

# *Iowa College Student Aid Commission*

*Postsecondary Registration  
Administrator  
603 East 12th  
Street, FL 5th  
Des Moines, IA  
50319 (515) 725-  
3470*

## **Postsecondary Registration Iowa Code Chapter 261B**

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th Des Moines, IA 50319 (515) 725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

**Name of school and address of the principal office** as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

**Name of School:** University of Wisconsin - Milwaukee  
**Street:** 2310 E. Hartford Avenue, Room 279  
**City:** Milwaukee  
**State:** WI  
**Zip:** 53211  
**Country:** United States  
**Telephone Number** (including country or area code): 414.229.3203

### Type of school:

- For-profit
- Non-profit
- Public

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### Address of this school in all in other states, and in foreign countries:

Not Applicable

### Address of all locations in Iowa where instruction is to be provided

Not Applicable

### Total tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

UWM offers 29 online programs. Fees and tuition are based on the level and field of the degree.

**See Attachment 1**

**Refund policy of the school for the return of refundable portions of tuition, fees, or other charges** [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

**Summary:**

UW-Milwaukee's current refund policy is congruent with the refund policy established by the Iowa College Student Aid Commission with respect to refund payment time parameters (refunds sent within 60 days from the date of withdrawal or termination) and with respect to documentation of refunds. UW-Milwaukee's tuition refund schedule is set by the Board of Regents of the University of Wisconsin System and can be found online at <http://www.wisconsin.edu/fadmin/fppp/fppp44.htm>. Depending on the timing of the withdrawal/termination, UW-Milwaukee's refund schedule is more beneficial to Iowa students in certain circumstances. However, to the extent that the ICSAC refund policy is more beneficial to an Iowa student in a particular circumstance, UW-Milwaukee will seek an exception to its refund policy on behalf of that student.

**See Attachment 2**

**Degrees granted by the school** [(261B.4(5))]

BA, BBA, BFA, BS, BSE, BSIST, BSN, MA, MArch, MBA, MFA, MHRLR, MLIS, MM, MN, MPA, MS, MUP, DNP, DPT, EdS, PhD

**Offered in Iowa** [(261B.4(11))]

BA, BS, BSN, MA, MLIS, MS, DNP, PhD

**Name, business address and telephone number of the chief executive officer of the school:** [(261B.4(7))]

**Name:** Michael Lovell, Chancellor  
**Street:** 2310 E. Hartford Avenue, Room 202  
**City:** Milwaukee  
**State:** WI  
**Zip:** 53211  
**Country:** United States  
**Telephone Number** (including country or area code): 414.229.4331

**Provide a copy or description of the means by which the school intends to comply with 261B.9** [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.

6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

**Response:**

1. Undergraduate Course Catalog – **See Attachment 3**
2. Undergraduate Course Catalog - **See Attachment 3**
3. Undergraduate Course Catalog - **See Attachment 3**
4. Registrar's Add/Drop Calendar – **See Attachment 4**
5. Undergraduate Course Catalog – **See Attachment 3**
6. Higher Learning Commission of the North Central Association of Colleges and Schools

**Name, address, and telephone number of a contact person in Iowa.** [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Not Applicable

**Name, address, and title of the other officers and members of the legal governing body of the school:** [(261B.4(6))]

Wis. Stats 36 – **See Attachment 5**

Board of Regents of the University of Wisconsin System – **See Attachment 6**

**Name all agencies accrediting the institution.** For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))]  
Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

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**Name:** Higher Learning Commission of the North Central Association of Colleges and Schools

**Suite:** 7-500

**Street:** 230 S. LaSalle Street

**City:** Chicago

**State:** IL

**Zip:** 60604

**Country:** United States

**Telephone Number** (including country or area code): 800.621.7440

**Contact Person:** Jeff Rosen

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

**See Attachment 7**

Accrediting Agency 2

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 3

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

**Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]**

The University of Wisconsin-System has established a policy that identifies categories of student records, and sets forth guidelines for retention and maintenance of those records.

**See Attachment 8**

**Provide the contact information to be used by students and graduates who seek to obtain transcript information.**

**Name:** Undergraduate Transcripts  
**Street:** P.O. Box 729  
**City:** Milwaukee  
**State:** WI  
**Zip:** 53201  
**Country:** USA  
**Telephone Number (including country or area code):** 414-229-3800

**Graduate Transcripts are ordered online at:**  
<https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTROG03896>  
414-229-6569

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Maryland	Maryland Higher Education Commission	6 N. Liberty St. 10 <sup>th</sup> Floor Baltimore, MD 21201	Natalie Lopez	410.767.3298
Minnesota	Minnesota Office of Higher Education	1450 Energy Park Dr., Suite 360 St. Paul, MN 55108-5227	George Roedler	651.642.0567

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

UWM offers 29 online programs. Academic and instructional methodologies are based on the level and field of the degree.

See Attachment 9

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Not Applicable

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Do you:

Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

UWM offers 29 online programs, including graduate/undergraduate degrees and certificates, all of which we hope to offer to Iowa students. To date, we have not marketed online programs specifically to this audience. If approved, UWM online would like to utilize Google adwords with geographic filters for the state of Iowa and other similar web-based marketing.

**Name, address, telephone number and resume of employees in Iowa.** Please identify which employees are full time.

Not Applicable

**Will your school comply with Iowa Code section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?(See the Iowa Code for details)**

Yes  No

**Will your school comply with the requirements of Iowa Code section 261.9(1)"e" to "h"? (See the Iowa Code for details.)**

Yes  No

**Please provide policies that comply with these requirements as attachments. See Attachment 10.**

**Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?**

Yes  No

**Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.**

UW-System Financial Report – **See Attachment 11**

Evidence that auditor is providing an unqualified opinion can be found on pages 26-27.

**Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.**

UWM's online students have access to a range of supports to ensure success in online learning.  
**See Attachment 12**

**Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.**

UWM's online and blended learning courses offer the same high-quality curriculum and are taught by the same faculty as on-campus classes.  
**See Attachment 13**

**If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.**

Not Applicable

**Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

Statement may be in an attached document. – **See Attachment 14**

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

See Attachment 14

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complaints may be referred.

Complaint Contacts – See Attachment 15

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Not applicable

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

4.1%

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

\$30,636.00

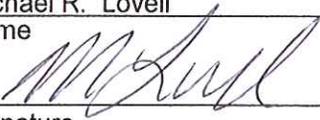
Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

4 Years – 14%  
5 Years – 33%  
6 Years – 40%

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## SIGNATURE

Applicant School Chief Executive Officer

Michael R. Lovell  
Name  
  
Signature

Chancellor  
Title  
6/11/13  
Date

If any information in this application changes between the time of application and Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information that is being amended. Amendments must be received before the Commission takes action.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.

## UWM Online Programs

Program Title	Degree	Total Credit Hours	Offered on Main Campus <i>Yes/No</i>	Total Tuition & Fee Costs	Contact Information	Accrediting Agency	Internship /Practicum /Residency /Field Work
<b>Doctoral Degrees</b>							
Nursing	PhD	61	Yes	\$2,730 per 3 credit class	Karen Morin 414-229-5503 <a href="mailto:morin@uwm.edu">morin@uwm.edu</a>		No
Nursing	DNP	64	Yes	\$2,730 per 3 credit class	Kim Litwack 414-229-5098 <a href="mailto:litwack@uwm.edu">litwack@uwm.edu</a>		Residency
<b>Master's Degrees</b>							
Administrative Leadership (five tracks)	MS	33	Yes	\$1947 per 3 credit class	Simone Conceição 414-229-4615 <a href="mailto:simonec@uwm.edu">simonec@uwm.edu</a>		Recommended
Cultural Foundations of Education	MS	30	Yes	\$1947 per 3 credit class	Aaron Schutz 414-229-4150 <a href="mailto:schutz@uwm.edu">schutz@uwm.edu</a>		Recommended
Deaf and Hard of Hearing Education	MS	30	Yes	\$1,947 per 3 credit class	Amy Otis-Wilborn <a href="mailto:amyo@uwm.edu">amyo@uwm.edu</a>	Council on Academic Accreditations (CAA) in Audiology & Speech-Language Pathology of the American Speech/Language/Hearing Association (ASHA)	Field Placement
Library and Information Science	MLIS	36	Yes	\$2,280 per 3 credit class	Chad Zahrt 414-229-5421 <a href="mailto:zahrt@uwm.edu">zahrt@uwm.edu</a>	American Library Association (ALA)	Recommended
Translation	MA	30	Yes	\$2,205 per 3 credit class	Lorena Terando 414-229-5968 <a href="mailto:terando@uwm.edu">terando@uwm.edu</a>	American Translators Association (ATA)	Internship

## UWM Online Programs

Program Title	Degree	Total Credit Hours	Offered on Main Campus <i>Yes/No</i>	Total Tuition & Fee Costs	Contact Information	Accrediting Agency	Internship /Practicum /Residency /Field Work
<b>Bachelor's Degrees</b>							
Art History	BA	120	Yes	\$2,502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Internship
Communication	BA	120	Yes	\$2502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Recommended
Community Education	BS	120	Yes	\$1,011 per 3 credit class	Aaron Schutz 414-229-4150 <a href="mailto:schutz@uwm.edu">schutz@uwm.edu</a>		Recommended
Diagnostic Imaging Degree Completion	BSDI	120	Yes		Sue Stalewski 414-229-5992 <a href="mailto:sstalews@uwm.edu">sstalews@uwm.edu</a>		
History	BA	120	Yes	\$2,502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Recommended
Information Science and Technology	BS	120	Yes	\$1,176 per 3 credit class	Chad Zahrt 414-229-5421 <a href="mailto:zahrt@uwm.edu">zahrt@uwm.edu</a>	Not at this level	Recommended
Nursing	BSN	124	No		Doris Schoneman 414-229-5708 <a href="mailto:schonema@uwm.edu">schonema@uwm.edu</a>	Commission on Collegiate Nursing Education	Practicum
Political Science	BS	120	Yes	\$2,502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Recommended

