

**Exhibit A**  
**Office of Information Technology Procedures**  
**Access to Course Materials**

Access may be granted in in the following circumstances:

- 1) Directly from the course instructor in writing;
- 2) Department chairs, school directors, academic program directors, coordinators, or others designated to review courses for quality, may be added to a course in the learning management system after obtaining written approval of the appropriate dean or the Provost and Chief Academic Officer; or
- 3) University Administrative Offices including but not limited to: Title IX, Office of General Counsel, the Office of Institutional Diversity and Inclusion, and Human Resources for administrative, regulatory, or legal purposes.