

University Policy 2222: Institutional Training Procedures

I. Institutionally Required Training List

Only trainings listed below are subject to compliance tracking and escalation by University Life or Human Resources. Responsible Units, under the direction of Human Resources (employee trainings) and University Life (student trainings), will maintain and update this list at least annually.

There are additional trainings that are required only for specific subsets of employees or students based on their role(s) and academic courses; those requirements are defined in other policies, procedures, or manuals.

Mandatory Employee Trainings

Training Title	Reference	Frequency	Responsible Unit
Civility & Violence Prevention	Department of Human Resource Management (DHRM) Policy 2.35: Civility in the Workplace Stop Campus Hazing Act [HR 5646]	Once Upon Hire	Human Resources
Emergency Preparedness	Executive Order 41 – (2019 Northam)	Annually	Risk, Safety, & Resilience
Equal Opportunity	University Policy 1201 Code of Virginia § 2.2-1211. Required diversity and cultural competency training	Annually	Office of Access Compliance and Community
Family Educational Rights and Privacy Act (FERPA)	34 CFR Part 99	Biennially (once every two years)	Registrar
IT Security Awareness	Code of Virginia, §2.2-2009 Additional duties of the CIO relating to security of government information.	Annually	Information Technology Services

Sexual Violence Prevention & Title IX	https://www.congress.gov/crs-product/R47570 Virginia Code § 23.1-806. Reporting of acts of sexual violence	Annually	Office of Access Compliance and Community
Tools for an Ethical Workplace	Virginia Agency Risk Management and Internal Control Standards (ARMICS)	Biennially	Office of Institutional Compliance
Prohibited Relationship	University Policy 1204: Prohibited Relationships With Students	Biennially	Human Resources and Office of Access, Compliance, & Community

Instructional/Research Faculty Required Training

Academic Standards	University Catalog	Annually	Office of the Provost
Research Security	National Security Presidential Memorandum 33 (NSPM-33) CHIPS & Science Act (Public Law 117-167) Office of Science and Technology Policy Memorandum dated July 9, 2024	Annually	Office of Research Integrity and Assurance

Faculty and staff may request Responsible Units grant students access to employee trainings for educational purposes; however, Responsible Units are not obligated to make employee training available to students, employee training is not a substitute for student or course required trainings, and Responsible Units are not responsible for training administration, record keeping, or student inquiries in these cases.

Mandatory Student Trainings

Training Title	Reference	Frequency	Responsible Unit
Civility & Violence Prevention	Code of Virginia §23.1-808.1. Human trafficking awareness and prevention training; first-year orientation. Stop Campus Hazing Act [HR 5646]	Once	University Life
Emergency Preparedness	§ 23.1-808.2. Campus safety and emergency preparedness training; first-year completion and biennial review	Biannual	Risk, Safety, & Resilience
Academic Standards	University Catalog	Annually	Office of the Provost
Alcohol Education	Drug Free Schools and Communities Act of 1989 & Drug Free Workplace Act of 1988	Once	University Life

II. Training Assignment and Monitoring

1. Assignment: All individuals who are subject to Institutionally Required Training must be identified and assigned training in MasonLEAPS, Canvas, or other equivalent database/application managed by the Responsible Unit.

2. Training notification and Reminders: The Responsible Unit must provide notification that training is required no less than one month, two weeks, and three days before training is required.

3. Tracking: Responsible Units are required to monitor compliance with training, adhere to the compliance escalation rubric (see section IV below) or address non-compliance on a case-by-case basis.

III. Compliance Escalation Rubric

Employees: Non-compliance will result in notification to the employee’s supervisor and university leadership per the matrix below. Supervisors are expected to provide time to complete training and take appropriate disciplinary action in coordination with Human Resources if training is not completed. Failure to complete training may result in loss of access, impact on performance evaluations, or disciplinary measures as outlined in applicable University policies.

Failure to comply with training required by position (e.g., safety training, HIPPA, Driver Training) may result in loss of access to university facilities/resources. Repeated and persistent non-compliance may result in a disciplinary referral to Human Resources by the Responsible Unit.

Students: Student non-compliance will be referred to Student Conduct as necessary. Students that fail to complete mandatory training may have holds placed on their accounts.

Disciplinary measures must be consistent with Department of Human Resources (DHRM) Policy 1.60 Standards of Conduct (classified employees), the applicable faculty handbook and procedures (faculty), and Student Code of Conduct (students).

