Policy Status Updates
Website: http://www.uww.edu/adminaffairs/compliance/policy-news-and-updates

This report serves to update the UW-Whitewater campus community on recent UW System policy changes within the last six (6) months as well as UW-Whitewater Practice Directive and Procedure progress.

The UW System Vice President for Administration released a notice on July 12, 2018 which details their Fiscal Year 2019 UW System Administrative Policy Priorities. This message includes a list of administrative policies and procedures that are scheduled for revision or development during Fiscal Year 2019.

As a result of these incremental changes, there may be instances where certain links in this document become inactive or broken. In order to keep this document as current as possible, it will be updated on a monthly basis to capture all updates from the UW System regarding such policies.

If you would like to be kept informed of the policy process - including receiving notifications of when draft administrative policies are available for comment, or when an administrative policy or procedure has been approved - you can subscribe to the RSS newsfeed for policy updates.

UW SYSTEM

New Policies and Procedures Approved by UW System

- **UW System Administrative Policy 1035: Information Security: IT Asset Management**
  - **Original Issuance Date:** August 19, 2020
  - **Effective Date:** September 1, 2021
  - **Overview:** This policy establishes the minimum requirements and responsibilities for the inventory and management of University of Wisconsin (UW) System Information Technology (IT) assets.

  - **Original Issuance Date:** August 19, 2020
  - **Effective Date:** September 1, 2021
  - **Overview:** The purpose of this standard is to establish the required data elements to be recorded and tracked during inventory of information technology (IT) assets and when these data elements are to be updated. To establish annual reporting requirements of IT asset inventories.
● **UW System Administrative Policy 100-Interim 05: Interim: Veteran Access, Choice, and Accountability Act Domicile Requirement Waiver**

*Original Issuance Date:* August 13, 2020  
*Expiration Date:* January 1, 2021  

**Overview:** This interim policy action amends how UW institutions administer the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act). Under this law, nonresident U.S. veterans and other eligible nonresident benefit recipients are charged the same tuition as Wisconsin residents pursuing the same course or program. Due to circumstances presented by Novel Coronavirus (COVID-19), veterans (and other eligible students) may choose to reside outside the state during the pandemic but still seek to enroll in UW programs. Until circumstances allow for a safe return to the state of Wisconsin, this interim policy action temporarily amends the domicile requirement in SYS 805, *Tuition and Fee Policies for Credit Instruction*, section 6.B.2 for eligible students attending UW institutions.

● **UW System Administrative Policy 300-Interim 03.A: Interim: Institutional Use of Deferred Tax Liability Under CARES Act**

*Original Issuance Date:* August 6, 2020  
*Expiration Date:* December 31, 2022  

**Overview:** The purpose of this procedure is to establish standards for University of Wisconsin System institutions and University of Wisconsin central administration consisting of UWSA, UWSS and UWEX to use their respective share of funds from the deferred payroll tax liability under the Coronavirus Aid, Relief, and Economic Security (CARES) Act to maximize liquidity.

● **UW System Administrative Policy 200-02- Interim 02: Interim: Salary Advances for Furloughed Employees**

*Original Issuance Date:* July 27, 2020  
*Expiration Date:* June 30, 2021  

**Overview:** Many employees who have been furloughed pursuant to System Administrative Policy 1200- Interim 04, *Furlough*, have experienced a significant delay in receiving unemployment compensation benefits. To help these employees pay their living expenses while awaiting their unemployment compensation, the UW System is empowering local institutions to temporarily expand the use of our existing Salary Advance policy to cover those employees serving qualifying consecutive day furloughs.

● **Interim Regent Policy Document Waiver #05: UW System Freshman Admissions Policy ACT/SAT Requirements Waiver for UW-Madison**

*Original Issuance Date:* July 27, 2020  
*Expiration Date:* December 31, 2020  

**Overview:** This policy addresses immediate needs arising from COVID-19 because ACT and SAT testing has not been available for many applicants. This interim policy action temporarily suspends Sections I.C. and II.B. of Regent Policy Document (RPD) 7-3, *University of Wisconsin System Freshman Admissions Policy*, that require applicants who seek to be entering freshman at UW institutions to submit ACT or SAT scores to the UW institutions. The suspension of this requirement applies to all freshman applications to UW-Madison, through
December 31, 2020. (UW-Madison intends to seek Board of Regent approval for a formal waiver of RPD 7-3 beyond December 31, 2020.) The interim policy permits UW-Madison to process freshman applications and to make admissions decisions without requiring these previously required test scores.