<sup>+</sup> No credit plateau

<sup>†</sup> Authorization not required – UWM is not lead institution

## UWM Online Programs

Program Title	Degree	Total Credit Hours	Offered on Main Campus <i>Yes/No</i>	Total Tuition & Fee Costs	Contact Information	Accrediting Agency	Internship /Practicum /Residency /Field Work
Psychology	BS	120	Yes	\$2,502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Recommended
Sociology	BS	120	Yes	\$2,502 per 3 credit class	Andy Cuneo 414-229-2787 <a href="mailto:acuneo@uwm.edu">acuneo@uwm.edu</a>		Recommended
<b>Certificates</b>							
Archives and Records Administration, advanced study	Graduate Certificate	15	Yes	\$2,280 per 3 credit class	Chad Zahrt 414-229-5421 <a href="mailto:zahrt@uwm.edu">zahrt@uwm.edu</a>		Recommended
Business Analytics	Graduate Certificate	15	No	\$2,500 per course <sup>+</sup>	Janice Miller 414-229-4238 <a href="mailto:jsm@uwm.edu">jsm@uwm.edu</a>		No
Children's Mental Health for School Professionals	Graduate Certificate	15	No	\$1,947 per 3 credit class	Markeda Newell 414-229- <a href="mailto:newell@uwm.edu">newell@uwm.edu</a>		
Digital Libraries, advanced study	Graduate Certificate	15	Yes	\$2,280 per 3 credit class	Chad Zahrt 414-229-5421 <a href="mailto:zahrt@uwm.edu">zahrt@uwm.edu</a>		Recommended
Multicultural Knowledge of Mental Health Practices	Graduate Certificate	15	Yes	\$1,947 per 3 credit class	Shannon Chavez-Korell <a href="mailto:korell@uwm.edu">korell@uwm.edu</a>		No
Professional Writing and Communication	Graduate Certificate	15	Yes	\$2,222 per 3 credit class	Rachel Spilka 414-229-4500 <a href="mailto:spilka@uwm.edu">spilka@uwm.edu</a>		Recommended
Professional Writing and Communication	Undergrad Certificate						

<sup>+</sup> No credit plateau

<sup>†</sup> Authorization not required – UWM is not lead institution

## UWM Online Programs

Program Title	Degree	Total Credit Hours	Offered on Main Campus <i>Yes/No</i>	Total Tuition & Fee Costs	Contact Information	Accrediting Agency	Internship /Practicum /Residency /Field Work
State and Local Taxation	Graduate Certificate	12	No		John Healy 414-229-2262 <a href="mailto:jhealy@uwm.edu">jhealy@uwm.edu</a>		No
Teaching & Learning in Higher Education	Graduate Certificate	15	Yes		Simone Conceição 414-229-4615 <a href="mailto:simonec@uwm.edu">simonec@uwm.edu</a>		Practicum
Therapeutic Recreation	Undergrad Certificate	15	Yes	\$1,000 per 3 credit class	Patty Thomas 414-229-2507 <a href="mailto:pthomas@uwm.edu">pthomas@uwm.edu</a>		Recommended
Translation	Graduate Certificate	24	Yes		Lorena Terando 414-229-5968 <a href="mailto:terando@uwm.edu">terando@uwm.edu</a>	American Translators Association (ATA)	Internship
Youth Work	Undergrad Certificate	14 – 16	Yes		Mark Krueger 414-227-3138 <a href="mailto:markkrue@uwm.edu">markkrue@uwm.edu</a>		Practicum
WI Professional Credential for Child Care Administrators	Undergrad Certificate	18	Yes		Pam Boulton 414-229-5384 <a href="mailto:boulton@uwm.edu">boulton@uwm.edu</a>		

<sup>+</sup> No credit plateau

<sup>†</sup> Authorization not required – UWM is not lead institution

## **UW Board of Regents Tuition and Fee Policies for Credit Instruction (F44)**

### **Attachment C Payment and Refund Policy**

#### **C.1 Full Payment**

Total tuition and segregated fees are due on the date established by the institution, but not later than the tenth day of classes. Students who have not paid fees in full, or entered into a partial payment plan, shall be presumed to be on a cash basis.

Students are to be assessed an administrative services fee, not to exceed \$100, if full payment of fees currently due is made after the established due date. At the institution's option, the administrative assessment may be prorated for students less than full time. The administrative assessment shall be deposited to Fund 128. The chancellor or designee has the option of reducing or waiving the fee on a case-by-case basis.

Continued enrollment in, and attendance at, the university is contingent upon payment of all applicable tuition and fees under terms established and approved by the university. Each campus may exercise an option to conduct cancellation of registration or administrative withdrawal for nonpayment until the end of any session week within the refund period. Exceptions should be documented. The institution has the authority to reregister students who have had their registration cancelled or who have been administratively withdrawn upon the payment of the appropriate amount of tuition and segregated fees, administrative assessments, and any re-registration or late registration penalty consistent with the policy of that institution and the UW System.

Institutions may establish separate due dates for registration and payment of fees for students enrolled exclusively in an off-campus or late-starting credit course. Failure to pay fees or make satisfactory arrangements to pay within this period shall result in cancellation of registration or administrative withdrawal.

#### **C.2 Partial Payment**

Each institution of the UW System may, at its option, make available a partial payment plan to all full-time and part-time students for the payment of tuition, segregated fees, room and board, and other institution designated charges. Students with a demonstrated poor payment history may be denied access to the partial payment plan.

In order to qualify to pay fees under a partial payment plan, whether open-end or closed-end, students must make a down payment in an amount specified by the institution. The down payment must be made by the date established by the institution and will be applied to the student's account. The down payment is a cash transaction and is not part of the partial payment plan. Students who enter into a partial payment plan after the established due date may be subject to the assessment of administrative costs at the institution's option.

Each institution electing to make available a partial payment plan must file a procedural outline of its plan with System Administration. Such plan can be implemented only after approval of the Vice President for Finance or designee. Any change to the approved plan must receive approval from the Vice President for Finance or designee before it can be implemented.

A finance charge of at least 1% per month and not to exceed 1.5% per month will be charged on all balances to any students who participate in the partial payment plan. An institution that uses an open-end payment plan will charge interest on a student's ongoing credit balance for as long as the student is on the plan. Each open-end payment agreement establishes specific accrual dates for the imposition of applicable finance charges. Use of the alternate option for closed-end credit plans provided by [Wisconsin Statutes](#), s. 422.201(9), must have prior approval of the Vice President for Finance or designee. An institution that uses a closed-end payment plan requires a student borrower to pay a minimum finance charge that is earned at the time the agreement is entered into. Finance charges shall be deposited to Fund 128.

Students on a closed-end credit plan will be charged a late payment fee in an amount consistent with the requirements of the Wisconsin Consumer Protection Act for failure to meet partial payment deadlines. The late payment penalty can only be assessed on the principal, not on outstanding finance charges. A late payment fee cannot be assessed on open-end credit plans.

Interest on partial payment plans should continue to be assessed based upon terms of the agreement. Open and closed-end credit plans may be arranged so that interest continues to accrue until the debt has been paid in full.

Alternate installment plans must be approved by the Vice President for Finance prior to implementation.

### **C.3 Electronic Payment of Fees**

All UW institutions are encouraged to offer a web-based ACH payment option. Institutions may elect whether to accept credit cards for tuition or not. If credit cards are accepted, institutions may elect to charge a convenience fee within the limitations allowed by the credit card companies. The fee may be established at a level sufficient to cover costs but not to generate excess revenue. The amount of the fee shall be approved by the Vice President for Finance.

### **C.4 Refunds/Withdrawals/Drops**

UW System institutions are responsible for complying with federal regulations governing participation in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended. To the extent that these regulations require a larger refund to federal funding sources than the amount specified by the refund policy stipulated below, the student shall be responsible for the difference.

For refund, withdrawal, drop/adds, and late payment purposes, the first session week is defined to end as of the close of regular business on Friday of the first full calendar week or, at the institution's option, after five class days.

Up to the end of the second session week (as institutionally defined) or the end of the tenth day of class, refunds for any credit reduction shall be at 100% (less the optional withdrawal fee). During the third and fourth session week, the refund shall be reduced to 50%, and after the fourth session week, there shall be no refunds of tuition. At the institution's option, a flat add/drop fee as approved by the Vice President for Finance may be assessed after the 100% refund period to cover administrative costs. The fee shall be deposited to Fund 128.

The burden of proof in determining the date of withdrawal/drop shall be on the student. The same refund schedule shall apply to both withdrawals and class drops. During the 100% refund period, a student who adds and drops credits of concurrently offered classes within the same session week shall be assessed additional fees or receive a refund based on the net result of those adds and drops. After the 100% refund period, students will be assessed for all adds and drops. If a part-time student only adds credits during the session week, the credits should be assessed at the full per-credit rate disregarding any previous refunds. Undergraduate students who take 12 through 18 credits and graduate students should not pay more than full-time student fees. Undergraduates who take more than 18 credits shall have the refund schedule applied to those credits which exceed the 18 credit plateau. Exceptions to this provision must have the prior approval of the Vice President for Finance or designee.

In those instances in which a student can document nonattendance at the institution after having enrolled in one or more courses, the student shall be assessed fees equal to 20% of the original fees due, reduced to resident rates, plus the late payment fee.

