

University Policy: U•Pass Metro Pilot 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 Student Accounts

Procedures: N/A

Related University Policies: [Student Conduct Code](#); WMATA U•Pass Policy; [Academic Regulations](#)

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 as part of 2016-2017 academic year pilot program. For the purposes of this University pilot and the associated policy, 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.). WMATA and AU will evaluate the viability and scalability of the U•Pass Program to include regional bus partner services.

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 Pilot Program the following students are excluded from eligibility and participation in the pilot:

- 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. The pilot term is the 2016-2017 academic year. U•Pass privileges will be available during the operational periods of Fall 2016 and Spring 2017 semesters. However, U•Pass privileges will not be available during summer sessions and official University winter breaks. The dates for the U•Pass program are as follows:

- Fall Semester Main Campus, August 20 – December 27;
- Fall Semester Washington College of Law, August 20 – December 24;
- Spring Semester Main Campus, January 5 – May 14;
- Spring Semester Washington College of Law, January 9 – May 21.

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. 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 fee of \$130 per semester will be assessed. All eligible students are participants in the U•Pass Pilot 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 pilot 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 Pilot 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 of \$130 for each of the fall 2016 and spring 2017 semesters.

TERMS AND CONDITIONS

The following provides the AU U•Pass Pilot 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 Pilot 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 Pilot program.
- Eligible students enrolled prior to the end of the University's semester add/ drop period will be assessed the U•Pass mandatory of \$130 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 Pilot program for that semester and the mandatory fee of \$130 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 Pilot program for that semester and is ineligible for a refund of the \$130 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 Pilot Program during that given semester.
- U•Pass cards will be disseminated at designated on-site registration dates, times and locations.
- Late issuance of U•Pass cards will be conducted by AU's Office of Parking and Traffic 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 Identification Card 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 pilot program.

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 or call 1-888-SMARTRIP (762-7874) for assistance.

Lost or stolen U•Pass cards must be immediately reported online at american.edu/upass. 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. Acceptable payment methods for replacement U•Pass cards include: Cash, Check, Visa, Master Card, Discover or American Express.

ENFORCEMENT

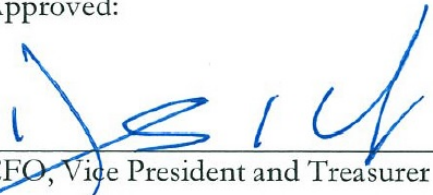
The U•Pass, is not transferable and may be confiscated by WMATA and its holder may be subject to criminal prosecution if it is misused or presented for transportation by any person other than the person to whom it is issued. Failure to comply with the procedures in this policy may result in disciplinary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

IV. APPROVAL

This Policy is effective 06/27/16.

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

Approved:



CFO, Vice President and Treasurer

Date Approved: 8/1/2016