- **UW System Administrative Policy 121: Professional Licensure Programs: Determining Student Location**
  
  **Original Issuance Date:** June 30, 2020  
  **Revision Date:** June 30, 2020  
  **Overview:** Under 34 CFR Sec. 668.43, new regulations have been adopted that create new disclosure requirements for professional licensure programs regardless of the mode of delivery in that the rules apply to both face-to-face and distance education programs. Per the new rules, institutions are required to determine the states in which a student and prospective student is located for the purpose of disclosing state-specific professional licensure information to students based on the state in which a student is located. This policy is necessary to provide a general structure under which institutions shall determine a student’s location for purposes of complying with the new rules. Adherence to the new federal regulations is a condition of Title IV eligibility (i.e., the ability to offer federal student aid). This new requirement goes into effect on July 1, 2020.

- **UW System Administrative Policy 102: Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting**
  
  **Original Issuance Date:** June 3, 2020  
  **Revision Date:** June 3, 2020  
  **Overview:** This document is a statement of the University of Wisconsin System (UW System) Policy on Array Management: Program Planning, Delivery, Review, and Reporting in the UW System. This document provides guidance on academic degree program array management actions, including approvals of new programs, review of program suspensions and eliminations, individual and lateral program reviews, as well as other required reporting and approval items at the Board of Regents or UW System level. Such items may include, but are not limited to, revisions to university missions, establishment of new schools or colleges, and the extension of programs to other sites, including international sites.

- **UW System Administrative Procedure 102.A: Monitoring Academic Degree Programs**
  
  **Original Issuance Date:** June 3, 2020  
  **Revision Date:** June 3, 2020  
  **Overview:** The procedures outline UW System university and UW System Administration processes for monitoring academic degree programs and governance for those programs.

- **UW System Administrative Policy 100-Interim 04: Lawton Undergraduate Minority Retention Grant Program Requirements Waiver Extension (Summer 2020-Summer 2021)**
  
  **Original Issuance Date:** June 1, 2020  
  **Expiration Date:** August 31, 2021
Overview: The purpose of this policy action is to accommodate circumstances presented by Novel Coronavirus (COVID-19) while maintaining the intent of UW System Administrative Policy 170, Lawton Undergraduate Minority Retention Grant Program.

- **Regent Policy 7-1: Transfer and Award of Credit for Extra-Institutional Learning**  
  Original Issuance Date: April 4, 2020  
  Overview: This policy establishes guidelines for evaluating and awarding transfer credits and credits for extra-institutional learning within the UW System with the goal of fostering educational attainment and accommodating student mobility. Student-centered policies that give full consideration for prior education and experience are essential for reducing time-to-degree, improving graduation rates, and minimizing the cost of attendance. The policy also provides guidance regarding the implementation of systemwide transfer agreements with other educational agencies such as through the Universal Credit Transfer Agreement, which is required under s. 36.31 (2m) (b), Wis. Stats., and the agreement required under s. 36.31 (2m) (am), Wis. Stats., to promote and support program-to-program articulation agreements.

- **Interim Regent Policy Document Waiver #01: COVID-19 Grants and Contracts Waivers**  
  Original Issuance Date: April 21, 2020  
  Expiration Date: June 17, 2020  
  Overview: This interim policy action waives certain requirements of Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval, to allow the Executive Director and Corporate Secretary of the Office of the Board of Regents and the President of the UW System to execute grants from and contracts with private, profit-making organizations with a value of more than $1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution. This interim policy action only applies to grants and contracts that are necessary to respond to immediate resource needs resulting from the COVID-19 pandemic.

- **Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver**  
  Original Issuance Date: April 14, 2020  
  Effective Date: March 30, 2020  
  Expiration Date: June 17, 2020  
  Overview: This interim policy action waives the requirements of Section 4 of Regent Policy Document (RPD) 13-2, Real Property Contracts: Signature Authority and Approval, to allow the UW System President and the Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents approval. Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.

  Original Issuance Date: May 5, 2020  
  Expiration Date: June 17, 2020
Overview: The purpose of the interim policy is to provide campuses with greater flexibility in transferring fund balances between auxiliary operations and from auxiliary operations to other funding sources, to address financial needs resulting from the COVID-19 pandemic. Specifically, this interim policy waives the following policies or stated sections thereof which require auxiliary transfer requests be considered at the time of the Board of Regents’ annual budget deliberations and provide UW institutions with some flexibility to transfer surplus funding from one auxiliary activity to another.

- **UWSA Policy 100 Interim 01: Study Abroad Emergency Reserve/Contingency Fund Requirement Waiver**
  Original Issuance Date: April 9, 2020
  Expiration Date: TBD by UW System President
  Overview: This interim policy action temporarily waives the requirement for institutions to maintain a minimum emergency reserve/contingency fund for students studying abroad. Given the need to assist students abroad during the Coronavirus (COVID-19) pandemic, UW System administration is suspending the requirement of the emergency reserve/contingency fund until the end of the pandemic.