The refund policy may be adjusted for differences in starting dates and session lengths. Exceptions may be made, at the institution's option, for changing sections within a course.

At the institution's option, a withdrawal fee not to exceed \$50.00 may be assessed during the first session week and up to \$100 during the second session week. The withdrawal fee shall be deposited to Fund 128 and used to support the fee collection operations and defray the cost of processing withdrawals.

The following schedule applies:

#### REFUND AND PAYMENT SCHEDULES FOR WITHDRAWALS OR DROPS

SESSION LENGTH	REFUND SCHEDULE FOR WITHDRAWALS OR DROPS				
	Week of Session				
	Week 1	Week 2	Week 3	Week 4	Thereafter
12 weeks and over	100%	100%	50%	50%	None
8 weeks thru 11 weeks	100%	50%	25%	None	
5 weeks thru 7 weeks	100%	50%	None	None	
3 weeks thru 4 weeks	100%	25%	None	None	
2 weeks	100%	None			

SESSION LENGTH	PAYMENT SCHEDULE FOR WITHDRAWAL, CANCELLATION OF REGISTRATION, OR DROPS WITHOUT PAYMENT OF FEES (Assessment for administrative costs is in addition to percents noted)				
	Week of Session				
	Week 1	Week 2	Week 3	Week 4	Thereafter
12 weeks and over	None	None	50%	50%	100%
8 weeks thru 11 weeks	None	50%	75%	100%	
5 weeks thru 7 weeks	None	50%	100%	100%	
3 weeks thru 4 weeks	None	75%	100%	100%	
2 weeks	None	100%			

NOTE: For sessions of shorter duration, campuses should extend schedules appropriately. In those cases where the academic year fee schedule does not properly apply, the schedule should be adjusted in consultation with the Vice President for Finance or designee.

## Dropping All of Your Classes

A number of things will happen:

The Bursar Office will determine whether the amount you were charged for tuition should be adjusted, based on the date of withdrawal. For details, please visit:  
[https://www4.uwm.edu/current\\_students/register\\_course\\_info/fees\\_assessed.cfm?term=2129](https://www4.uwm.edu/current_students/register_course_info/fees_assessed.cfm?term=2129).

When a student withdraws from classes, the Financial Aid Office is required to determine whether any financial aid funds need to be returned to the original funding sources. This is called a "Return of Title IV" calculation and is required in order to be in compliance with Federal regulations. Students do not earn 100% of their aid until after the 60% point of the term. So, if they withdraw from classes at the 50% point in the semester, they have technically only earned 50% of their aid. More information on this calculation can be found at this link:

[http://www4.uwm.edu/financialaid/financial\\_aid\\_basics/student\\_rights\\_and\\_responsibilities.cfm](http://www4.uwm.edu/financialaid/financial_aid_basics/student_rights_and_responsibilities.cfm).

When a student drops out of classes, there is a high probability that they may incur a tuition balance. Students withdrawing from all classes due to medical reasons may want to consult with the Dean of Students (<http://www4.uwm.edu/osl/>) regarding a possible Medical Tuition Credit.

In addition to the possible return of financial aid funds, all students are required to maintain Satisfactory Academic Progress toward a degree. "Attempted Credits" for the Timeframe and PACE components of SAP are measured as of the tenth day of classes (the Pell Census date). All courses in which the student was enrolled on the tenth day of classes will be counted as "attempted," no matter what circumstances prompted the withdrawal. If a withdrawal causes a student to fall below the required "PACE" or exceed the maximum Timeframe and become ineligible for aid, students may wish to meet with a financial aid advisor to appeal their aid eligibility. Students are encouraged to review the Satisfactory Academic Progress Policy at this link:

[http://www4.uwm.edu/financialaid/EligConsInfo/academic\\_progress\\_standards.cfm](http://www4.uwm.edu/financialaid/EligConsInfo/academic_progress_standards.cfm)

## Fees/Tuition Assessment for Drop/Withdrawal

Percentage assessments are established by the UW System Administration and the Board of Regents. For withdrawals or reduction in credit load, the following charges will be made.

See the [Registrar's Add/Drop Calendar](#) for specific fee/tuition drop/withdrawal assessments for classes in a term.

Information on this page is for the current term. To display a different term, choose from the list below.

### Available Terms to View:

- [Spring 2013](#)
- [Summer 2013](#)

Fall 2012				
Full Semester (12 weeks and over)	Drop/Withdrawal Assessment			
On or before August 28	NONE			
August 29 - September 10	\$50.00(for withdrawal only)			
September 11-17	\$100.00 (for withdrawal only)			
September 18 - Oct 1	50% of fees/tuition			
After October 1	100% of fees/tuition			
Shorter than Full-Semester Classes (11 weeks and less)	8-11 Weeks	5-7 Weeks	3-4 Weeks	1-2 Weeks
By the day before session week begins	NONE	NONE	NONE	NONE
During first week of session week	\$50	\$50	\$50	\$50
During second session week	50%	50%	75%	100%
During third session week	75%	100%	100%	100%
After third session week	100%	100%	100%	NA

\*A course week ends at 4:30 p.m. on Friday.

Students receiving financial aid do not earn 100% of their aid until the 60% point in the semester. Withdrawing from all classes prior to that usually requires they repay some of their financial aid.

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General Education Requirements

The General Education Requirements are intended to give structure to each student's education while giving the student the greatest possible freedom to design an individual academic program. These requirements include two major categories, competency and distribution.

The **competency requirements** are designed to assure basic proficiency in English composition, mathematics, and foreign language. The GER mathematics and English composition requirements should be completed early in the academic career to ensure acquisition of critical skills for subsequent coursework. Many UWM schools/colleges require completion of the competencies prior to advancing to the professional portion of the major. Completion of the relevant competency is also a prerequisite for some intermediate and advanced courses.

The **distribution requirements** are designed to provide students with a broad body of knowledge in the areas of the arts, humanities, natural sciences, and social sciences as a foundation for specialization.

In general, second degree candidates from an accredited institution and students whose first semester in a degree program at an accredited institution was prior to September 1986, are not subject to the General Education Requirements.

All degree programs have specific requirements beyond GER. Consult with an academic advisor to design an appropriate course of study.

Specific GER requirements are as follows:

COMPETENCY REQUIREMENTS

**English Composition.** Completion of the English composition requirement can be demonstrated by satisfying one of the following options:

1. earning a grade of C or higher in English 102,\* or
2. transferring a grade of C or higher in a course equivalent to English 102 or higher level expository writing course,\* or
3. achieving an appropriate score on the English Placement Test (EPT).

**Mathematical Skills.** Completion of the mathematics requirement can be demonstrated by satisfying one of the following options:

1. earning at least three credits with a grade of C or higher in Math 103 (formerly 106), 105, 175 or equivalent courses,\* or
2. achieving a placement code of at least 30 on the mathematics placement test.

\* These courses may not be taken credit/no credit if they are to be used to satisfy the English composition requirement and/or mathematics requirement.

**Foreign Language.** Completion of the foreign language requirement can be demonstrated by satisfying one of the following options:

1. complete with passing grades, prior to enrollment at UWM, at least two consecutive years of high school-level instruction in a single foreign language, or
2. complete with passing grades at least two consecutive semesters (minimum of 6 credits) of college level instruction in a single foreign language, or
3. demonstrate foreign language ability at least equivalent to No. 2 above by means of a satisfactory score on an approved placement, proficiency, departmental or other appropriate examination.

Students who entered UWM as freshmen and/or earned transferable credit prior to September, 1999 are not responsible for the GER foreign language competency. However, individual schools and colleges may require completion of higher level foreign language courses; students are strongly encouraged to check with their advisors.

## **DISTRIBUTION REQUIREMENTS**

Courses taken for distribution provide the general educational background for each student. The distribution requirements comprise course choices from the following knowledge areas:

### **A. Standard Distribution**

- **The Arts.** Three credits in a course in the history, philosophy, theory, or practice of the creative and interpretive arts (e.g., visual arts, dance, music, and theatre).
- **The Humanities.** A total of 6 credits in at least two courses.
- **The Natural Sciences.** A total of 6 credits in at least two courses. At least one course must include laboratory or field experience illustrating the generation and testing of data and the application of concepts and knowledge to the solution of problems.
- **The Social Sciences.** A total of 6 credits in at least two courses.
- **Cultural Diversity.** All UWM students who are subject to the GER (and entered UWM in fall 1989 or later) must complete, as part of their distribution requirements, 3 credits pertaining to the study of the life experiences of African Americans, Latino/Hispanic Americans, American Indians, or Asian Americans.

A list of GER Standard Distribution courses may be found online at [http://www4.uwm.edu/current\\_students/ger\\_information](http://www4.uwm.edu/current_students/ger_information). Individual schools and colleges may have limitations on what GER courses from other schools and colleges can be counted; students should check with their advisor.

### **B. Cultures and Communities Option**

Students may choose the Cultures and Communities (CC) option to satisfy their GER distribution requirements. CC courses emphasize diversity and cross-cultural literacy, community-based learning, multicultural arts, global studies, and the cultural

contexts of science, health care, and technology. A Service Learning course also is required. Students who complete the CC program receive the Cultures and Communities Certificate upon graduation.

A list of CC courses may be found online at [www.cc.uwm.edu](http://www.cc.uwm.edu). Individual schools and colleges may have limitations on what GER courses from other schools and colleges can be counted; students should check with their advisor. For more information, contact the Cultures and Communities Program, Holton Hall G36, (414) 229-5960.

### Required Areas of Study

The CC Certificate requires students to choose at least 15 of their GER credit hours according to the following plan of study.

