

# Augusta University

## Policy Library

### Emergency Waiver of Policies

**Policy Manager: Office of Legal Affairs**

#### **POLICY STATEMENT**

The purpose of this policy is to authorize the waiver or suspension of institutional policies during disasters and other emergencies.

This policy delineates the required process to authorize the waiver or suspension of institutional policies during disasters and other emergencies.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

Intentionally left blank.

#### **PROCESS & PROCEDURES**

For any institutional policy of Augusta University, the Executive Sponsor of the relevant policy; any supervisor of such an officer in charge; and the President are authorized to grant specific waivers to that policy, or to suspend the general effect of that policy during an emergency. A notice of the affected parties shall be provided. Any waiver or suspension shall be limited in duration.

The President may declare an emergency during a natural disaster or other situation in which the normal operations of all or part of the institution are disrupted. Such waivers or suspensions of policy shall remain in effect until rescinded by the officer who granted them, or by a supervisor of that officer.

Officials must keep a written record of any waiver or suspension of policy they grant and provide that record to the Office of Legal Affairs as soon as it is practical to do so. The record shall contain the following:

- The officer that declared the action
- A copy of the notice to affected parties
- The specific elements of the policy that have been suspended or waived
- The rationale for the suspension or waiver
- The date and time the policy waiver or suspension commenced and the date and time that the waiver or suspension ended. If the term of suspension is undetermined, then notify the Office of Legal Affairs of date policy is reinstated.

---

**Office of Legal Affairs Use Only**

**Executive Sponsor: VP and General Counsel, Office of Legal Affairs**

**Next Review: 12/2028**

**REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

**RELATED POLICIES**

Intentionally left blank.

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 12/26/2023

President, Augusta University

Date: 12/26/2023