- **UWSA Policy 100 Interim 02: Lawton Undergraduate Minority Retention Grant Program Requirements Waiver**
  Original Issuance Date: April 6, 2020
  Expiration Date: May 31, 2020
  Overview: The purpose of this policy action is to accommodate circumstances presented by Novel Coronavirus (COVID-19) while maintaining the intent of UW System Administrative Policy 170, Lawton Undergraduate Minority Retention Grant Program.

- **UWSA Policy 200 Interim 01: Temporary Deferment of Full Criminal Background Check**
  Original Issuance Date: May 4, 2020
  Expiration Date: December 31, 2020
  Overview: Widespread public office closures and service reductions due to the COVID-19 public health emergency have impeded the ability of criminal background check vendors to deliver complete background checks within the timeframe normally required for our hiring process. Regent Policy Document 20-19, University of Wisconsin System Criminal Background Check Policy requires every institution to adopt a criminal background check policy consistent with the requirements of the Regent Policy, with the UW System Office of Human Resources assigned responsibility for reviewing and approving the local policies and ensuring consistency of practice. This policy establishes a uniform practice for what steps an institution may take when the completion of a full background check is delayed.

- **UWSA Policy 300 Interim 02: Capital Equipment Physical Inventory Review Extension**
  Original Issuance Date: April 1, 2020
  Expiration Date: December 31, 2020
  Overview: This interim policy provides an extension for the current cycle of biennial physical inventory review of capital inventory. UW System Administration (UWSA) understands that
during the COVID-19 pandemic, resources are being diverted to activities other than employees’ routine activities. As such, this interim policy provides institutions additional time to complete their inventory review.

- **UWSA Policy 1200 SUSPENDED-Interim 01: Short-Term Telecommuting**
  
  Original Issuance Date: March 11, 2020  
  Expiration Date: July 1, 2020  
  **Overview:** This interim policy is designed to provide a framework for a short-term telecommuting agreement between a UWS employee and their supervisor. The UW System has adopted the State of Wisconsin Telecommuting Guidelines as its policy governing long-term telecommuting practices. These state guidelines specifically do not apply in the case of an employee who works from home on a short-term basis. This interim policy is intended to provide guidance for circumstances in which a short-term (up to two-week) telecommuting arrangement is desired for a UW System employee based on an employee need, a department need or a system need. This interim policy is not applicable to employees working under regular (not short-term) telecommuting agreements, or employees telecommuting as part of a disability accommodation approved by their institution. This interim policy is not intended to prohibit informal single-day telecommuting arrangements verbally agreed upon between an employee and their supervisor.

- **UWSA Policy 1200 Interim 02: COVID-19 Leave Policy**
  
  Original Issuance Date: March 17, 2020  
  Revision Date: April 21, 2020  
  Expiration Date: December 31, 2020  
  **Overview:** This is an emergency policy implementing leave provisions and workplace flexibility options during the COVID-19 pandemic prioritizing the health and safety of the UW System community. This emergency policy is intended to meet and exceed the UW System’s obligations under the federal and should be read as consistent with that law. This policy establishes standards for the continued pay and leave usage for UW System employees during the COVID-19 pandemic. To minimize the spread of the virus, many employees have been directed not to report to the workplace to facilitate social distancing. Many employees are able to perform their assigned duties remotely where possible and appropriate. Core operations must continue in this situation. Some employees will be required to perform their assigned duties on-site to maintain operations. Some employees cannot perform their assigned duties remotely; if these employees cannot perform their assigned duties, they may be directed to stay home. Employees may be reassigned to other duties as necessary based on operational need and capacity. The overarching goal is to keep our communities and institutions safe and healthy, while enabling as much of our mission-related activities to continue as possible.

- **UWSA Policy 1200 Interim 03: FMLA Expansion**
  
  Original Issuance Date: March 31, 2020  
  Expiration Date: December 31, 2020
Overview: The purpose of this policy is to temporarily amend UW System Administrative Policy 1213, Wisconsin and Federal Family and Medical Leave Act in compliance with the provisions of the Families First Coronavirus Response Act of 2020. It provides additional paid family and medical leave for a qualifying need related to a public health emergency. It also expands the eligibility criteria for this specific type of Emergency Family and Medical Leave.

- **UWSA Policy 1200 Interim 04: Furlough**
  
  **Original Issuance Date:** April 17, 2020  
  **Revision Date:** May 21, 2020  
  **Expiration Date:** June 30, 2020  

  **Overview:** The University of Wisconsin (UW) System is facing increased fiscal challenges as a result of the COVID-19 crisis. As a result, the University of Wisconsin System Board of Regents, under the authority granted to it in Wis. Stat. s. 36.115, has authorized the UW System to implement a variety of workforce reduction and cost saving measures, beyond existing layoff policies, to address these financial challenges in a way that minimizes layoffs and maximizes the UW System’s ability to continue to perform its critical educational and outreach mission. The furlough process is not a substitute for layoff, non-renewal, or termination processes as outlined in the Wisconsin Administrative code, systemwide policies, and institutional policies.

