

MEMORANDUM

To: University Community

From: Eileen Goldgeier *Eileen Goldgeier*
Vice Chancellor and General Counsel

Date: April 12, 2016

Subject: Updates to Policies, Regulations and Rules (PRRs)

For fiscal year ending 2015-2016 to date, fourteen PRRs were revised, three new rules were enacted, and one rule was repealed. The following list highlights the most significant revisions affecting multiple campus-wide constituents. All revisions made to any PRR can be tracked and viewed under the [“What’s New”](#) section of the [PRR website](#) as well as the [“Policies Recently Enacted”](#) website.

Programs that Involve the Participation of Minors ([NEW REG 01.25.18](#)) - The Provost’s Office and the Office of Finance and Administration created a new regulation on “Programs that Involve the Participation of Minors.” NC State’s colleges, departments, units, centers, and institutes regularly sponsor or support a variety of activities that result in the presence of minors of all ages both on and off campus. However, hosting minors creates special and heightened obligations, concerns, issues, and other considerations. The university strives to create a welcoming and safe environment for all minors visiting University property or participating in University-sponsored or affiliated activities, events, or programs (“Programs”). This regulation reinforces this expectation by establishing standards, requirements, and procedures that specifically focus on protecting the safety of minors. Compliance with the regulation is the responsibility of all University faculty, staff, and volunteers, who host Programs that involve the participation of minors.

Financial Aid - Eligibility for Continued Receipt of Financial Aid ([REG 02.70.02](#)) – This regulation was revised to delete the Satisfactory Academic Progress (SAP) criteria and appeal process for undergraduate and agricultural institute students. Sections 1 and 2 of this regulation still apply to all students on financial aid but Sections 3 and 4 now apply only to Graduate and Professional students. UNC-GA mandates related to the Fostering Undergraduate Student Success policy, resulted in the consolidation of Progress Toward Degree and Satisfactory Academic Progress for financial aid, eligibility for undergraduate students into REG 02.05.03 – Satisfactory Academic Progress. Since the Office of Scholarships and Financial Aid is switching from term-by-term SAP review to annual SAP review, the revisions to this regulation were needed for the end of the Fall 2015 term.

Delegations of Authority to Sign Contracts ([REG 01.20.02](#)) – Section 4.2.3 was revised to increase the upper threshold for College-level signature of pre-approved Memoranda of Agreement (MOA) for sponsored

programs from \$25,000 to \$50,000. This modification was recommended by the Research Operations Council to provide additional flexibility in managing the foundational relationships the MOA process was intended to support.

Annual Evaluation of EHRA Non-Faculty (REG 05.50.08) – This regulation was revised to conform to the proposed organizational compliance and integrity program; and to make mandatory the evaluations of EHRA (formerly EPA) non-faculty.

Additional Compensation Paid Through the University (REG 05.58.01) – This regulation was revised based on an internal audit of regulations and procedures surrounding non-instructional summer salary payments and the training for faculty receiving such salary and administrative staff responsible for processing such salary payments, which determined that more clarity was needed regarding the annual deadline for completion of this training. Per the audit report, the deadline for the training related to non-instructional summer salary should be added to REG 05.58.01.

Instructor Qualifications (REG 05.20.40) – This regulation was revised to update the process for approving alternative credentials for course instructors required after SACSCOC review.

Drug Education, Screening, Counseling and Deterrence Program (REG 09.00.04) – This regulation was revised in order to: (a) Add Assessment Testing to the pre-participation physical examination process for new student-athletes to identify issues early and provide for better care of conditions, without initial penalty. Assessment Testing will occur as needed for new student-athletes, primarily in August, January, May, June and July; (b) Add provision for reduction of offense status if student-athlete abides by all corrective measures and does not test positive for a banned substance for a period of two years; (c) Revise third offense to include indefinite suspension; (d) Add temperature to the definition of valid urine sample to remain consistent with NCAA and standards of practice. Appendix A now specifies temperature variances as a means of tampering; (e) Close the loop-hole that would allow students to self-report after they have been notified of a test; (f) Include that a sample size up to 20% of team population will now be conducted for all announced testing. Currently, no quantity is specified but for practical means Athletics has selected between 15-20%; and (g) Include that additional testing will occur three times during the academic year, once per sport season: October (Fall), January (Winter), and April (Spring).