**Area 1: Cultures and Communities Core Course (3 cr.)** Multicultural America (satisfies Cultural Diversity and Humanities, Social Science or Art GER requirements). May be taken as Anthropology 150, Art 150, English 150, Film 150, History 150, Sociology 150, Urban Planning 350, Urban Studies 150, or Women's Studies 150.

**Area 2: Cultures and Communities of the United States (3 cr.)**. Issues and methods in the comparative study of cultures and communities of the U.S. May be fulfilled by appropriate accredited GER or Cultural Diversity courses in any discipline, school, or college.

**Area 3: Global Perspectives on Culture and Community (3 cr.)**. Issues and methods in the comparative study of cultures and communities outside North America. May be fulfilled by appropriate accredited GER courses in any discipline, school, or college or through an appropriate study abroad experience.

**Area 4: Art, Culture, and Community (3 cr.)**. May be fulfilled by courses that relate the theory and production of art (dance, music, visual arts, film, and theater) to cultural and community contexts. Restricted to courses in the Peck School of the Arts except through special petition.

**Area 5: Science, Culture, and Society (3 cr.)**. Includes courses that examine how scientific knowledge may be understood in relation to issues in culture and society. May be fulfilled by enrollment in classes with a Natural Sciences or Social Sciences accreditation.

**Community Engagement and Service Learning**. Within their course distribution, students will take at least one class with a Service Learning component. The core course (Multicultural America) satisfies this requirement when taken in the fall or spring semesters.

*(Please note: The number of credit hours and the distribution across knowledge areas must still conform to the totals listed under the GER Standard Distribution described in Part A above.)*

## Degree Requirements



The minimum number of credits required for graduation is 120, but many degree programs require 130 or more. Consult the appropriate school or college section in this Catalog for specific degree requirements associated with each program or major.

## Class Standing/Level in School



Prerequisites for certain courses are determined by class standing. The chart below presents the number of credits for the different class standings.

Class Standing	Business & Information Studies	AOC/L&S	Nursing	All Others
Sophomore	24-55	24-55	28-57	24-57
Junior	56-85	56-87	58-95	58-85
Senior	86 or more	88 or more	96 or more	86 or more

The prerequisite given in the course listing refers to the qualifications and/or standing needed to enroll in a given course. If no prerequisite is listed, the course is generally open to all students. If more than one prerequisite is listed, all are necessary unless a choice is clearly indicated. A student who enrolls in a course without the required prerequisites may be dropped.

### **Course Load**



A full course load for undergraduates is considered to be a minimum of 12 credits, except for students enrolled in the Academic Opportunity Center, for whom it is 8. This definition may differ from that of the Veterans Administration, the Selective Service System, or other agencies. UWM assumes no responsibilities in this connection.

### **Grading System**



UWM uses a letter grade system that includes "plus" and "minus" grades and is based on a 4.000 scale. For convenience in computing averages, each letter grade carries a specified number of points per credit. The scale of grades and points follows:

<b>Grade</b>	<b>(Points per credit)</b>
A	(4.000) Excellent
A-	(3.670)
B+	(3.330)
B	(3.000) Good
B-	(2.670)
C+	(2.330)
C	(2.000) Fair
C-	(1.670)
D+	(1.330)
D	(1.000) Poor
D-	(0.670)
F(0-16)	(0.000) Fail

In addition, students may be allowed to take a limited number of courses on a "Credit/No Credit" basis, and may enroll on an "Audit" basis in courses for which they do not wish to obtain college credit. The following symbols are used where grade points are not involved:

I	Incomplete
S	Satisfactory (Zero credit* and Audit courses only)
U	Unsatisfactory (Zero credit* courses only)
Credit	'C-' or above (credit/no credit courses only)
No Credit	Below 'C-' (credit/no credit courses only)
NC	Not completed (audit courses only)
Not Rptd	Grade was not submitted in time to be reported.
W	Course dropped by student after fourth week of semester or first quarter of shorter session
WR	Administrative drop (enrollment in course violates permitted number of repeats)
#W	Administrative drop (enrollment in course violates permitted number of repeats), effective March, 2002
R	Repeat course (counts in GPA)
#	Repeat course (does not count in GPA)

\*Except English 090/095, ESL 096, and Math 090/095. Letter grades are assigned for these courses, although they carry no degree or GPA credit.

### **'F' Grades – Additional Information**



Effective Fall 2004, the University modified its system for assigning grades of 'F' in order to comply with federal requirements for students receiving financial aid. When reporting a grade of 'F,' instructors also will report a number corresponding to the student's "week of last participation" in the course. This is the last week of the term for which there is documented evidence of the student's participation in the course. A student receiving the grade of 'F0' would, therefore, be one who never attended or participated, whereas a student grade of 'F16' would signify completion of the entire term. The numeral for "week of last participation" will be reflected on unofficial transcripts and grade reports. On official transcripts, only the grade of 'F' will be reflected.

### **Grade Point Average**



The number of grade points earned in a course is computed by multiplying the points for the grade by the number of credits offered for the course. (Example: a B earned in a three-credit course would give you nine grade points).

The general quality of a student's work is expressed in terms of the grade point average (GPA). This is the total number of grade points earned divided by the total number of GPA credits. The highest possible average is 4.000 or an A in every subject.

The UWM grade point average recorded on your official transcript is based solely upon credits earned or attempted at UWM on a regular graded basis. Even though you may receive credits for course work taken elsewhere, such transfer credits are not counted as part of the GPA at UWM. Some schools and colleges have different standards for GPA calculation and may include transfer work for admission or graduation; see degree requirements within each school/college for specifics. Credits granted by examination or UWM credits taken on an audit or credit/no credit grading basis also are excluded from the official UWM grade point average.

If you are returning to UWM and have not previously earned your bachelor's degree, your cumulative GPA will continue from your last point of enrollment. If you have previously earned your bachelor's degree, you should apply as a 'Second Degree' student. Your credits and GPA will start over with the courses you take upon your return, and your original record cannot be altered.

### **University-wide Academic Action Policy**



The University-wide Academic Action Policy establishes minimum standards for undergraduate students enrolled in schools and colleges. Individual schools and colleges may adopt stricter criteria, and students should consult the school/college advising offices for specific information.

A student whose GPA falls below minimum university-wide standards for any grading period will be subject to the following academic actions.

- **Academic Probation:** Imposed on students whose cumulative GPA falls below 2.000. The student on academic probation whose semester GPA is 2.000 or better, but whose cumulative GPA remains below 2.000, is permitted to continue on academic probation.
- **Cleared Probation:** Achieved when cumulative GPA increases to 2.000 or above.
- **Dropped for One Semester:** Imposed on any student on academic probation who fails to earn a semester GPA of 2.000.
- **Final Probation:** Applies to a student who is permitted to enroll after any drop action. The student on final probation whose semester GPA is 2.000 or better, but whose cumulative GPA remains below 2.000, is permitted to continue on final academic probation.
- **Dropped for Two Years:** Imposed on any student on final probation who fails to achieve a semester and cumulative GPA of 2.000 or better.
- **Reinstatement/Readmission:** A dropped student may be reinstated immediately after a drop action or readmitted after the drop period. A readmitted or reinstated student is placed on final probation.

## Academic Drop



Academic drop is dismissal from the University for academic ineligibility. Academic drop is initiated by administrative offices, and the student must apply for readmission and be granted permission to re-enroll by the dean of the school or college from which the student was dropped.

## Incompletes



You may be given an incomplete if you have carried a subject successfully until near the end of the semester but, because of illness or other unusual and substantiated cause beyond your control, have been unable to take or complete the final examination or to complete some limited amount of course work. An incomplete is not given unless you prove to the instructor that you were prevented from completing the course requirements for just cause as indicated above.

Undergraduates are required to complete a course marked incomplete prior to the end of the next succeeding semester (excluding summer sessions and UWinterIM). If you do not remove the incomplete during this period, the report of 'I' will lapse to 'F.'

## Overloads



The maximum credit load for undergraduates is 18 credits in all schools and colleges, except Fine Arts (18 credits or three studio courses). Students enrolling in more than 18 credits will be assessed extra tuition above the normal full-time rate. A student must obtain approval for an overload in the office of his/her academic dean. Different credit load maximums apply during the summer and winter sessions. Consult the UWinterIM or Summer Sessions *Schedule of Classes*.

## Repeating Courses



Unless a restriction is stated in the *Schedule of Classes*, undergraduates may repeat a course only once, and only the higher of the two grades will be calculated into the grade point average (GPA). Both attempts will appear on the student's transcript.

If the UWM course repeats a course for which the student received transfer credit, only the UWM course will be calculated into the GPA, regardless of grade. Both attempts will be shown on the transcript. Once a bachelor's degree has been earned, the academic career (credits, GPA and coursework) starts over with any subsequent enrollment, and the original record cannot be altered. Courses taken after the bachelor's degree has been earned do not count as repeats of courses taken prior to the posting of the degree.

A student will not be permitted to repeat any course more than once without the prior approval of the student's school/college advising office. Further restrictions apply - check with the school/college or particular department. The single repeat limit also applies to courses taken for audit or credit/no credit.

**Note:** Exceptions to this policy are variable-topic courses, which may be taken for credit as often as permitted for that particular course, as specified in the *Schedule of Classes*. A variable topic course may count as a repeat of a previously taken course only if the topic is identical to that of the student's earlier enrollment and the repeat occurs within the same academic career.

Students who took a course as a repeat prior to fall, 1988 are entitled to one additional enrollment. Transfer students who did not previously take a course at UWM are entitled to one repeat at UWM of a course taken at a previous institution.

In courses of limited enrollment, students who have not taken the course previously have priority over students who are repeating the course. Individual schools and colleges may adopt stricter criteria. It is generally advisable for any student to consult an advisor before registering to repeat a course.

