

OLLI at Auburn Additional Policies

Campus Closure and Inclement Weather Policy

Approved: May 20, 2014

OLLI at Auburn follows the policy of Auburn University with regard to closing for inclement weather and other emergencies. If AU is closed due to unplanned events, our classes will be canceled. Check television or radio for news of closing. When possible, cancelled classes may be rescheduled.

Conflict of Interest

Approved: April 10, 2013

In order to avoid any possible conflict of interest as well as to protect members of OLLI from unwanted intrusions into their personal lives, courses in financial management, retirement planning, and the law will not be offered when the instructor is a practicing professional in one or more of these areas. When questions arise regarding other possible conflicts of interest, the chair of the Curriculum Committee will consult with the OLLI Director before approving a course that might not meet OLLI's standards regarding conflict of interest.

Guidelines for Brown Bag Programs

Approved: November 2011

- Only 2 Brown Bag events per class term. (Already approved by OLLI Board)
- Only scheduled during Lunch Break of scheduled OLLI classes.
- No cost to OLLI for speakers, facilities, or equipment.
- Pertains to OLLI members and/or classes.
- OLLI courses/classes have priority in scheduling an OLLI Brown Bag Program.

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Guidelines for Selecting OLLI Information Partners (OIP)

Approved: April 2013

OIPs are organizations that are allowed to display information and solicit support during the period immediately prior to the OLLI general meetings. These guidelines pertain to decisions about which organizations are and are not allowed to participate. The Associate Director maintains a set of instructions and requirements that is passed on to an organization once it has been chosen.

Selection Criteria:

The organization must:

1. Generally promote goals that foster good citizenship.
2. Have a purpose that is compatible with the mission of OLLI. However, approval does not mean that OLLI endorses or advocates for the group.

The organization must not:

1. Have a purpose that is primarily to make profit.
2. Be focused on religion or proselytizing.
3. Represent a political party or a group within a party.
4. Foster discrimination, violence, or disrespect for the U.S. government or its symbols.
5. Advocate for one side of a social issue that is sharply divisive.

Selection Process:

Ordinarily, the decision to accept or reject an organization as an OIP will be made by the OLLI Director or Associate Director based on the above criteria. In some cases the OLLI Board of Directors will become involved. Approval decisions should be brought to the Board of Directors if:

1. The Director or Associate Director deems the case to be marginal, borderline, or ambiguous with respect to the criteria.
2. An OLLI member complains about the participation of an organization.
3. An organization repeatedly and insistently requests approval after being denied by the Director or Associate Director.

In all cases the decisions of the Board of Directors are final.

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Instructor Guidelines

Approved: April 5, 2011; Updated: August 5, 2013

1. May limit size of class
2. May not select OLLI members who may register for class.
3. May find her/his own coordinator. If she/he opts not to do so, a coordinator will be assigned.
4. May have course materials copied. She/he should submit via electronic mail or in hard copy to the OLLI staff. The staff (with volunteer assistance when available) will produce the copies.
5. May meet with the OLLI staff and/or Curriculum Committee chair to discuss her/his course by appointment only.
6. Should attend the AV/Presenter and Coordinator Training Session for the term in which she/he will teach.
7. Should be respectful of the AV assistant's time and submit AV needs prior to the start of the course.
8. Shall communicate with the hotel staff through the OLLI staff (Director, Coordinator or AV assistant).
9. Instructors shall not receive compensation for teaching from OLLI.

Membership List Disclaimer

Approved: April 24, 2013

The names, addresses and telephone numbers of members of OLLI at Auburn shall not be released to anyone outside of the membership or used for any purpose other than OLLI at Auburn activities, events, and programs.

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OLLI at Auburn Book Policy

Approved: September 25, 2013

OLLI at Auburn members are urged to purchase books for classes at the General Meeting at the beginning of each term. As a courtesy, the AU Bookstore brings our text books to sell on the Monday of our General Meeting, and usually during the middle of the day on Monday of the first week of classes. If you are unable to purchase your books at the time, contact the AU Bookstore by calling 334-844-1392, and order and pay for your text(s) with a credit card. The OLLI staff will then bring the books to the Clarion Inn & Suites for you to pick up. Good accounting practices will not allow our staff to continue to accept payment for books, nor place the orders for you.

In the cases where OLLI at Auburn is providing the books (duplicated workbooks, *Great Decisions*, Great Courses, etc), please make these purchases during the General Meeting as well. Staff will assist with selling books during the first week of class if possible. When paying with cash or check, please enclose the correct amount in a sealed envelope, with your name, the name of the class, and the amount noted.

Staff will continue to accept membership dues and payments for OLLI socials. Please enclose the payment in an envelope, with your name, the purpose/event, and amount included.

OLLI Classroom Code of Conduct

Approved: August 21, 2013

Many OLLI courses offer students a forum for lively and even passionate exchange of views. This is all to the good, as long as we follow some principles of courtesy. Opposing viewpoints should be respected and the dignity of others maintained. Personal attacks are especially unwarranted. OLLI members or instructors who cannot adhere to these principles may be removed from the class.

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Refund Policy Guidelines

Approved: August 3, 2011

1. Membership dues of \$25 are non-refundable.
2. No refunds after classes begin for a term with the exception for hardship cases, such as
Relocation, death, illness (including illness of family member) or other catastrophic event.
3. If you are unable to attend a term for which you have already paid, we ask that you notify the office in writing before the term begins.
4. If you pay for three terms and you are unable to attend, any refund will be based on the cost per term amount. The same proration would occur if a participant paid for two terms and needed to cancel one of the terms.
Example: Member pays academic fees for three terms at discounted rate of \$200 plus \$25 membership dues (\$225 total). If the member drops to two terms the cost would be \$165 two terms academic fees plus \$25 membership dues or \$190 total. Refund for cancelling one term is \$35. If member drops to one term, the cost would be \$115 one term academic fees plus \$25 membership dues or \$140 total. Refund for cancelling two terms is \$85.
5. Requests for refunds should be submitted in writing prior to the start of the term to receive a full refund.