OLD DOMINION UNIVERSITY
University Policy

Policy #3002
AUTHORITY OF THE UNIVERSITY AUDIT DEPARTMENT

Responsible Oversight Executive:	Vice President for Audit, Compliance, and Risk Management
Date of Current Revision or Creation:	December 15, 2025

A. PURPOSE

The purpose of this policy is to establish the authority of the University Audit Department at Old Dominion University as a means to fulfill its mission to the University.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations. Section 8.01 of the Board of Visitors Bylaws grants specific authority to the Chief Audit Executive.

Directive 001: Oversight of State & Specific Nonstate Agencies' Internal Audit Programs

Board of Visitors Policy 1610 – Charter of the University Audit Department

C. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

D. POLICY STATEMENT

The University Audit Department was established to assist the Board of Visitors and management of Old Dominion University. As appropriate to accomplish this mission, the University Audit Department will have a dual focus: (1) to provide an independent and objective appraisal of the University's financial, operational and information systems, and to evaluate the internal control environment; and (2) to work with management in a proactive and creative manner to ensure the development and provision of services and processes in the most efficient and effective manner.

To the extent permitted by law, the University Audit Department shall have timely and unrestricted access to all University activities, properties, personnel, data, and records that are relevant to fulfillment of the department's mission to the University.

It is understood that certain sensitive and/or restricted items of the University necessitate special arrangements to be made by the University Audit Department when examining and reporting upon such items; however, no legitimate sources of information are to be closed to the University Audit Department.

The University Audit Department is to be independent in the conduct of its mission. As such, it shall be free from control or undue influence:

- in the selection and application of audit techniques, procedures, and programs;
- in the determination of facts revealed by the examination or in the development of recommendations or opinions as a result of the examination, and
- in the selection of areas, activities, personal relationships, and managerial policies to be examined.

E. PROCEDURES

Individuals in receipt of inquiries from members of the University Audit Department shall respond to requests and inquiries within requested or reasonable time frames and assist the University Audit Department as needed in conducting audits, reviews or investigations.

F. RETENTION

Applicable records must be retained for three years following the end of the fiscal year in which the records were closed and then destroyed in accordance with the Commonwealth's Records Retention Schedule (General Schedule Series 102, Series 012086).

G. RESPONSIBLE OFFICER

Audit Manager

H. RELATED INFORMATION

University Policy 3003 – Detection, Investigation and Reporting of Fraud, Waste and Abuse
University Policy 3004 – University Audit Response Procedures
Global Internal Audit Standards

Where to go with issues or concerns:

- The State Employee Fraud, Waste, and Abuse Hotline, 1-800-723-1615
- The Virginia Department of Employment Dispute Resolution (EDR)
- University Audit Department
- Old Dominion University Division of Talent Management and Culture

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Lauren Eady — 12/15/2025

Responsible Officer — Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Heidi Smith — 12/15/2025

Chair, Policy Review Committee (PRC) — Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Latoya Jordan — 12/15/2025

Responsible Oversight Executive — Date

University Counsel Approval to Proceed:

/s/ Allen Wilson — 12/15/2025

University Counsel — Date

Presidential Approval:

/s/ Brian Hemphill — 12/15/2025

President — Date

Policy Revision Dates: December 1, 1988; September 30, 2009; December 24, 2014; October 1, 2020; December 15, 2025

Scheduled Review Date: December 15, 2030