If you have previously earned your degree from UWM, your attempted and earned credits as well as your cumulative GPA will start over with the courses you take in pursuit of your second degree. Courses taken as part of your first degree will not be considered repeats. Your original record cannot be altered.

**Residence Credit Requirement**

Consult individual school or college sections for requirements regarding the number and kinds of credits a student must take in residence at UWM to be eligible to receive a UWM degree.

**Graduation**

Students must meet the graduation requirements of their school or college, which includes notifying the advising office in the school or college of their intent to graduate at least one semester prior to graduation. Generally, students may begin to apply for May Commencement in mid-November, and December Commencement in mid-April. To apply for graduation, log in to PAWS ([www.paws.uwm.edu](http://www.paws.uwm.edu)). From the "My Academics" section of your Student Center, select "Apply for Graduation" and click on the double arrows to proceed to the application.

Commencement exercises are held in either May or December. Students who graduate at the end of the summer sessions may participate in the May or December Commencement. Students who graduate at the end of the UWinterIM session may participate in December Commencement. Attendance at Commencement is optional.

Commencement Honors are listed below.

**Excess Credits Policy**

A University of Wisconsin System (UWS) policy is in effect at all UWS institutions. Under this policy, students pursuing their initial undergraduate degree(s) who have accumulated more than 165 total credits (counting all credits earned at UW campuses as well as credits taken at WTCS institutions and accepted for degree credit at UWS institutions) will be assessed an additional 100% surcharge on tuition for any additional credits (your tuition will be doubled). For more specific information about this policy, contact your academic advisor.

**Students Called to Military Service**

Students called into active military service should contact the Registration Center in the Department of Enrollment Services (Bolton Hall 272 or call 414-229-3796), for more specific information. Also check the website for more information ([www4.uwm.edu/current\\_students/military\\_call\\_up.cfm](http://www4.uwm.edu/current_students/military_call_up.cfm)).

**Honors for Scholarship**

Type of Honors	Architecture & Urban Planning	The Arts	Business Administration <sup>1</sup>	Education	Engineering & Applied Science
<b>Commencement Honors</b>	Students with a cumulative GPA of 3.500 or above, based on a minimum of 40 graded UWM credits earned prior to the final semester, will receive all-university commencement honors and be awarded the traditional gold cord at the December and May Honors Convocation. In schools and colleges in which fewer than 15% of the traditional students have a 3.500 GPA, all-university honors will be awarded to approximately the top 15% of graduating students. A criterion GPA (not lower than 3.200) for this 15% will be calculated based on statistics from the previous comparable semester. Please note that for honors calculation, the GPA is <b>not</b> rounded and is truncated at the third decimal (e.g. 3.499).				
<b>Dean's Honor List<sup>2</sup></b>	GPA of 3.750 or above (Levels 1, 2)	GPA of 3.750 or above	GPA of 3.500 or above	GPA of 3.750 or above	GPA of 3.500 or above
<b>Dean's Honors</b>			-	-	-

	To graduating seniors with 2 highest cum GPAs (level 2).	Major achievements in one or more of the arts.			
<b>Departmental Honors</b>		Dept. recommendation for Honors excellence in performance not reflected in GPA.		Curr & Inst-3.250 GPA for all UWM courses completed prior to final sem, plus positive faculty rec from student teaching.	
<b>Final Honors<sup>3</sup></b>	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.
<b>High Honors in the Major</b>	GPA of 3.750 or above for courses in major & 3.500 GPA for last 60 UWM cr (Level 2).	Cum GPA of 3.500 and dept. recommendation.		Ed Pol & Comm Studies: 3.500 cum GPA on all SOE courses in major.	
<b>Honors Degree and Honors Degree with Thesis</b>	To graduating seniors who complete Honors College requirements.	To graduating seniors who complete Honors College requirements.	To graduating seniors who complete Honors College requirements.	To graduating seniors who complete Honors College Requirements.	To graduating seniors who complete Honors College requirements.
<b>Honors in the Major<sup>4</sup></b>	GPA of 3.500 or above for courses in major & 3.250 for last 60 UWM cr (level 2).	3.500 GPA in major and dept. recommendation.		Ed Pol & Comm Studies: 3.200 GPA on all SOE courses in major.	
<b>Phi Beta Kappa</b>	-	-	-	-	-
<b>Sophomore Honors</b>	Sophomores with 24 or more graded UWM credits and a 3.500 GPA qualify for Sophomore Honors. They are invited to an honors convocation in April of each year.				
<b>Honors for Scholarship (cont.)</b>					
<b>Type of Honors</b>	<b>Health Sciences<sup>5</sup></b>	<b>Information Studies<sup>6</sup></b>	<b>Letters &amp; Science</b>	<b>Nursing</b>	<b>Social Welfare</b>
<b>Commencement Honors</b>	Students with a cumulative GPA of 3.500 or above, based on a minimum of 40 graded UWM credits earned prior to the final semester, will receive all-university commencement honors and be awarded the traditional gold cord at the December and May Honors Convocation. In schools and colleges in which fewer than 15% of the traditional students have a 3.500 GPA, all-university honors will be awarded to approximately the top				

	15% of graduating students. A criterion GPA (not lower than 3.200) for this 15% will be calculated based on statistics from the previous comparable semester. Please note that for honors calculation, the GPA is <b>not</b> rounded and is truncated at the third decimal (e.g. 3.499).				
<b>Dean's Honor List<sup>2</sup></b>	GPA of 3.750 or above	GPA of 3.750 or above	GPA of 3.750 or above	GPA of 3.750 or above	GPA of 3.750 or above
<b>Dean's Honors</b>	-	-	-	-	-
<b>Departmental Honors</b>	-	-	-	-	-
<b>Final Honors<sup>3</sup></b>	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.	Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.
<b>High Honors in the Major</b>	-	-	-	-	-
<b>Honors Degree and Honors Degree with Thesis</b>	To graduating seniors who complete Honors College Requirements.	To graduating seniors who complete Honors College Requirements.	To graduating seniors who complete Honors College Requirements.	To graduating seniors who complete Honors College Requirements.	To graduating seniors who complete Honors College Requirements.
<b>Honors in the Major<sup>4</sup></b>	3.500 GPA or above on courses completed at UWM following entrance to a major (a minimum of 30 credits must be included).	-	3.000 cum GPA on all cr attempted. 3.500 GPA on all cr that count toward the major, and 3.500 GPA on all advanced crs which count toward the major. Departments/programs set course and other requirements.	-	3.500 GPA in major courses, including social science credits completed at UWM.
<b>Phi Beta Kappa</b>	-	-	To be elected to Phi Beta Kappa, must be L&S degree candidate; have sufficient cr in humanities, social sciences, foreign languages, math, and general liberal studies; and have completed at least 60 graded cr at UWM. Jrs. must be in upper 2% of class, with 3.800 cum GPA. Srs must be in upper 8% of class, with 3.600 cum GPA.	-	-
<b>Sophomore Honors</b>	Sophomores with 24 or more graded UWM credits and a 3.500 GPA qualify for Sophomore Honors. They are invited to an honors convocation in April of each year.				

<sup>1</sup> Beta Gamma Sigma is the national scholastic honor society in the field of business. Election to membership is available to both undergraduate and graduate students in business. Every semester students are invited to join Beta Gamma Sigma. Selection is based upon outstanding scholastic achievement.

<sup>2</sup>Applies to full-time student's GPA on 12 or more graded credits in a given semester.

<sup>3</sup>The Final University Honors criteria have been revised to make them standard across all UWM schools and colleges. The new criteria take effect beginning with students who graduate in May, 2011.

<sup>4</sup>Refers to GPA earned in courses in the major.

<sup>5</sup> Juniors in Occupational Therapy with a cumulative 3.500 GPA in required courses, and faculty/staff sponsorship, can apply to the Honors Committee for Honors in Occupational Therapy.

<sup>6</sup>Applies to Bachelor of Science in Information Resources degree program.



### **Credit/No Credit Option**

To be granted credit for a course for which you have registered credit/no credit, you must earn a grade of 'C-' or better. Consult the table below to determine whether you may enroll for courses on a credit/no credit basis. Courses **may not** be taken credit/no credit if they are to be used to satisfy the GER English and mathematics competencies, and awarding of final honors.

School or College	Who qualifies?	Which courses may be taken?	Limits
Academic Opportunity Center (AOC)	AOC undergraduates follow rules listed for L&S students.	-	-
Architecture and Urban Planning	Pre-Architecture students and upper-level students with a 2.500 cumulative GPA.	Elective courses; courses other than the 48 credits required for the Architectural Studies degree.	Maximum of eight courses; one course per semester.
The Arts	Undergraduates in The Arts.	Courses outside the major. Any course that would fulfill the core curriculum requirements.	One course per semester; maximum of eight courses.
Business Administration	Undergraduates in Business and Pre-Business.	All non-Business (courses outside the School of Business Administration) that are not required as part of the student's major.	Maximum of eight courses; one course per semester. No Business course may be taken on a C/NC basis by any student regardless of their program unless it is only offered on a C/NC basis.  Pre-Business students may not take Econ 103, Econ 104, or Math 211 on a C/NC basis.
Education	Undergraduates in Education and Pre-Education.	Please see your advisor.	Please see your advisor.
Engineering and Applied Science	Undergraduates in Engineering and Applied Science.	Free elective or arts/humanities/social science elective courses.	Maximum of 12 credits; no more than three credits in any one semester.