- **UWSA Policy 1200 Interim 05: Vacation, Compensatory Time and Personal Holiday Carryover**
  
  **Original Issuance Date:** April 27, 2020  
  **Expiration Date:** June 30, 2020  

  **Overview:** The COVID-19 crisis has had a disruptive effect on employee schedules, including the ability to take planned time off. Some employees have vacation or personal holidays that must be used by June 30, 2020 or they risk forfeiting those paid time off entitlements. This interim policy temporarily amends sections of three UW System Administrative policies related to the carryover of these paid leave entitlements to allow employees the option of carrying over these leave balances for an additional year.

- **UW System Administrative Policy SYS 1000-01: Interim: Information Security: Awareness Training Extension**
  
  **Original Issuance Date:** March 25, 2020  
  **Expiration Date:** Determined by UW System President  

  **Overview:** This interim policy provides an extension on the required information security awareness training for UW System students and employees who access University of Wisconsin (UW) System information technology assets. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees’ routine activities. As such, this interim policy provides students and employees who have a training deadline during the pandemic additional time to complete their information security awareness training.

- **UW System Administrative Policy 300-1: Interim: Primary Fundraising Foundation and Other Affiliated Organization Administrative Support and Benefits Report Extension**
  
  **Original Issuance Date:** March 24, 2020
Expiration Date: May 31, 2020

Overview: This interim policy provides an extension for the annual report of administrative support when the total administrative support provided to Primary Fundraising Foundations or Other Affiliated Organizations is valued at $100,000 or greater. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees’ routine activities. As such, this interim policy provides institutions additional time to complete their report accounting for administrative support for FY2019.

- **UW System Administrative Procedure 175.A: Accreditation Visits and Reports Procedure**
  Original Issuance Date: March 4, 2020
  Revision Date: March 4, 2020
  Overview: These Procedures state the actions required for regional accreditation.

- **Regent Policy Document 4-5: Accreditation and Assessment of Student Learning**
  Original Issuance Date: February 7, 2020
  Overview: The purpose of accreditation is to assure all stakeholders, including students, families, government officials and others, of the quality of higher education institutions and programs. The federal government requires that higher education institutions be accredited to be eligible for federal funding and to provide students with federal financial aid. Employers look to accreditation to evaluate the credentials of job applicants, as well as for evaluating whether to provide tuition assistance to employees. The accreditation process also provides an assurance of student learning and other educational outcomes.

- **Regent Policy Document 13-6: Contracts with Research Companies**
  Original Issuance Date: January 21, 2020
  Revision Date: February 7, 2020
  Effective Date: February 7, 2020
  Overview: The purpose of this policy is to define the required elements of a management plan issued in relation to a contract between a UW System institution and a research company where Wis. Stat. § 946.13 may apply.

**Recent Policy and Procedure Changes Approved by UW System**

- **Revised: UW System Administrative Policy 300- Interim 02: Interim: Capital Equipment and Maintenance Repair and Operations Physical Inventory Review Extension**
  Original Issuance Date: April 1, 2020
  Revision Date: June 18, 2020
  Expiration Date: December 31, 2020
  Overview: This interim policy provides an extension for the current cycle of biennial physical inventory review of capital inventory and the annual physical inventory requirement of maintenance repair and operations (MRO) inventory. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees’ routine activities and staff who conduct the inventory may be working
remotely. As such, this interim policy provides institutions additional time to complete their inventory review.

- **Rescinded: UW System Administrative Policy 126: Statewide Planning, Communication And Coordination of Extension Programs in the UW System**
  
  **Original Issuance Date:** May 1, 1989
  
  **Rescinded:** June 16, 2020
  
  **Overview:** In 2017, pursuant to Regent Resolutions 10956 and 10961, the UW Colleges and UW-Extension were restructured. Hence, the UW System Policy, SYS 126, Statewide Planning, Communication and Coordination of Extension Programs in the UW System, became a guidance document, rather than an active policy. As a guidance document, SYS 126 describes many of the foundational aspects of the statewide extension function, for ready access by current and future UW System faculty, staff, and students, as well as members of the public. The UW System policies that remain in effect as active policies include: SYS 125, SYS 127, and SYS 130.