Adverse Weather and Other Emergency Conditions (REG 04.20.07) – Effective January 4, 2016, this regulation was revised to comply with the new adverse weather policy implemented by UNC General Administration retroactive to January 1, 2016.

Electronic Security Management System (SMS) (REG 04.05.03) – Section 4.4 of this regulation was revised to mandate how all university security installations will be maintained.

Fraternities and Sororities: Procedures for Recruitment, Intake, and New Member Activities (RUL 11.56.03) – The Department of Fraternity and Sorority Life repealed RUL11.56.04, Fraternities and Sororities: Procedures for Recruitment and New Member Activities; and combined it with RUL 11.56.03 to make one rule in an effort to provide more succinct information to the community. Changes were necessary to reflect updated information from Fraternity and Sorority Life.

Fraternities and Sororities: Procedures for Recruitment and New Member Activities (RUL 11.56.04) – The Department of Fraternity and Sorority Life repealed RUL11.56.04 and combined it with RUL 11.56.03,

Fraternities and Sororities: Procedures for Intake of Members, to make one rule in an effort to provide more succinct information to the community. Changes were necessary to reflect updated information from Fraternity and Sorority Life.

Recognized Fraternities and Sororities within the Recognized Fraternities and Sororities with the Department of Fraternity and Sorority Life: Rule for Gaining and Maintaining Recognition ([RUL 11.56.02](#)) –

This rule was revised to update the name of the department, define participation in standards to the metric which has been used for years, update changes to national umbrella organizations, update membership requirements based on changes to REG 11.55.07 (Registered Student Organizations: Regulation for Undergraduate Student Leadership, Membership & Registration) and other general housekeeping items.

Social Event Rule for NC State University Fraternities and Sororities Hosting Social Events on Greek Village ([RUL 11.56.01](#)) –

This rule was revised to update the Department name after the recent change, include a new category of event to include tailgate for those organizations who are doing so outside of the IFC section, to update the ratio of monitor to guest, and to update and define language to be consistent with training materials.

Use of NCSU Libraries ([RUL 02.61.05](#)) – This rule was revised to a new section, 2.11.2, prohibiting microwave ovens and other food preparation in public areas of the library.

College of Education RPT Standards and Procedures ([RUL 05.67.204](#)) – This rule was revised to provide clarification for faculty in the preparation of their dossiers. Some words were changed to be consistent from section to section and to reflect the same wording used at the university level (self-assessment changed to Candidate's (optional) Statement).

College of Humanities and Social Sciences RPT Standards and Procedures ([RUL 05.67.411](#)) – This rule was revised to make changes at the request of the Provost's Office to respond to recommendations from the University Reappointment, Promotion, and Tenure Committee (See sections 3, 7.3 and new sentence at the end of the document).

System and Software Security Patching Standard ([New RUL 08.00.14](#)) – A new rule was enacted because security patching is one of, if not the best, weapon against security breaches. Mandatory patching of systems and software will reduce the risk of exposure of valuable university information assets and assure regulatory compliance.

Third-Level URL Naming Standard ([NEW RUL 08.00.15](#)) – Third-level URLs are important means of communication and marketing for the university. Their approval involves consideration of the university's strategic communication plan as well as technical issues. Therefore new rule, Third-level URL Naming Standard, was enacted to describe the process for requesting Third-level URLs and lists the criteria for approval of third-level URLs.

NC State Security Standards for Sensitive Data Systems ([NEW RULE 08.00.16](#)) – NC State University REG 08.00.02 (Computer Use Regulation) requires authorized users to take appropriate security precautions to protect and secure data residing in or on assigned university accounts or other university and non-university IT Resources. IT Resources include, but are not limited to, University machines, systems or storage devices, or non-university machines, systems or storage devices that may contain the University's records/data. Therefore in order to comply with the Computer Use Regulation and ensure appropriate security protections

are in place, NC State University adopted this new rule, which all users, System Administrators, Data Trustees, Data Stewards, and/or Data Custodians (including third party service providers), are required to follow.

Please note that NC State's PRRs should be reviewed on a periodic basis by the responsible senior officer to ensure relevancy, compliance with current laws, effectiveness, clarification and consistency.