<b>Health Sciences</b>	Undergraduates admitted to the College of Health Sciences.	No required courses in any of the pre-professional or professional programs may be taken on a C/NC basis.	Only one course regardless of number of credits may be taken per semester. A maximum of 12 credits may be taken C/NC.
<b>Information Studies</b>	Undergraduates in Information Resources.	All non-Information Studies (courses outside the School of Information Studies) that are not required as part of the student's major.	Maximum of eight courses; one course per semester.
<b>Letters and Science</b>	Undergraduates in Letters and Science.	Courses other than Honors courses that are not in the student's major or minor.	One course per semester; maximum of eight courses.
<b>Nursing</b>	Undergraduates in Nursing.	Non-clinical elective courses in Nursing.	Maximum of six credits; no more than one course per semester.
<b>Social Welfare</b>	Undergraduate majors and pre-majors in Social Work and Criminal Justice.	Only used in courses outside the 54-65 credit requirements in the Social Work or Criminal Justice major.	One course per semester; maximum of eight courses.
<b>University Special and Off-Campus</b>	University Special Students should contact an advisor in the Office of Adult and Returning Student Services. Off-campus students should contact the appropriate program coordinator.		

Some courses are offered on a C/NC basis only. These may be taken in addition to the above limits. C/NC courses are not counted in the GPA, but courses in which credit is earned will count toward graduation. Courses may be changed from a regular graded basis to C/NC or vice versa only during the same period as courses may be added. Only one such change may be made per semester per course.

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**ACADEMIC  
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## Registrar's Add/Drop Calendar

Below is an interactive calendar tool designed to provide information on deadlines associated with current and upcoming terms.

Deadlines are based on the session in which a class scheduled is scheduled for a term. Most Fall, UWinteriM, and Spring term classes fall under the Regular session, but some are scheduled in a variety of partial-term sessions with different deadlines. In the Summer term, classes are almost always scheduled in partial-term sessions.

If you are a student, see [these instructions](#) (see attachment 4a) to identify the sessions in which your classes are scheduled via PAWS.

If you are a student, staff, or instructor, see [these instructions](#) (see attachment 4b) to identify the sessions for scheduled classes via the PAWS classes search.

### Regular

Begin Date	End Date	Late Registration Start Date	Add Deadline	Drop Without W Grade Deadline	Drop With W Grade Deadline* (see note below)
01/22/2013	05/09/2013	01/17/2013	02/04/2013	02/18/2013	03/15/2013

**\* After this date, drops and withdrawals require the signature of the instructor and the school/college advising office or student services.**

### Refund Dates

From Date	To Date	Refund %	Term Withdrawal Fee**
-	1/16/13	100.00%	\$0.00
1/17/13	1/28/13	100.00%	\$50.00
1/29/13	2/4/13	100.00%	\$100.00
2/5/13	2/18/13	50.00%	\$0.00
2/19/13	-	0%	\$0.00

**\*\* Term withdrawal fee only applies if all classes are dropped and a term withdrawal is processed.**

## CHAPTER 36

## UNIVERSITY OF WISCONSIN SYSTEM

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36.34	Minority student programs.	36.63	Rural physician residency assistance program.
36.35	Misconduct; campus security.	36.65	Annual reports.

Cross-reference: See also UWS, Wis. adm. code.

**36.01 Statement of purpose and mission.** (1) The legislature finds it in the public interest to provide a system of higher education which enables students of all ages, backgrounds and levels of income to participate in the search for knowledge and individual development; which stresses undergraduate teaching as its main priority; which offers selected professional graduate and research programs with emphasis on state and national needs; which fosters diversity of educational opportunity; which promotes service to the public; which makes effective and efficient use of human and physical resources; which functions cooperatively with other educational institutions and systems; and which promotes internal coordination and the wisest possible use of resources.

(2) The mission of the system is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses and to serve and stimulate society by developing in students heightened intellectual, cultural and humane sensitivities, scientific, professional and technological expertise and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

History: 1973 c. 335.

**36.03 System.** There is created in this state a system of institutions of learning to be known as the University of Wisconsin System. The principal office and one university of the system shall be located at or near the seat of state government.

History: 1973 c. 335.

**36.05 Definitions.** In this chapter:

(1) "Academic staff" means professional and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration, but does not include faculty and staff provided under s. 16.57.

(2) "Board of regents" or "board" means the board of regents of the University of Wisconsin System.

(3) "Campus" means the publicly owned or leased buildings and grounds which comprise all or part of an institution or the extension.

(5) "Chancellor" means the chief executive of an institution.

(6) "Classified staff" means all employees of the system other than faculty, academic staff, persons whose employment is a necessary part of their training, student assistants and student hourly help.

(6m) "College campus" means any one of the 2-year collegiate campuses of the system.

(7) "Extension" means the community outreach, public service and extension services of the system.

(8) "Faculty" means persons who hold the rank of professor, associate professor, assistant professor or instructor in an academic department or its functional equivalent in an institution, persons described under s. 36.13 (4) (c) and such academic staff as may be designated by the chancellor and faculty of the institution.

(9) "Institution" means any university or an organizational equivalent designated by the board and the University of Wisconsin colleges.

(9m) "Instructional academic staff" means academic staff members with teaching responsibilities.

(9s) "Mainframe" means a large scale, central computer maintained by the board for multipurpose functions.

(10) "President" means the chief executive of the system.

(11) "Student" means any person who is registered for study in any institution for the current academic period. For the purpose of administering particular programs or functions involving students, the board shall promulgate rules defining continuation or termination of student status during periods between academic periods.

(12) "System" means the University of Wisconsin System.

(13) "University" means any baccalaureate or graduate degree granting institution.

(14) “University of Wisconsin Colleges” means the college campuses as a whole.

**History:** 1973 c. 335; 1985 a. 332 s. 251 (3); 1989 a. 31, 67; 1991 a. 39; 1995 a. 27; 1997 a. 237.

### 36.07 Corporate title, officers, meetings, records.

(1) **CORPORATE STATUS AND TITLE.** The board and their successors in office shall constitute a body corporate by the name of “Board of Regents of the University of Wisconsin System”.

(2) **SECRETARY.** The board shall appoint a secretary of the board who shall keep a faithful record of all its transactions.

(3) **TREASURER.** The state treasurer shall be the treasurer of the board, but the board may appoint other persons to receive other moneys that may be due or remitted from any source.

(4) **MEETINGS, TIMES, NOTICE.** The times for holding the regular annual meeting and such other meetings as are required, and the manner of providing notice for such meetings, shall be determined by the board’s bylaws.

(5) **ACCESS TO THE BOARD.** The board shall provide in its operating policies for access to the board by the public, faculty, students and chancellors.

(6) **MEETINGS AND RECORDS PUBLIC.** The board meetings shall be open and all records of such meetings and of all proceedings of the board shall be open to inspection in accordance with subchs. II and V of ch. 19.

**History:** 1973 c. 335; 1975 c. 426 s. 3; 1981 c. 335 s. 26; 1991 a. 39.

### 36.09 Responsibilities. (1) THE BOARD OF REGENTS. (a)

The primary responsibility for governance of the system shall be vested in the board which shall enact policies and promulgate rules for governing the system, plan for the future needs of the state for university education, ensure the diversity of quality undergraduate programs while preserving the strength of the state’s graduate training and research centers and promote the widest degree of institutional autonomy within the controlling limits of system-wide policies and priorities established by the board.

**Cross-reference:** See also UWS, Wis. adm. code.

(am) The board, in consultation with the Wisconsin Economic Development Corporation, shall do all of the following for each economic development program, as defined in s. 36.11 (29r) (a), administered by the board:

1. Establish clear and measurable goals for the program that are tied to statutory policy objectives.

2. Establish at least one quantifiable benchmark for each program goal described in subd. 1.

3. Require that each recipient of a grant or loan under the program submit a report to the board. Each contract with a recipient of a grant or loan under the program shall specify the frequency and format of the report to be submitted to the board and the performance measures to be included in the report.

4. Establish a method for evaluating the projected results of the program with actual outcomes as determined by evaluating the information described in subds. 1. and 2.

5. Annually and independently verify, from a sample of grants and loans, the accuracy of the information required to be reported under subd. 3.

6. Establish by rule a requirement that the recipient of a grant or loan under the program of at least \$100,000 submit to the board a verified statement signed by both an independent certified public accountant licensed or certified under ch. 442 and the director or principal officer of the recipient to attest to the accuracy of the verified statement, and make available for inspection the documents supporting the verified statement. The board shall include the requirement established by rule under this subdivision in the contract entered into by a grant or loan recipient.

7. Establish by rule policies and procedures permitting the board to do all of the following if a recipient of a grant or loan or tax benefits under the program submits false or misleading information to the board or fails to comply with the terms of a contract

entered into with the board under the program and fails to provide to the satisfaction of the board an explanation for the noncompliance:

- a. Recoup payments made to the recipient.
- b. Withhold payments to be made to the recipient.
- c. Impose a forfeiture on the recipient.

(b) The board, after public hearing at each institution, shall establish for each institution a mission statement delineating specific program responsibilities and types of degrees to be granted.

(c) The board shall determine the educational programs to be offered in the system and may discontinue educational programs as it deems necessary.

(d) The board shall establish policies to guide program activities to ensure that they will be compatible with the missions of the institutions of the system. To this end, the board shall make all reasonable effort to provide night courses.

(e) The board shall appoint a president of the system; a chancellor for each institution; a dean for each college campus; the state geologist; the director of the laboratory of hygiene; the director of the psychiatric institute; the state cartographer; and the requisite number of officers, other than the vice presidents, associate vice presidents, and assistant vice presidents of the system; faculty; academic staff; and other employees and fix the salaries, subject to the limitations under par. (j) and ss. 20.923 (4g) and 230.12 (3) (e), the duties and the term of office for each. The board shall fix the salaries, subject to the limitations under par. (j) and ss. 20.923 (4g) and 230.12 (3) (e), and the duties for each chancellor, vice president, associate vice president, and assistant vice president of the system. No sectarian or partisan tests or any tests based upon race, religion, national origin, or sex shall ever be allowed or exercised in the appointment of the employees of the system.

**NOTE:** Par. (e) is amended eff. 7–1–13 by 2011 Wis. Act 32 to read:

(e) The board shall appoint a president of the system; a chancellor for each institution; a dean for each college campus; the state geologist; the director of the laboratory of hygiene; the director of the psychiatric institute; the state cartographer; and the requisite number of officers, other than the vice presidents, associate vice presidents, and assistant vice presidents of the system; faculty; academic staff; and other employees and fix the salaries, subject to the limitations under par. (j) and s. 230.12 (3) (e), the duties and the term of office for each. The board shall fix the salaries, subject to the limitations under par. (j) and s. 230.12 (3) (e), and the duties for each chancellor, vice president, associate vice president, and assistant vice president of the system. No sectarian or partisan tests or any tests based upon race, religion, national origin, or sex shall ever be allowed or exercised in the appointment of the employees of the system.

(f) The board shall delegate to each chancellor the necessary authority for the administration and operation of the institution within the policies and guidelines established by the board. The board may also delegate or rescind other authority to chancellors, committees of the board, administrative officers, members of the faculty and students or such other groups as it deems appropriate.

(gm) The board shall not create, except as specifically authorized by the legislature in each instance, any new college, school or its functional equivalent if such college, school or functional equivalent has academic programs at the graduate or professional, post-baccalaureate level.

1. For the purposes of this paragraph, college or school means an academic unit below the institutional level but above the departmental level, including but not limited to a graduate school, law school, medical school, social work school, architecture school, business school and a public administration school.

2. For the purposes of this paragraph, a new college or school shall be deemed to have been created if an administrative position of dean or its functional equivalent is established and if a new instructional program, separate and distinct from the programs currently available at that institution, is established.

3. This paragraph does not apply to the redesignation or reorganization of existing colleges or schools if accomplished through the reclassification of existing positions or the restructuring of existing organizational entities.

(h) The board shall allocate funds and adopt budgets for the respective institutions giving consideration to the principles of

comparable budgetary support for similar programs and equitable compensation for faculty and academic staff with comparable training, experience and responsibilities and recognizing competitive ability to recruit and retain qualified faculty and academic staff. If the board ceases or suspends operation of any institution or college campus, the appropriations to the board for operation of the institution or college campus may be utilized by the board for any other purpose authorized by the appropriations within the period for which the appropriations are made.

(hm) The board shall develop policies for the purpose of specifically identifying the general purpose revenue and nongeneral purpose revenue funding sources used for noninstructional student activities and for the purpose of governing the allocation of funds to those noninstructional student activities supported by both general purpose and nongeneral purpose revenue.

(i) Upon recommendation of the president and the administrator of the division of merit recruitment and selection in the office of state employment relations, the board and the director of the office shall jointly adopt general policies governing the designation of positions to be exempt from the classified service as academic staff as defined in s. 36.15 (1) (a) and (b). No position in the classified service may be designated as an academic staff position under the general policies unless the director of the office of state employment relations approves the designation.

NOTE: Par. (i) is repealed eff. 7-1-13 by 2011 Wis. Act 32.

(j) Except where such matters are a subject of bargaining with a certified representative of a collective bargaining unit under s. 111.91, the board shall establish salaries for persons not in the classified staff prior to July 1 of each year for the next fiscal year, and shall designate the effective dates for payment of the new salaries. In the first year of the biennium, payments of the salaries established for the preceding year shall be continued until the biennial budget bill is enacted. If the budget is enacted after July 1, payments shall be made following enactment of the budget to satisfy the obligations incurred on the effective dates, as designated by the board, for the new salaries, subject only to the appropriation of funds by the legislature and s. 20.928 (3). This paragraph does not limit the authority of the board to establish salaries for new appointments. The board may not increase the salaries of employees specified in ss. 20.923 (5) and (6) (m) and 230.08 (2) (d) under this paragraph unless the salary increase conforms to the proposal as approved under s. 230.12 (3) (c) or the board authorizes the salary increase to correct salary inequities under par. (h), to fund job reclassifications or promotions, or to recognize competitive factors. The board may not increase the salary of any position identified in s. 20.923 (4g) under this paragraph unless the salary increase conforms to the proposal as approved under s. 230.12 (3) (c) or the board authorizes the salary increase to correct a salary inequity or to recognize competitive factors. The board may not increase the salary of any position identified in s. 20.923 (4g) (ac) and (am) to correct a salary inequity that results from the appointment of a person to a position identified in s. 20.923 (4g) (ac) and (am) unless the increase is approved by the office of state employment relations. The granting of salary increases to recognize competitive factors does not obligate inclusion of the annualized amount of the increases in the appropriations under s. 20.285 (1) for subsequent fiscal bienniums. No later than October 1 of each year, the board shall report to the joint committee on finance and the secretary of administration and director of the office of state employment relations concerning the amounts of any salary increases granted to recognize competitive factors, and the institutions at which they are granted, for the 12-month period ending on the preceding June 30.

NOTE: Par. (j) is affected by 2011 Wis. Acts 10 and 32 and merged by the legislative reference bureau under s. 13.92 (2) (i) effective 7-1-13 to read:

(j) Except where such matters are a subject of bargaining with a certified representative of a collective bargaining unit under s. 111.91, the board shall establish salaries for persons prior to July 1 of each year for the next fiscal year, and shall designate the effective dates for payment of the new salaries. In the first year of the biennium, payments of the salaries established for the preceding year shall be continued until the biennial budget bill is enacted. If the budget is enacted after July 1, payments shall be made following enactment of the budget

to satisfy the obligations incurred on the effective dates, as designated by the board, for the new salaries, subject only to the appropriation of funds by the legislature and s. 20.928 (3). This paragraph does not limit the authority of the board to establish salaries for new appointments. The board may not increase the salaries of employees under this paragraph unless the salary increase conforms to the proposal as approved under s. 230.12 (3) (c) or the board authorizes the salary increase to correct salary inequities under par. (h), to fund job reclassifications or promotions, or to recognize competitive factors. The granting of salary increases to recognize competitive factors does not obligate inclusion of the annualized amount of the increases in the appropriations under s. 20.285 (1) for subsequent fiscal bienniums. No later than October 1 of each year, the board shall report to the joint committee on finance and the secretary of administration and director of the office of state employment relations concerning the amounts of any salary increases granted to recognize competitive factors, and the institutions at which they are granted, for the 12-month period ending on the preceding June 30.

(k) 1. The board shall, with respect to academic staff, correct pay inequities based on gender or race.

2. The board shall do all of the following:

a. Establish and maintain job categories in which to place academic staff positions. The job categories shall be described in sufficient detail to enable the board to comply with subd. 1.

b. Establish and maintain pay ranges, each of which has a minimum and a maximum rate of pay and assign the job categories established under subd. 2. a. to those pay ranges. This subd. 2. b. does not apply to appointments under s. 36.13 (4).

NOTE: Par. (k) is repealed eff. 7-1-13 by 2011 Wis. Act 32.

(L) The board shall possess all powers necessary or convenient for the operation of the system except as limited in this chapter.

(2) THE PRESIDENT. (a) The president shall be president of all the faculties and shall be vested with the responsibility of administering the system under board policies and shall direct a central administration which shall assist the board and the president in establishing system-wide policies in monitoring, reviewing and evaluating these policies, in coordinating program development and operation among institutions, in planning the programmatic, financial and physical development of the system, in maintaining fiscal control and compiling and recommending educational programs, operating budgets and building programs for the board. Subject to par. (b), the president shall appoint each senior vice president, vice president, associate vice president and assistant vice president of the system. The president shall fix the term of office for each senior vice president, vice president, associate vice president and assistant vice president of the system.

(b) The sum of the number of senior vice presidents and vice presidents of the system that the president may appoint under par. (a) may not exceed 4.

(3) THE CHANCELLORS. (a) The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

(b) The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor's absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for the purpose of this paragraph.

(4) FACULTY. The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility

for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

**(4m) ACADEMIC STAFF.** The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

**(5) STUDENTS.** The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

**History:** 1973 c. 335; 1975 c. 39, 224; 1977 c. 196 ss. 130 (1), (2), 131; 1977 c. 418; 1979 c. 34 s. 2102 (29) (a); 1981 c. 20 s. 2202 (1) (a); 1983 a. 27 s. 2200 (15); 1983 a. 366; 1985 a. 29, 42, 45, 332; 1987 a. 4, 27, 340; 1989 a. 31, 336, 359; 1991 a. 39; 1997 a. 27 ss. 1156ad, 9456 (3m); 1997 a. 35, 237, 307; 1999 a. 42; 2001 a. 16, 104; 2003 a. 33 ss. 930, 931, 2811, 9160; 2003 a. 48 ss. 10, 11; 2003 a. 206 s. 23; 2003 a. 320; 2005 a. 25 ss. 695, 2493; 2007 a. 125; 2009 a. 28; 2011 a. 10, 32; s. 13.92 (2) (i).

Sub. (5) gives student organizations, rather than the student body, the right to select representatives to participate in institutional governance. Student Association of U.W.–Milwaukee v. Baum, 74 Wis. 2d 283, 246 N.W.2d 622 (1976).

Student and faculty voting participation on the Board of Regents is limited to duly appointed members, but that does not preclude the board or any committee thereof from utilizing groups of nonmembers in advisory capacities. 60 Atty. Gen. 395.