- **Revised: UW System Administrative Policy 130: Programming For the Non-Traditional Market in the UW System**
  
  **Original Issuance Date:** Unknown
  
  **Revision Date:** June 16, 2020
  
  **Effective Date:** June 16, 2020
  
  **Overview:** This policy provides the broad parameters for credit courses that are offered through the University of Wisconsin System and intended to serve the nontraditional student market. This document sets forth the principles that guide the determination of funding, and describes budget policy.

- **Revised: UW System Administrative Policy 127: Identification of the Extension Function in the University of Wisconsin System**
  
  **Original Issuance Date:** Unknown
  
  **Revision Date:** June 16, 2020
  
  **Effective Date:** June 16, 2020
  
  **Overview:** With the 2017 UW System restructuring, the Board of Regents expressed the intent to preserve the model of statewide outreach and public service that evolved under UW-Extension.* The actions of the Board of Regents, as embraced by Regent Policy 18-1, serves to affirm the importance of statewide outreach and public service as a vital part of the UW System’s mission, one that embodies the Wisconsin Idea by serving the entire State of Wisconsin.

- **Revised: UW System Administrative Policy 125: Maintaining Continuity of Extension, Statewide Outreach and Public Service following the 2017 University of Wisconsin System Restructure**
  
  **Original Issuance Date:** May 1, 1989
  
  **Revision Date:** June 16, 2020
  
  **Effective Date:** June 16, 2020
Overview: The University of Wisconsin System is committed to continuing the strong tradition of the Wisconsin Idea. This public service outreach mission in Wisconsin has been an important feature of public higher education since the turn of the century, whereby departments, colleges and schools of all UW System institutions consider the needs of Wisconsin residents and families, professions, businesses and industries, farms, and communities in their teaching and research activities. At three points in the 1980’s (1982, 1985 and 1988), the Board of Regents adopted policies designed to affirm and strengthen the UW’s outreach mission. In these affirmations, policies were adopted to explicate the outreach functions of all 26 UW System institutions (later reduced to 13 institutions as a result of the UW System Restructuring), to empower UW System’s coordination and oversight of the resulting statewide outreach and public service mission, and to delegate the authority for this statewide outreach and public service mission to one of its institutions, UW-Extension.* With the 2017 restructuring, the Board of Regents expressed the intent to preserve the model of statewide outreach and public service that evolved under UW-Extension.

- **Revised: UW System Administrative Policy 425: Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation**
  - Original Issuance Date: October 5, 2015
  - Revision Date: June 9, 2020
  - Effective Date: July 1, 2020
  - Overview: The objectives of this policy are as follows: Prescribe the mileage reimbursement rate. Prescribe requirements for using contract vehicle rental vendors. Communicate driver authorization requirements. Define responsibility for determining the most appropriate mode of transportation. Define vehicle expenses that can be paid with University funds. Define business mileage and calculation of miles for reimbursement. Define responsibilities for institutions that operate a fleet.

- **Revised: UW System Administrative Policy 420: Travel & Expense - Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements**
  - Original Issuance Date: October 5, 2015
  - Revision Date: June 9, 2020
  - Effective Date: July 1, 2020
  - Overview: This policy has been issued under the authority of the Board of Regents as it relates to the governance of university travel and expense policies created under Wis. Stat. s. 36.11(56).

- **Revised: UW System Administrative Policy 415: Purchase & Payment of Lodging**
  - Original Issuance Date: October 5, 2015
  - Revision Date: June 9, 2020
  - Effective Date: July 1, 2020
  - Overview: The objectives of this policy are as follows: Consolidate travel dollars spent for lodging and hotel based meeting & events needs with select UW System contracted or partnership lodging properties located in top travel destinations for the purposes of obtaining optimal rates with greater availability, enhanced services, favorable terms, and included
amenities for top travel destinations. Designate Concur or use contracted travel agencies as the preferred methods for making individual lodging reservations to achieve benefits. Define options for payment. Clarify allowable lodging expenses. Prescribe maximum rates for lodging. Define receipt and expense reporting requirements in accordance with applicable tax laws. To provide an exception process for the procurement and payment of lodging when traveling to locations that lack lodging availability within policy constraints.

- **Revised: UW System Administrative Policy 405: Travel and Expense- General Travel & Expense Policy**
  - **Original Issuance Date:** March 9, 2015
  - **Revision Date:** June 9, 2020
  - **Effective Date:** July 1, 2020
  - **Overview:** The purpose of this policy is to establish the general parameters for conducting university-sponsored travel and accounting for expenses.

  - **Original Issuance Date:** April 21, 2020
  - **Revision Date:** June 8, 2020
  - **Expiration Date:** December 31, 2020
  - **Overview:** This interim policy action waives certain requirements of Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval, to allow the Executive Director and Corporate Secretary of the Office of the Board of Regents and the President of the UW System to execute grants from and contracts with private, profit-making organizations with a value of more than $1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution. This interim policy action only applies to grants and contracts that are necessary to respond to immediate resource needs resulting from the COVID-19 pandemic.

- **Revised: Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver**
  - **Original Issuance Date:** April 14, 2020
  - **Revision Date:** June 8, 2020
  - **Expiration Date:** December 31, 2020
  - **Overview:** This interim policy action waives the requirements of Section 4 of Regent Policy Document (RPD) 13-2, Real Property Contracts: Signature Authority and Approval, to allow the UW System President and the Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents approval. Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.

  - **Original Issuance Date:** May 5, 2020
Overview: The purpose of the interim policy is to provide campuses with greater flexibility in transferring fund balances between auxiliary operations and from auxiliary operations to other funding sources, to address financial needs resulting from the COVID-19 pandemic. Specifically, this interim policy waives the following policies or stated sections thereof which require auxiliary transfer requests be considered at the time of the Board of Regents’ annual budget deliberations and provide UW institutions with some flexibility to transfer surplus funding from one auxiliary activity to another.

- **Revised: Regent Policy 20-2: Student Evaluation of Instruction**
  - Original Issuance Date: October 4, 1974
  - Technical Corrections: November 11, 2018
  - Revision Date: June 4, 2020
  - Overview: This policy establishes guidelines for using student evaluations to improve instruction and assess faculty performance.

- **Revised: UW System Administrative Policy 410: Purchase & Payment of Business Air Travel**
  - Original Issuance Date: December 8, 2014
  - Revision Date: June 4, 2020
  - Effective Date: July 1, 2020
  - Overview: The objectives of this policy are as follows: Define “lowest logical airfare” and standards for the purchase and payment of airfare, including utilization of UW System airline contracts, Identify Concur as the contracted self-booking tool and Travel Incorporated and Fox World Travel as the contracted required agencies for university sponsored air reservations excluding Athletic travel as noted below, Identify exemptions to the required reservation methods and use of contracts, Reduce or contain UW System travel costs and increase service standards.

  - Original Issuance Date: September 14, 2016
  - Revision Date: April 22, 2020
  - Effective Date: June 1, 2020
  - Overview: The purpose of this policy is to establish the minimum requirements to report an Information Security (IS) incident throughout the University of Wisconsin (UW) System and the subsequent required actions by the institutions when an incident occurs.

  - Original Issuance Date: Unknown
  - Revision Date: March 31, 2020
  - Overview: This procedure provides guidance on academic program array management actions, including approvals of new programs, review of program suspensions and eliminations, individual and lateral program reviews, as well as other required reporting and
approval items at the Board of Regents or UW System level. Such items may include, but are not limited to, revisions to institutional missions, establishment of new schools or colleges, and the extension of programs to other sites, including international sites.

- **Suspended: UW System Administrative Policy 1200-Interim 01: Interim: Short-Term Telecommuting**
  
  **Original Issuance Date:** March 11, 2020  
  **Suspension Date:** March 14, 2020  
  **Expiration Date:** July 1, 2020  
  **Overview:** This interim policy is designed to provide a framework for a short-term telecommuting agreement between a UWS employee and their supervisor. The UW System has adopted the [State of Wisconsin Telecommuting Guidelines](#) as its policy governing long-term telecommuting practices. These state guidelines specifically do not apply in the case of an employee who works from home on a short-term basis. This interim policy is intended to provide guidance for circumstances in which a short-term (up to two-week) telecommuting arrangement is desired for a UW System employee based on an employee need, a department need or a system need.

- **Code of Ethics Guidelines for Reporting Outside Activities Under UWS 8.025 (Formerly Appendix 1 of SYS 1290, Code of Ethics)**
  
  **Original Issuance Date:** February 27, 2020  
  **Revision Date:** February 27, 2020  
  **Overview:** Previously appendix 1 of SYS 1290, Code of Ethics. These guidelines support SYS 1290, Code of Ethics and describe requirements for reporting outside activities.

- **Rescinded: UW System Administrative Policy 1201: Affirmative Action Data**
  
  **Original Issuance Date:** July 1, 2015  
  **Rescinded:** February 26, 2020  
  **Overview:** This policy assures that Affirmative Action/Equal Employment Opportunity data is collected by all UW Institutions in a manner that is consistent with federally mandated definitions using a reliable collection technique. This policy has been fully incorporated into Policy 220, Affirmative Action Data.

- **Revised: UW System Administrative Policy 220: Affirmative Action Data Collection**
  
  **Original Issuance Date:** May 14, 1990  
  **Revised:** February 26, 2020  
  **Overview:** This policy assures that Affirmative Action/Equal Employment Opportunity data is collected by all UW Institutions in a manner that is consistent with federally mandated definitions using a reliable collection technique.

