STARDOM UNIVERSITY | STARDOM UNIVERSITY LLC

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Regulatory Compliance and Change Notification Policy

Institutional review draft — approval required before publication or implementation

Field	Details
Policy ID	SDU-GOV-REGULATORY
Version	1.0
Effective date	To be set upon approval
Policy owner	Designated compliance owner under authorized governance oversight
Classification	Internal; public statement only if appropriate
Approving authority	Authorized governing authority under governing documents

1. Purpose

Establishes a process to identify regulatory obligations, assign compliance responsibilities, monitor changes, and notify authorities when required.

2. Scope

Applies to the operating entity and relevant academic, administrative, and operational units. It does not replace legal advice or regulator-specific instructions.

3. Core Principles

- **Risk-based compliance —** Priorities reflect risk, deadlines, and student impact.
- **Named accountability —** Each obligation has an owner and escalation path.
- **Current official sources —** Current official laws, forms, and instructions are checked.
- **Evidence —** Compliance status is supported by records and appropriate evidence.
- **Escalation —** Potential breaches, missed deadlines, and inaccurate information are escalated.

4. Procedures and Responsibilities

Obligation register — Maintain requirements, sources, owners, deadlines, and evidence.

Monitoring changes — Check current official sources and assess material changes before implementation.

Notification — Verify whether approval or notice is required, and confirm deadline and form.

Corrective action — Document potential non-compliance, assign corrective actions, and track closure.

5. Records and Evidence

Evidence generated under this policy is retained under applicable legal requirements and the Document and Records Management Policy.

6. Review and Amendment

The policy is reviewed periodically and after material changes. It may not be published as approved until the authorized authority approves and records the version.

7. Implementation Note

This is a proposed draft, not evidence of approval or implementation. Align it with actual structures, procedures, and current requirements before approval.