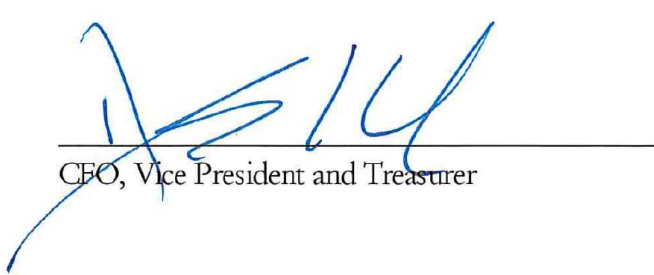
The U•Pass, is not transferable and may be confiscated by WMATA and its holder may be subject to criminal prosecution if it is misused or presented for transportation by any person other than the person to whom it is issued. Failure to comply with the procedures in this policy may result in disciplinary action pursuant to the University Student Conduct Code and may also result in suspension or termination of U•Pass privileges.

#### IV. APPROVAL

This Policy is effective: February 1, 2019

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:



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CEO, Vice President and Treasurer

Date Approved: