



Living University

Administrative Regulations

2301 Crown Centre Drive, Suite A; Charlotte, NC 28227-7705

Office of the President
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ADMINISTRATIVE REGULATIONS

ARTICLE 1 DELEGATION OF PROCUREMENT CONTRACTUAL AUTHORITY

1.1 PREAMBLE

Pursuant to Board Statute §11.5.2, the Board of Regents authorized procurement contractual authority and commitment limits for persons delegated contractual authority in procurement matters as follows:

- 1.1 Procurement expenditures above \$100,000 shall require authorization of the Board of Regents.
- 1.2 Procurement expenditures above \$50,000 shall require the authorization of the Executive Committee of the Board of Regents.
- 1.3 The President may authorize procurement expenditures up to \$50,000.
- 1.4 A Vice President or Dean may authorize procurement expenditures in his or her budgetary unit up to \$25,000. Said Vice President or Dean must execute a Signature Authorization Form for any lower level signing authority (less than \$10,000 only) to any Director, Departmental Chair and/or other Budget Manager reporting to him or her.
- 1.5 A Director, Department Chair or Other Budget Manager may authorize procurement expenditures in his or her budgetary unit up to \$10,000.
- 1.6 Other Selected Individuals, as authorized by appropriate Dean or Vice President, may authorize procurement expenditures up to \$2,500.
- 1.7 Any capital item to be purchased in excess of \$25,000 per item will be brought to the Executive Committee of the Board of Regents for information and/or approval.
- 1.8 Any capital item to be purchased in excess of \$25,000 per item will be brought to the Executive Committee of the Board of Regents for information and/or approval.
- 1.9 Purchasing Services will implement ordering upon the receipt of approved requisitions, subject to the following guidelines, except in the case of Special Local Purchase Orders. All purchase levels are subject to budget funds being available in approving authority's budget.
- 1.10 Situations of a specialized nature may occur. The best interests of the University may be restricted for reasons of compatibility, decorum, preferred brands, standardization, or urgency. Such cases will require the initiator to provide written qualification which must accompany the requisition plus, except for the President or any Vice President, the next higher authority depending on the value as described in the Authorization levels above.
- 1.11 The Purchasing Coordinator and Buyer is authorized to purchase upon receipt of the proper authorizations as set forth above and verification from the Business Office that the expenditure is within the limits of the approved budget.

1.12 Students are not authorized to sign contracts.

1.2 SIGNING AUTHORITY

Department Managers have signing authority for their departments as delegated by the President within the limits of that department's budget allocation. The Purchasing Manager shall maintain authorization forms with sample signatures. All purchase requisitions must have the proper authorization before purchase commitments can be made or the competition process can begin. Within approved budgets, signing authorities will be as follows:

<i>Expenditure Amount</i>	<i>Requirements</i>	<i>Authorizing Signatures</i>	<i>Alternate Signature</i>
Over \$100,000		Approval of the President, the Executive Committee and the Board of Regents.	None
\$50,000 - 100,000	PURCHASE ORDER REQUIRED Must be accompanied by three written quotes	Approval of the President and the Executive Committee of the Board of Regents.	None
\$25,000 - 49,999	PURCHASE ORDER REQUIRED Must be accompanied by three verbal quotes	Approval of the President and, as appropriate, the individuals listed below.	In the President's absence or disability Mr. Davy Crockett III may sign on behalf of the President.
\$10,000 - 24,999	PURCHASE ORDER REQUIRED Must be accompanied by three verbal quotes.	Approvals listed below, where appropriate, plus the appropriate Dean or Vice President.	Other Selected Individual named by said Dean or Vice President either permanently or in their absence.
\$ 2500 - 9,999	PURCHASE ORDER REQUIRED Verbal or written inquiries to two or more vendors, with results being documented.	Dean or Vice President must execute a Signature Authorization Form for any <u>lower level signing authority</u> (less than \$10,000 only) to selected Director, Departmental Chair and/or	The President or Other Selected Individual named by said Dean or Vice President either permanently or in their absence.

		other Budget Manager.	
Up to \$2499	NO PURCHASE ORDER NECESSARY for <u>most</u> purchases unless required by Vendor	Limited Written Authorization to Selected Individual	

Administrative Regulation Approved 11/19/07

ARTICLE 2 PART-TIME FACULTY SALARIES

For the 2009-2010 Academic Year the salary schedule for lecturers and adjuncts shall be as follows:

Semester Credit Hours:	1	2	3	4	5	6
Lecturer	\$ 875	\$ 1,750	\$ 2,625	\$ 3,500	\$ 4,375	\$ 5,250
Adjunct Assistant Professor	\$ 1,075	\$ 2,150	\$ 3,225	\$ 4,300	\$ 5,375	\$ 6,450
Adjunct Associate Professor	\$ 1,275	\$ 2,550	\$ 3,825	\$ 5,100	\$ 6,375	\$ 7,650
Adjunct Professor	\$ 1,475	\$ 2,950	\$ 4,425	\$ 5,900	\$ 7,375	\$ 8,850

Administrative Regulation Approved 6/3/09

ARTICLE 3 PUBLICATIONS

3.1 DEFINITIONS

3.1.1 Institutional Publications. The term institutional publications means those formal publications published by the University such as magazines, newsletters, bulletins, catalogs, view books, brochures, videos (whether in the form of CD, DVD, videotape or other electronic media) and the university website. The term does not include the following: materials designed to be consumed in the classroom, forms, advertising, concert programs, advisement notes, e-mail, university records, and the like.

3.1.2 Broadcasting. The term broadcasting refers to the conduct of broadcast activity by university-affiliated facilities under Federal Communications Commission licenses such as university radio and television stations.

3.1.3 Distance Learning. Distance learning is an educational process that occurs when instruction is delivered to students physically remote from the location or campus of program origin, the main campus, or the primary resources that support instruction. In this process, the requirements for a course or program may be completed through remote communications with instructional and support staff including either one-way or two-way written, electronic or other media forms.

3.2 PRINT MEDIA OPERATIONAL POLICIES AND PROCEDURES

3.2.1 Certain print publications, such as magazines, newsletters, bulletins, catalogs, view books, brochures, and the like, are essential to the orderly operation of the University. These include those needed to attract students and to conduct student affairs on campus and to inform the University's many publics of what the institution is accomplishing and how adequate support may enable it to do a better job. There are also those that are nice and proper, but their utility must be gauged against the total institutional program and available institutional resources.

3.2.2 New or proposed institutional publications, by university departments, or other operating units, require formal approval. Proposals should be initially directed to the President, or his designee, for suggestions and recommendations. Final approval for a new institutional publication is by the President of the University.

3.2.3 Accuracy and originality of printed content shall be checked throughout the publication process by University editorial staff, the risk manager and, if deemed necessary, outside legal counsel. Such material shall conform with university editorial standards and be free from the following:

3.2.3.1 Copyright Infringement

3.2.3.2 Libel or Slander

3.2.3.3 Trademark or Service Mark Infringement

3.2.3.4 Privacy Violations

3.2.3.5 Domain Name Infringement

3.2.3.6 Violation of Rights of Publicity

3.2.4 University editorial staff shall review content for factual accuracy as well as accuracy in style, structure, and conformity to standard editorial reference works (such as the *Associated Press Style Book and Libel Manual* and the *Chicago Manual of Style*), and also for conformity to University standards on cultural, national, racial, and gender sensitivity. Further review and fact-checking may be undertaken by University editorial staff or the University President, depending on the affected area.

3.2.5 Questions regarding originality of content should normally be resolved at the first-line editorial level by University editorial staff. If the content requires extensive editing, the edited copy shall be returned to the author whose work is being questioned for review and approval before proceeding to layout; though, as with disputes regarding accuracy or sensitivity, questions of content originality may also be resolved by the President of the University when standard review of a publication is performed.

3.2.5.1 The risk manager assists by reviewing all materials slated for actual publication with an eye towards risk avoidance and/or reduction, as well as conformity with the University's insuring agreements. The University President, or the risk manager on his behalf, may then consult with outside counsel regarding any particularly complex or controversial issues.

3.2.5.2 When content is created for internal distribution to employees, the Human Resources Director shall also be a party to content review.

3.3 UNIVERSITY WEBSITE OPERATIONAL POLICIES AND PROCEDURES

The university website hosted at <http://www.livinguniv.com> is the official online publication of Living University and it shall be published pursuant to the following guidelines:

3.3.1 As an official university publication the university website must be maintained as such.

3.3.1.1 All website content shall comply with applicable state and federal law.

3.3.1.2 The university website shall not include chat rooms, bulletin boards or otherwise allow users to post or upload content.

3.3.1.3 Primary responsibility for review of website content rests with the Website Content Analyst and the Web Oversight Committee. The committee shall consist of the human resources director, information technology director, the registrar, and other individuals appointed by the President of the University. The committee shall annually designate one of its members to serve as Website Content Analyst.

3.3.1.4 Departments and entities wishing to add or update content on the website should submit that content in electronic format to the Website Content Analyst. Such content should be proofread before submission. The analyst shall work with the department liaison to ensure that the material reflects that content within the framework described above. In addition, the analyst will work to make certain all major campus entities have at least minimal, accurate representation on the website. While the analyst is a key resource for the department, it is the department which bears ultimate responsibility for the accuracy and currency of its content.

3.3.1.5 There shall be three levels of review for all content slated for actual website publication consisting of independent reviews by the website content analyst, the risk manager and the President of the University. Final approval rests with the president.

3.3.1.6 The website content analyst shall screen all content to be published on the university website to ensure that such material conforms with any university editorial standards and is free from the following:

3.3.1.6.1 Copyright Infringement

3.3.1.6.2 Libel or Slander

3.3.1.6.3 Trademark or Service Mark Infringement

3.3.1.6.4 Privacy Violations

3.3.1.6.5 Domain Name Infringement

3.3.2 Violation of Rights of Publicity

3.3.2.1 If the Website Content Analyst finds offending content the copy shall be returned to the author whose work is being questioned for further editing and review. The website content analyst shall seek to resolve any dispute with the author. If a dispute is not resolved to the author's satisfaction the author shall have the right of appeal to the Web Oversight Committee.

3.3.2.2 The committee shall review the matter and make a determination. If the author dissents with the decision of the committee then the author may appeal to the President of the University. In such case, the risk manager shall make an independent assessment and make a recommendation to the president. The president's decision shall be final. The president, or with the president's authorization the risk manager, may seek the advice and review of independent legal council.

3.3.2.3 Any proposed content recommended for publishing by the Website Content Manager or by the Web Oversight Committee, following its review on appeal, shall go to the risk manager for his or her independent assessment. The risk manager shall review all materials slated for actual website publication, prior to any such publication, with an eye towards risk avoidance and/or reduction, as well as conformity with the University's insuring agreements. The risk manager shall make any recommendations to the president.

3.3.2.4 Living University has designated, as part of its directory information, photographs and video of students for use in its distance learning courses and publications that promote the University and its programs. Such photographs and video of students may be included on web pages without additional written consent, as the formal enrollment contract with the student includes a permission clause, unless the student has notified the Office of the Registrar in writing during the first ten (10) days of registration in any semester or summer session of his or her objection to the release of directory

information. It is expected that any photos or video will be appropriate for viewing by visitors to the site. The university reserves the right to remove a photograph or video judged to be inappropriate by the Web Oversight Committee.

3.3.3 Student Organizations

Official academic and university-recognized student organizations may request to publish content on the university website.

3.3.3.1 Such content may not exceed ten (10) MB (megabytes) in size. The organization's faculty advisor must authorize any request and she or she shall serve as the official contact person to be clearly identified on all content. Each page must include a required link to a standardized disclaimer making it clear that the page does not represent official university policy or content as follows:

This is a student organization page and in no way represents the opinions or ideas of the site on which it is located. All information on this page was written or compiled by a member of the student organization, which bears full responsibility for its content. Questions concerning the content of this page should be sent to the group's WWW liaison, (email address of faculty advisor). Last Update: (update date) by (author's name).

3.3.3.2 The website content analyst shall conduct an annual review of all links and organization pages. These must be accurate as of September 30 each calendar year or they shall be removed. Any content submitted by such organizations is subject to the same review and approval process as content submitted by university departments and entities. Student organization pages will be subject to the following disclaimer:

Complaints concerning website content shall be addressed by the Web Oversight Committee and any offending content shall be removed.

3.3.4 University E-Learning Website Operational Policies and Procedures

Through the Internet the University provides instructional delivery through distance learning. The following guidelines apply:

3.3.4.1 The principles of academic freedom apply in full to all distance learning electronic communications and information environment.

3.3.4.2 All website content, and any supporting electronic media published by the University in the form of a CD, audiotape, videotape, or DVD, shall comply with applicable state and federal law including copyright, service mark, trademark law, civil rights law, FERPA, and tort law.

3.3.4.3 Instructors are responsible for course content published on the E-Learning Website. They shall take action to be sure their content is free from the following:

3.3.4.3.1 Copyright Infringement

- 3.3.4.3.2 Libel or Slander
- 3.3.4.3.3 Trademark or Service Mark Infringement
- 3.3.4.3.4 Privacy Violations
- 3.3.4.3.5 Domain Name Infringement
- 3.3.4.3.6 Violation of Rights of Publicity

3.3.5 DMCA Compliance

All website content shall comply with the Digital Millennium Copyright Act (DMCA) as set forth in U.S.C. Title 17 §512, and the rules promulgated thereto. Accordingly a faculty member's or graduate student's knowledge or awareness of his or her copyright infringing activities shall not be attributed to the University. To ensure compliance the risk manager shall have institutional compliance with the DMCA regularly reviewed by an attorney.

3.3.6 Other Guidelines

- 3.3.6.1 The Web Content Analyst does not approve course content published on the Distance Learning Website, or any supporting electronic media published by the University in the form of a CD, audiotape, videotape, or DVD, but the analyst shall in an internal auditing function review and report to an instructor, his or her department chair, the Web Oversight Committee, and the President of the University any offending content. The analyst may make recommendations for improvement.
- 3.3.6.2 The risk manager may make independent reviews of all materials published on the website publication, or any supporting electronic media published by the University in the form of a CD, audiotape, videotape, or DVD, with an eye towards risk avoidance and/or reduction, as well as conformity with the University's insuring agreements. The risk manager shall report his or her assessment and recommendations to the President of the University.
- 3.3.6.3 The above-referenced supporting electronic media published by the University in the form of a CD, audiotape, videotape, or DVD, should normally be distributed through the University Bookstore as would any textbook or course pack.
- 3.3.6.4 Online courses shall be available only to students, university personnel, and accrediting agencies and their agents, state licensing officials pursuing their official duties, and others so authorized by the chief academic officer or the President of the University. An exception shall be limited guest access to some course content intended for informational and enrollment enhancement purposes.
- 3.3.6.5 Access to all courses shall require passwords and students shall not share their password with others. Violation of this procedure shall result in disciplinary action.
- 3.3.6.6 Online courses may include chat rooms, bulletin boards and may allow students to post or upload content. However, any postings to a chat room or bulletin board shall disclose to

other participants and the university the identities of individuals making comments. The instructor of an online course shall review any online content posted by his or her students and shall remove infringing, libelous, or otherwise controversial materials. Students who persist in such behavior shall face disciplinary action. Broadcasting Services

3.4 BROADCASTING

Neither the University nor student groups affiliated with the University shall engage in the operation of radio or television stations.

3.5 LIMIT OF LIABILITY

The University makes no representations concerning the availability of service of its information systems and the integrity or irretrievability of material placed on such services. The University is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. The University reserves the right to collect, process, and retain appropriate information pertaining to the users and use of its information systems.

3.6 RESERVATION OF RIGHTS

The University reserves the right to change or amend this publication policy and procedure at any time.

Administrative Regulation Approved 4/16/07; Rev. 11/19/07; 07/22/09.

ARTICLE 4 PROGRAM APPROVAL

4.1 PREAMBLE

New program proposals must be approved first at the level of the academic department, and then by the Curriculum Review Committee (CRC). Proposals must be submitted using the designated program change forms and must be accompanied by degree plans for each new program or emphasis submitted. If new courses are included as part of the proposal, a course change form for each new course must also accompany the proposal (see New Course Approval policy). A rationale addressing how the new program aligns with the mission and scope of the University must accompany the change forms.

Proposals for new programs must be submitted to the CRC by November 1 for an effective date the subsequent fall semester. Any submissions made after this date requires the approval of the Vice President of Academic and Student Affairs. After approval of a proposal by the CRC, the Vice President of Academic and Student Affairs, and the President of the University, the Board of Regents must approve new programs. New areas of emphasis within an existing major do not need Board of Regents approval.

4.2 PURPOSE

The purpose of this regulation is to outline the procedures for the proposal and approval of new programs, including areas of emphasis.

4.3 PROCEDURES

The academic department will determine if new programs should be added to their departmental offerings. The department chair will coordinate the development of proposals and ensure that the appropriate procedures are followed. A program change form should be submitted for each new program (degree, major, minor, emphasis) to be added to the curriculum. The program change form will minimally identify the following:

1. Name of degree track,
2. Responsible department,
3. Summary of proposed action (indicating the programs' degree requirement), justification of proposed action, and
4. Term in which the proposed program change will take effect.
5. The program change form should be accompanied by a degree plan.
6. Program change forms are to be submitted to the Vice President of Academic and Student Affairs, by which they will be forwarded to the members of the CRC.
7. The CRC should meet on a regular basis throughout the fall semester to review program proposals. The committee will ensure that program proposal includes all required components, addresses the University mission and scope, and that the rationale justifies the need for the new program.

8. The CRC will coordinate with department chairs if clarification of modification of proposals is required in order for the committee's approval.
9. After approval by the CRC, the Vice President of Academic and Student Affairs will review all actions and endorse the CRC's recommendations or recommend changes to the President.
10. The Vice President of Academic and Student Affairs will submit the proposal, and if necessary, his recommendations, to the President.
11. The President, who will take such action on the proposal as the President deems necessary, bears the responsibility for presenting the final proposal to the Board of Regents for approval.
12. Upon approval by the Board of Regents the President or the President's designee will notify the department of their action.

4.4 RESPONSIBILITIES

1. The faculty within an academic department is responsible for determining curricular changes required in regards to new programs or areas of emphasis.
2. The department chair is responsible for ensuring proposals are completed and submitted according to the guidelines of this policy.
3. The Vice President of Academic and Student Affairs is responsible for providing the CRC with all proposals and for approving and recommending the proposal to the President.
4. The President is responsible for taking such action on the proposal as the President deems necessary and bears the responsibility for presenting the final proposal to the Board of Regents for approval.
5. The President is responsible for presenting the proposal to the Board of Regents and for notifying the department chair of the actions of this body.

Administrative Regulation Approved 7/14/2008.

ARTICLE 5 INSTITUTIONAL SYLLABI – UNDERGRADUATE COURSES

5.1 OVERVIEW

5.1.1 *ALL* courses offered by Living University must be provided in institutional syllabus format. The institutional syllabus provides information regarding the basic content and learning outcomes of the course. Instructors should base their personal course syllabus on the institutional syllabus for each course they teach. All institutional syllabi are to be kept on file in the Office of the Vice President of Academic and Student Affairs. All new courses should include an institutional syllabus with the proposal for a new course (see New Course Approval regulation). Courses undergoing significant change must also submit a revised institutional syllabus to the CRC for approval.

5.1.2 The institutional syllabus should include the following headings:

5.1.2.1 Course Title.

5.1.2.2 Course Prefix Number.

5.1.2.3 Credit Hours.

5.1.2.4 Prerequisites/Corequisites: List all that apply.

5.1.2.5 Catalog Description (Use the description that is or will be printed in the university catalog. Describe the basic topic and content of the course).

5.1.2.6 Curricular Relationships (Describe any curricular relationships such as whether the course meets requirements for general education, or a major or minor, can be used as elective credit, etc.).

5.1.2.7 Student Learning Outcomes (These should list what the student is expected to learn in the class and should be measurable and assessable). Active verbs such as those found in Bloom's taxonomy are to be used. Several examples follow:

- Students will be able to articulate the difference between impressionistic and post-impressionistic paintings.
- Students will be able to write comparative essays about 20th century English literature
- Students will be able to identify scientific methods used to conduct an experiment and describe the method and results in writing
- Students will be able to assess different learning styles in elementary age children and design appropriate social studies lessons plans for them.

5.1.2.8 Content Outline (Describe the basic ideas or topics covered during the class).

5.1.2.9 Course Procedures/Policies (Describe the instructional methods to be used in the class, expectations for students, types of assignments, and extra or co-curricular activities required any

course specific policies such as attendance, academic integrity, etc. A description of grading criteria MUST be included in this section).

5.1.2.10 Required/Recommended Reading (Include any textbooks or readings required for the class).

5.1.2.11 Any Issues Unique to this Course (Include any information in requirements that may not be typical of a university course such as requirements outside of class, warnings regarding controversial content, additional course fees, etc.).

5.1.2.12 Additional Issues of the Department's choosing (Add any issues not covered in previous sections of which students should be aware).

5.2 PURPOSE

The purpose of this procedure is to identify when institutional syllabi are required and what they must include.

5.3 PROCEDURES:

5.3.1 The department chair for each academic department will ensure that all new courses and course changes include an institutional syllabus in the approved format, as described above. These will be submitted to the Office of the Vice President of Academic and Student Affairs.

5.3.2 The CRC will review all course change forms and institutional syllabi as they are received from the Office Vice President of Academic and Student Affairs. The CRC chair will coordinate with the department chair to address any concerns regarding the formatting or content of institutional syllabi.

5.3.3 Approved institutional syllabi will be kept on file in the Office of Vice President of Academic and Student Affairs.

5.4 RESPONSIBILITIES

5.4.1 The department chair is responsible for ensuring that current institutional syllabi for the course in their academic area are on file. They are responsible for ensuring that changes to existing courses and new course proposals include an institutional syllabus.

5.4.2 The CRC is responsible for reviewing and approving new and revised institutional syllabi.

Administrative Regulation Approved 7/14/2008.

ARTICLE 6 NEW COURSE APPROVAL PROCEDURE – UNDERGRADUATE COURSES

6.1 OVERVIEW

6.1.1 New course proposals must be approved first at the level of the academic department, and then by the campus Curriculum Review Committee (CRC). Proposals must be submitted using the designated course change forms and must be accompanied by an institutional syllabus for each course submitted.

6.1.2 If significant changes are to be made to existing courses offered by an academic department, such as change in course name, number of credits, or substantial changes to content, the approval process for new courses is followed.

6.1.3 Courses must be submitted by November 1 for an effective date the subsequent fall semester. Submissions after this date must be approved by the Office of the Provost.

6.2 PURPOSE

The purpose of this regulation is to specify the procedures for the addition of new courses to the curriculum, and for significant changes to existing courses.

6.3 PROCEDURES

6.3.1 The academic department will determine if new courses should be added to their list of course offerings.

6.3.2 The academic department will determine if significant changes are to be made to existing courses.

6.3.3 The department chair will coordinate these efforts and ensure that the appropriate procedures are followed.

6.3.4 A course change form should be submitted for each course to be added to the curriculum, and for each course in which significant changes will be made as described in section 6.1 above. The course change form will minimally identify the following: course prefix and number, course title, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.

6.3.5 The course change form will be accompanied by an institutional syllabus. Requirements for the institutional syllabus are described in the policy 'Institutional Syllabi'.

6.3.6 Course change forms are to be submitted to the Office of the Vice President of Academic and Student Affairs, by which they will be forwarded to the members of the CRC.

6.3.7 The CRC will meet on a regular basis throughout the fall semester to review course change submissions.

6.3.8 The committee will ensure that courses follow the required institutional syllabus format, indicate appropriate student learning outcomes, indicate grading criteria, and are accompanied by a justification or rationale that indicates the addition of, or changes to, the course(s) clearly benefits student learning.

6.3.9 The CRC will coordinate with department chairs if clarification of modification of proposals is required in order for the committee's approval.

6.3.11 After approval by the CRC, the Vice President of Academic and Student Affairs shall review all actions, attach his or her recommendation and submit the proposal to the President for a final decision.

6.4 RESPONSIBILITIES

6.4.1 The faculty within an academic department is responsible for determining and curricular changes required in regards to new courses or changes to existing courses.

6.4.2 The department chair is responsible for ensuring proposals are completed and submitted according to the guidelines of this regulation.

6.4.3 The Office of the Vice President of Academic and Student Affairs is responsible for providing the CRC with all proposals and for recommending final action to the President.

Administrative Regulation Approved 7/14/2008.

ARTICLE 7 REGENTS SCHOLARSHIPS PROCEDURE

7.1 CERTIFICATION

Before award of a Regents Scholarship based on any of the criteria listed herein, the registration staff shall establish the eligibility of the student for the award. A record of the verification of eligibility shall be kept by the Office of the Registrar for auditing purposes. The awarding of Regents Scholarships requires establishing the eligibility of the recipients as follows:

7.1.1 Eligibility of Living Church of God elders, deacons and deaconesses, including their spouses and their dependent children under the age 22, requires written verification by the Church Administration division of the Living Church of God.

7.1.2 Eligibility of Living Church of God employees and their qualifying dependents requires written verification by the headquarters Human Resources Manager for the Living Church of God.

7.1.3 Eligibility based on verification of contributions to the Living Church of God Assistance Fund is obtained directly by the University from the Living Church of God.

7.2 INTENT

The award of a 50% tuition scholarship for persons contributing to the LCG Assistance Fund is to help keep their tuition charges affordable during the periods they are making such contributions. The "contributing to the LCG Assistance Fund" is understood to mean that the period of giving is intended to be not less than one year.

7.3 APPLICABLE PERIODS

Tuition payment due points, technically, are the workdays immediately preceding the first day of instruction. For simplicity on awarding the Regents Scholarship the first day of instruction shall be the benchmark date. This provides a consistent standard. So, if a student or his or her parents are contributing to the LCG Assistance Fund on August 17, 2009 then the scholarship would apply for the full fall semester. If they are contributing to the Assistance Fund on January 19, 2010, then the scholarship would apply for the full spring semester. It is a semester by semester award. Some people begin paying into the Assistance Fund in the spring and others in the fall. If a person begins the contribution year in September or October, they are not eligible for the scholarship until the following spring semester. If they begin their contributions at the at Passover then they are eligible for the scholarship for the summer session, the fall semester, and the spring semester provided they continue to pay the tithe the entire 12 months.

Administrative Regulation Approved 7/20/2009.

ARTICLE 8 ONLINE PRIVACY STATEMENT

The following statement is authorized as procedure in website privacy matters pursuant to Board Statute 18.3 and it is to be published on the University website in an appropriate format.

Online Privacy Statement

Your privacy on the Internet is extremely important to us. Because you give us personal information, we believe you should fully understand the terms and conditions surrounding what we do with that information. This Online Privacy Statement applies to the University's primary domain name livinguniv.com and all its sub domains. Each of these separate domains is referred to, collectively, as the LU Website. The University strives to protect user's privacy to the fullest extent allowed by law. LU will make efforts to ensure that changes to this Online Privacy Statement are reflected on the LU website, however, the failure of LU to post changes to this Online Privacy Statement shall not prevent any changes to it from becoming effective in any instance, whether retroactively or prospectively. This Online Privacy Statement is in effect as of July 1, 2010.

The University does not gather personal information such as your name, phone number, postal address or e-mail address unless you supply it voluntarily, usually through contacting us via telephone, e-mail, fax, regular mail or through the LU Website.

8.1 GENERAL INTERNET INFORMATION

LU cannot guarantee the privacy of any data while in transit to or from the LU website. Users of wireless Internet access are at greater risk of personal information being revealed, and the use of wireless technologies to access or submit personal information to the LU Website is discouraged.

8.2 INFORMATION COLLECTED

LU collects data from users to help fulfill the mission of the University. The majority of information collected by LU is voluntarily provided by the user in connection with the completion of online forms or by the user's web browser to facilitate communication with the LU Website. Collected information is not sold, loaned or shared with outside entities except where required by law or to fulfill the mission of the University. Additionally, the University may publish or otherwise release certain personal information as Directory Information as authorized pursuant to the Family Educational Rights & Privacy Act (FERPA) and various university policies, rules, and procedures related thereto.

8.2.1 NON-IDENTIFYING INFORMATION

Like many other organizations' websites, the University's automatically collects certain non-identifying information regarding website users, such as the Internet Protocol (IP) address of your computer, the IP address of your Internet Service Provider, the date and time you access the LU Website, the Internet address of the website from which you linked directly to the LU Website, the operating system you are using, the sections of the LU Website

you visit, the Website pages read and images viewed, and the materials you post to or download from the Website. This non-identifying information is used for the LU Website and system administration purposes and to improve the Website. Your non-identifying information may be disclosed to others and permanently archived for future use in order to facilitate your online experience and to gather broad demographic information. The University makes no attempt to link this information with the identity of individuals visiting the LU Website.

8.2.2 COOKIES

The LU website uses cookies, a technology that installs information on a website users computer to permit the website to recognize future visits using that computer and otherwise enhance the convenience and use of the website. You may choose to decline cookies if your browser permits, but doing so may affect your use of the LU website and your ability to access certain of its features.

8.3 WHAT LU DOES WITH PERSONAL INFORMATION

When you contact the University or order services or products through the LU Website, LU collects and uses your Personal Information for the following purposes:

- To ship the order or provide the services you requested
- To contact you with customer service related questions
- To provide you with information you requested
- To verify and charge your credit card for online payments or donations
- To record and process your payments or donations
- To provide payment or income tax receipts
- To maintain a record of your involvement with the University

Unless you request otherwise, your contact information may also be used to provide to you further information about our products and services and opportunities to support our institution, and otherwise as permitted by law. At any time you may ask us to stop sending you literature and other information by contacting the University Privacy Officer at registrar@livinguniv.com.

8.4 EXTERNAL LINKS

The LU Website may contain optional links to partners and third party Internet sites and services that may collect data from you or your computer. Please be aware that if you choose to leave our site via a link, Living University assumes no responsibility for the privacy practices or the content of other websites.

8.5 CREDIT CARDS

Living University links to outside financial institutions for the processing of donations and other payments by credit card. Living University does not process online credit card transactions on its websites. Please consult the financial institution for further information about the safety of using your credit card on their website(s) and their privacy practices.

8.6 EMAIL

LU is not responsible for the privacy of any email messages. Users are advised that most email sent over the Internet is insecure and that, as a result, users should assume that email communications are not private.

8.7 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

Information about FERPA may be found on the U.S. Department of Education Website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. LU makes every attempt to fully comply with FERPA and does not release student information without the permission of the student except where allowed by law.

8.8 CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA):

To comply with COPPA, children under the age of 13 should not submit any information to Living University without parental consent.

8.9 HANDLING INQUIRIES AND COMPLAINTS

To request a correction or access to your Personal Information, or if you have questions, concerns or complaints about the collection, use, management or disclosure of Personal Information at LU, please contact the Registrar, who serves as the University's Privacy Officer, at registrar@livinguniv.com. You may view additional Information about privacy at LU see [Statutes Article 18 Privacy Policy](#).

Administrative Regulation Approved 6/28/2010.