Step	Timing	Recipient	Required Action
Pre-Due Date Reminders	<ul style="list-style-type: none"> • 1 month • 2 weeks • 3 days 	Employee OR Student	Complete Training
Step 1	7 days overdue	Employee OR Student	Complete Training
Step 2	14 days overdue	Employee <ul style="list-style-type: none"> • Employee Supervisor or LAU Head OR Student	Complete Training

Step 3	21 days overdue	<p>Employee</p> <ul style="list-style-type: none"> • Employee Supervisor or LAU Head • Department Head or Dean <p>OR</p> <p>Student</p> <ul style="list-style-type: none"> • Academic Advisor 	<p>Employee: Supervisor must provide time/resources to complete.</p> <p>Student: University Life will reach out directly to student and will provide a scheduled appointment to support completion.</p>
Step 4	30 days overdue	<p>Employee</p> <ul style="list-style-type: none"> • Employee Supervisor • Department Head or Dean • Executive or Senior Vice President <p>OR</p> <p>Student</p> <ul style="list-style-type: none"> • Academic Advisor • Student Conduct 	<p>Employee: Supervisor must document non-compliance in employee records and take additional disciplinary actions as deemed appropriate by the supervisor in coordination with Human Resources. Some types of missed training may also result in loss of privileges (e.g., failure to complete IT Security Awareness Training will result in loss of account privileges until training is completed.)</p> <p>Student: Automated referral to Student Code of Conduct. Some types of missed training may also result in loss of privileges (e.g., failure to complete IT security compliance training will result in loss of account privileges until training is completed.)</p>
Step 5	60 days overdue	<p>Employee</p> <ul style="list-style-type: none"> • Employee Supervisor 	<p>Employee: Supervisor must report non-compliance to department head within the context of performance</p>

		<ul style="list-style-type: none"> • Department Head or Dean • Executive or Senior Vice President <p>OR</p> <p>Student</p> <ul style="list-style-type: none"> • Academic Advisor • Student Conduct 	<p>evaluation. Employee eligible for unsatisfactory evaluation due to non-compliance. Additional disciplinary actions as deemed appropriate by the supervisor and University Leadership in coordination with Human Resources may be taken.</p> <p>Student: Hold placed on student accounts until training is complete.</p>
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IV. Training Design Guidelines

All mandatory trainings (listed above) must be approved by and developed with an Instructional Designer and utilize the following standards. Additionally, these guidelines are strongly encouraged for training that are mandatory for populations of students, faculty, and/or staff exceeding 200. These guidelines only apply to online training programs hosted in MasonLEAPS and Canvas.

Hosting:

- All institutionally required training must be hosted in MasonLEAPS (for employees) or Canvas (for students)
- Video-based training files must be compliant with platform and accessibility requirements.
- Training must be accompanied by a description that:
 - Outlines the topic
 - Describes training requirement and includes the regulatory citation
 - Stipulates the required audience
 - Provides an anticipated length of time to complete
 - Includes a contact(s) for questions or concerns about training or content

Training Format

- Training must be created with an application that can produce virtual training capable of:
 - Embedding video
 - Voice narration
 - Closed captioning
 - Providing access to resources via menu or tool bar

- Navigation panel
- Breaking training into modules if a test out option is desired
- Requiring user interaction to advance between slides/window/content – training may not run start to finish without routine user interactions.
- Pausing automatically when a user navigates away from the training window to avoid multi-tasking and distractions
- All training will:
 - Utilize George Mason’s logo, contain a title page, learning objectives, be designed in a modular format, and provide a conclusion.
 - Not exceed 40 minutes (excluding required exams) unless extenuating circumstances or mandatory content requires additional time for completion.

Accessibility:

All institutionally required online training must be:

- Compliant with Web Content Accessibility Guidelines (WCAG) 2.1, the Americans with Disabilities Act (ADA) section II, and Section 508 Accessibility Standards
- Provide clear, high-resolution AI generated or voice audio narrative (i.e., text to speech to allow for future edits)
- Include closed captioning (that matches the audio narrative exactly)
- Compatible with screen reading technologies
- Conform to accessibility font, color, interaction, and design standards
- Reviewed and approved by George Mason University’s Office of Assistive Technology

Engagement:

All institutionally required online training are encouraged to have one or more of the following methods of instructional design to improve learning and knowledge retention:

- Utilize multi-media – a mixture of video, audio, photos, and static content
- Require three or more interactions to advance through training

Learning Assessment:

- A method of learning assessment is recommended
- Learning assessment may include one or more of the following:
 - A post-test quiz/exam
 - Intermittent questions throughout the training – users may not proceed until the question is answered correctly or users are provided feedback when an incorrect answer is provided.

- Exercise that demonstrates knowledge of the subject matter

Test-Out Option:

- Users may ***not*** test-out of initial training – all institutionally required training must be completed in its entirety upon hire.
- Completing a learning assessment (quiz or exercise) in lieu of training is only permissible for recurring/refresher training (i.e., training required annually, biannually, or other routine frequency) after initial training is taken in its entirety.
- Training that is eligible and equipped with a test-out option may use one of the following formats:
 - Pre-test minimum passing score of 100%
 - Requirement to complete training in its entirety upon failure of the pretest (i.e., less than 100% score)
 - Require review of relevant training content for all incorrect questions with optional post instruction testing:
 - Full retest
 - Review of relevant content
 - No retest

V. Training Procedures Review & Updates

Human Resources and University Life, in consultation with the responsible units for institutionally required training, will review and update these procedures triennially in coordination with the Institutional Training Working Group. Changes to the approved training list require Senior Leadership approval.

May 12, 2026