- **Rescinded: Regent Policy Document 4-2: Inter-institutional Cooperative Agreements Between UW Institutions and Private Colleges**
Overview: Removed policy as it does not meet the standards and protocols for a Regent Policy Document, and directs the System President to adopt the provisions of RPD 4-2 as a UW System Administrative Policy

- Rescinded: Regent Policy Document 30-1: Student Publications
  Overview: Rescinded and removed the policy because it is obsolete.

- Revised: Regent Policy Document 30-2: Student Newspapers Disclaimer
  Original Issuance Date: August 15, 1975
  Revision Date: February 7, 2020
  Overview: The purpose of this policy is to establish procedures related to the responsibility for the editorial content of student press publications.

- Revised: UW System Administrative Policy 1030: Information Security Authentication
  Original Issuance Date: September 14, 2016
  Last Revision Date: October 4, 2019
  Effective: March 17, 2020
  Overview: The purpose of this policy is to establish specific minimum standards for authentication and authentication management across the University of Wisconsin System.

- Revised: UW System Administrative Policy 1030.A: Information Security Authentication
  Original Issuance Date: September 14, 2016
  Last Revision Date: October 4, 2019
  Effective: March 17, 2020
  Overview: The purpose of these procedures is to define the specific authentication methods employed in the day-to-day operations of systems that are subject to the information security policies of the University of Wisconsin System.

- Revision: UW System Administrative Policy 1031: Information Security: Data Classification and Protection
  Original Issuance Date: September 14, 2016
  Revision Date: January 9, 2019
  Effective Date: June 7, 2020
  Overview: The purpose of this policy is to establish a method of categorizing data assets based on risk to the University of Wisconsin System and to establish specific minimum standards for data handling across the UW System. This policy also ensures that the UW System manages data in a consistent and appropriate manner.

- Revision: UW System Administrative Procedure 1031.A: Information Security: Data Classification
  Original Issuance Date: September 14, 2016
  Revision Date: January 9, 2019
  Effective Date: June 7, 2020
Overview: These procedures outline a method to classify data according to risk to the University of Wisconsin System and assign responsibilities and roles that are applicable to data.

- **Revision:** UW System Administrative Procedure 1031.B: Information Security: Data Protections
  - **Original Issuance Date:** September 14, 2016
  - **Revision Date:** January 9, 2019
  - **Effective Date:** June 7, 2020
  - **Overview:** The purpose of these procedures is to define the specific data handling methods employed in the day-to-day operations of systems that are subject to the information security policies of the University of Wisconsin System.

*Proposed Changes to UW System Administrative Policies & Procedures*

- **Proposed Policy:** UW System Administrative Policy 1000: General Terms and Definitions
  - **Original Issuance Date:** September xx, 2020
  - **Overview:** The purpose of this policy is to provide a list of general terms and definitions that are used in the 1000 series of the UW System Administrative policy set.

- **Proposed RPD and SYS Policy Changes Regarding Admission Fee Waivers**
  - **Amended SYS 805: Tuition and Fee Policies for Credit Instruction**
    - **Comments Due:** August 10, 2020
    - **Overview:** This policy outlines statutory, Board of Regents, and administrative policy provisions with respect to the payment and refund of fees and a variety of specialized fee assessment issues.
  - **Draft RPD on Application Fee Waivers**
    - **Comments Due:** August 10, 2020
    - **Overview:** The purpose of this policy is to identify the Board of Regent’s authority to set application fees for UW System Institutions and to delegate authority to the UW System President to waive application fees via UW System policy.

- **Proposed Policy:** UW System Administrative Policy 250: Residence in System-Owned Property
  - **Overview:** This policy establishes UWS rules of eligibility and associated conditions for employee rental/occupancy of UWS state-owned residential properties.
    - **Amount of Rent:** Rental rates are established using DOA calculations by the UW System Office of Capital Planning and Budget and Financial Administration.
    - **Circumstances of Residence:** This policy provides instruction for employees required to reside in state-owned property, employees permitted to reside in state-owned property, and employees prohibited from residing in certain state-owned property.
    - **Lease Requirements:** This policy prescribes the conditions for the form of lease, the duration of lease, the termination of lease, and the prohibition of certain payroll deductions.
o **Annual Occupancy Reporting:** By July 1 of each year, institutions must provide the UW System Office of Capital Planning and Budget with a list of employees occupying state housing, dates of occupancy, and copies of lease agreements.

  - **Original Issuance Date:** May xx, 2020 - Comments due by May 15, 2020
  - **Effective Date:** December 1, 2020
  - **Overview:** The purpose of this policy is to provide a formal structure for the management of information security (IS) risks occurring within the University of Wisconsin (UW) System. IS risk management protects the confidentiality, integrity, and availability of UW IT assets, in compliance with applicable UW System policies, state and federal regulations, and industry procedures.

  - **Original Issuance Date:** May xx, 2020 - Comments due by May 15, 2020
  - **Effective Date:** December 1, 2020
  - **Overview:** This Information Security Risk Management (ISRM) procedure establishes the process for the management of information security risks faced by the institutions of the University of Wisconsin (UW) System.

  - **Original Issuance Date:** May xx, 2020 - Comments due by May 15, 2020
  - **Effective Date:** December 1, 2020
  - **Overview:** This procedure defines the specific methods for documenting, tracking, and notifying information security risk acceptance and the application of equivalent information security controls, throughout the UW System.

- **Proposed Revision: UW System Administrative Policy 1257 (formerly HR 8): Title Change**
  - **Original Issuance Date:** July 1, 2015
  - **Revision Date:** February xx, 2020
  - **Effective Date:** May 1, 2020
  - **Overview:** The purpose of this policy is to provide guidance for a title change of a filled position for all University of Wisconsin System employees.

- **Proposed Revision: UW System Administrative Policy 610 (Formerly F41): Uninsured Personal Property Loss or Damage**
  - **Original Issuance Date:** November 24, 1997
  - **Revision Date:** March xx, 2020
  - **Overview:** The purpose of this policy is to establish when an individual may be reimbursed by UW departmental funds for the loss or damage of personal property.
Proposed Policy: UW System Administrative Procedure 610.A: Submitting a Departmental Claim for Reimbursement of Lost or Damaged Personal Property

Original Issuance Date: Not issued yet

Overview: The purpose of this procedure is to outline the process for submitting a departmental claim for reimbursement or lost or damaged personal property.


Original Issuance Date: Comments due April 24, 2020
Effective Date: November xx 2020, with the exceptions of 6.B and 6.C which will be effective 1 year after approval

Overview: This policy has been developed to establish expectations for the handling and protection of UW System community member’s personal data, set the tone and foundation for a system wide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW’s compliance with current and future privacy legislation.


Original Issuance Date: Comments due April 24, 2020
Effective Date: November xx, 2020

Overview: To establish standards for the handling, protection, and privacy of a Data Subject’s Personal Data throughout the University of Wisconsin (UW) System

Draft Proposals to Repeal, Remove or Update Regent Policy Documents (RPDs)

Proposed Rescission: Regent Policy Document 4-15: Excess Credit Policy

Original Issuance Date: December 5, 2012
Rescission Date: N/A

Overview: Excess Credit Policy, requires institutions to charge resident undergraduate students who accumulate more than 165 credit hours or 30 credits more than required by a degree program, whichever is greater, an additional fee of 100 percent of resident tuition. One recent national peer-reviewed study found that the ECH surcharge policies do not improve graduate outcomes. Further, the study found that ECH surcharges increase student debt, with the most adverse impact on first-generation and low-income students.

Proposed Rescission and Removal Regent Policy 22-2: Disposal of Works of Art

Original Issuance Date: October 5, 1973
Rescission Date: Comments Deadline- March 13, 2020

Overview: The UW System Board of Regents adopted RPD 22-2 in October 1973 to guide the disposal, otherwise known as deaccessioning, of unrestricted gifts of art. The provisions of RPD 22-2 do not reflect current standards for deaccessioning items. The policy also narrowly focuses on artwork held by UW art galleries and centers, and does not address deaccessioning as it applies to other artwork, or to other historical treasures and similar assets held by the UW System.
What is a Practice Directive and Procedure?

The University of Wisconsin-Whitewater is committed to establishing and maintaining institutional best practices. In support of this commitment to conduct the business of the University and its campus community in a consistent and orderly manner, we will work to develop practice directives and procedures to make our Administrative processes and practices more effective, and so that procedures are understood by the campus community.

Practice directives aim to make simple compliance with UW System or campus policies, State Statutes, and other legal requirements. Practice directives and procedures are guiding principles for decision-making and related processes at all levels of the organization.

They serve the purpose of standardizing Administrative processes, encouraging transparency, ensuring easy access to resources and other important information, as well as aiding in promoted understanding of University compliance as well as UW System, State and Federal policies.

Completed Practice Directives and Procedures

- Delegation of Authority
- Fiscal
- Project Evaluation Request
- Contract Management
- Housing & Dining Contract Exemption & Release
- Records Management
- University Business Travel
- Hearing Protection
- Service Animals
- Fleet Management
- PCI Management
- Warhawks Return Plan (Fall 2020)

Practice Directives and Procedures In Progress

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For more information, please contact the Quality Assurance Improvement Manager, via email at stokesa@uww.edu or by telephone at (262) 472-1772.