The Board of Regents has no authority to provide a deferred salary plan for employees other than through the state teachers retirement system or the Wisconsin retirement fund. 61 Atty. Gen. 6.

A ruling by the chancellor of the University of Wisconsin–Eau Claire denying a request to conduct door-to-door solicitation in residence halls did not violate constitutional rights. 61 Atty. Gen. 373.

The leasing of university buildings to a religious congregation during nonschool days and hours on a temporary basis while the congregation's existing facility is being renovated and leasing convention space to a church conference would not violate the separation of church and state provisions of the 1st Amendment and Art. I, s. 18. 63 Atty. Gen. 374.

Regents should identify how compulsory fees will be used to necessarily and conveniently further the objects of the university before approving a segregated fee. Regent's duties are unchanged under sub. (5). 63 Atty. Gen. 385.

The financing of student organizations through mandatory student fees does not violate the 1st amendment if viewpoint neutrality is the operational principal. Board of Regents v. Southworth, 529 U.S. 217, 146 L. Ed. 2d 193 (2000).

With one exception, the university's system, as required by *Southworth*, for distributing compelled fees collected from university students to student groups that delegates funding decisions to the student government was subject to sufficient limits. *Southworth v. Board of Regents of the University of Wisconsin System*, 307 F.3d 566 (2002).

Although the first amendment establishment clause of the U.S. constitution neither compels nor authorizes the University to categorically exclude funding of activities related to worship, proselytizing, and sectarian religious instruction with segregated fees, the University may nevertheless be able to exclude some or all of the activities to which it objects. The University is free to enact viewpoint neutral rules restricting access to segregated fees, for it may create what is tantamount to a limited public forum if the principles of viewpoint neutrality are respected. However, before excluding an activity from the segregated fee forum pursuant to a content-based distinction, the University must explain specifically why that particular activity, viewed as a whole, is outside the forum's purposes. *Roman Catholic Foundation v. The Regents of the University of Wisconsin System*, 578 F. Supp. 2d 1121. Affirmed. 620 F.3d 775 (2010).

### 36.11 Powers and duties of the board of regents.

#### (1) PROTECTION OF PEOPLE; CUSTODY AND MANAGEMENT OF PROP-

ERTY. (a) The board may promulgate rules under ch. 227 to protect the lives, health and safety of persons on property under its jurisdiction and to protect such property and to prevent obstruction of the functions of the system. Any person who violates any rule promulgated under this paragraph may be fined not more than \$500 or imprisoned not more than 90 days or both.

(b) Except as provided in this paragraph, the board may purchase, have custody of, hold, control, possess, lease, grant easements and enjoy any lands, buildings, books, records and all other property of any nature which may be necessary and required for the purposes, objects and uses of the system authorized by law. Any lease is subject to the powers of the University of Wisconsin Hospitals and Clinics Authority under s. 233.03 (13) and the rights of the authority under any lease agreement, as defined in s. 233.01 (6). The board shall not permit a facility that would be privately owned or operated to be constructed on state-owned land without obtaining prior approval of the building commission under s. 13.48 (12). The board may sell or dispose of such property as provided by law, or any part thereof when in its judgment it is for the best interests of the system and the state. All purchases and sales of real property shall be subject to the approval of the building commission. The provision of all leases of real property to be occupied by the board shall be the responsibility of the department of administration under s. 16.84 (5).

(c) The board may promulgate rules under ch. 227 for the management of all property under its jurisdiction, for the care and preservation thereof and for the promotion and preservation of the orderly operation of the system in any or all of its authorized activities and in any or all of its institutions with forfeitures for their violation, which may be sued for and collected in the name of the board before any court having jurisdiction of such action. Forfeitures shall not exceed \$500.

(cm) The board shall promulgate rules under ch. 227 prescribing the times, places and manner in which political literature may be distributed and political campaigning may be conducted in state-owned residence halls. No such rule may authorize any activity prohibited under s. 11.36 (3) or (4).

(d) All fines imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with s. 59.25 (3) (f) and (j). All forfeitures, including forfeitures of posted bail if any, imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with ss. 778.13 and 778.17.

(e) The board, with the approval of the building commission, may sell or lease state-owned residence halls to another state agency or nonstate nonprofit agency for purposes of alternate use.

**Cross-reference:** See also chs. UWS 18 and 21, Wis. adm. code.

**(2) POLICE AUTHORITY.** (a) The board shall have concurrent police power, with other authorized peace officers, over all property subject to its jurisdiction, and all property contiguous to such property at the University of Wisconsin–Parkside if owned by a nonprofit corporation the primary purpose of which, as determined by the board, is to benefit the system. Such concurrent police authority shall not be construed to reduce or lessen the authority of the police power of the community or communities in which a campus may be located. All campus police officers shall cooperate with and be responsive to the local police authorities as they meet and exercise their statutory responsibilities. The designated agents of the board may arrest, with or without warrant, any person on such property who they have reasonable grounds to believe has violated a state law or any rule promulgated under this chapter and deliver such person to any court having jurisdiction over the violation and execute a complaint charging such person with the violation. This subsection does not impair the duty of any other peace officers within their jurisdictions to arrest and take before the proper court persons found violating any state law on such property.

(b) The board may employ police for the institutions and chiefs to head such police, or contract for police, all of whom shall be

deemed peace officers under s. 939.22 (22) under the supervision and control of the appropriate chancellor or the chancellor's designees. Such police officers shall meet the minimum standards established for other police officers by the law enforcement standards board or a comparable agency. Such police shall preserve the peace on all property described under par. (a), enforce all rules promulgated under this chapter and all other laws, and for that purpose the chancellor or the chancellor's designee may call for aid from such other persons as is deemed necessary.

**Cross-reference:** See also ch. UWS 18, Wis. adm. code.

**(3) ADMISSION OF APPLICANTS.** (a) The board shall establish the policies for admission within the system and within these policies each institution shall establish specific requirements for admission to its courses of instruction. No sectarian or partisan tests or any tests based upon race, religion, national origin of U.S. citizens or sex shall ever be allowed in the admission of students thereto.

(b) The board shall establish policies for the appropriate transfer of credits between institutions within the system, including the designation of those courses which shall be transferable between and within institutions without loss of credit toward graduation or toward completion of a specific course of study.

(c) The board may establish policies for the appropriate transfer of credits with other educational institutions outside the system.

(cm) The board shall establish and maintain a computer-based credit transfer system that shall include, but not be limited to, the following:

1. All transfers of credit between institutions within the system.

2. Program-specific course requirements in the system.

3. Technical college collegiate transfer program offerings, as defined in s. 38.01 (3).

4. Other courses for which the transfer of credits is accepted under par. (b) or (c).

(d) 1. Except as provided in subd. 2., the board shall require that a \$44 fee accompany each application for admittance from persons seeking admittance to any school within the system as new freshmen or as transfer students from outside the system. The board may exempt from the fee under this subdivision, on the basis of financial need, a maximum of 5% of the applications in any school year. The board shall ensure that no less than \$9 of the fee is used for admission application expenses.

2. The board shall require that a \$56 fee accompany each application for admittance to a graduate school, law school or medical school within the system. The board shall ensure that no less than \$11 of the fee is used for admission application expenses.

3. Of the fee received with each application under subds. 1. and 2., the board shall provide \$3 for the support of the higher education location program under s. 36.25 (36).

**(4) INJUNCTIVE RELIEF.** The board may obtain injunctive relief to enforce this chapter or any rules promulgated under this chapter.

**(5) INSURANCE.** (a) The board may procure liability insurance covering the members of the board, any officer, employee or such students whose activities may constitute an obligation or responsibility of the system.

(b) The board may procure insurance to cover injuries sustained by students as a result of their participation in intercollegiate athletics. The board may not use general purpose revenue to pay for such insurance. With respect to any of the risks to be covered by the insurance, the board may contract for the services of a claims administrator and may obtain coverage by any combination of self-insurance, excess or stop-loss insurance or blanket insurance.

**(6) FINANCIAL AIDS.** (a) The board may:

1. Make grants to students from funds budgeted to or controlled by the system and formulate policies and promulgate rules for the grants.

2. Make grants equivalent in value to the payment of incidental fees to disabled residents of the state who are recommended and supervised by the department of workforce development under s. 47.02.

(b) The board may not make a grant under par. (a) to a person whose name appears on the statewide support lien docket under s. 49.854 (2) (b), unless the person provides to the board a payment agreement that has been approved by the county child support agency under s. 59.53 (5) and that is consistent with rules promulgated under s. 49.858 (2) (a).

(c) By April 10, 1998, and annually thereafter, the board shall develop and submit to the higher educational aids board for its review under s. 39.285 (1) a proposed formula for the awarding of grants under s. 39.435, except for grants awarded under s. 39.435 (2) or (5), for the upcoming academic year to students enrolled in the system.

**(7) CONFER DEGREES.** The board may confer such degrees and grant such diplomas as are usual in universities or as it deems appropriate.

**(8) PARKING RULES.** (a) The board may make general policies and shall authorize the chancellors to adopt rules regulating the parking of motor vehicles on property under their jurisdiction. Such rules shall not be subject to ch. 227.

(b) The board shall establish fines for the violation of any rule made under par. (a). The institutions are authorized to collect such fines together with moneys collected from the sale of parking permits and other fees established under par. (a), to be used only for the purpose of developing and operating parking or other transportation facilities at the institution at which collected and for enforcing parking rules under par. (a).

**Cross-reference:** See also s. UWS 18.05, Wis. adm. code.

**(8e) PARKING FEES.** The board shall direct each institution within the system to charge a parking fee for the parking of motor vehicles by students, faculty, academic and classified staff and visitors at campus. The board shall require the fee to be sufficient to recover the costs of the construction and maintenance necessary for the parking facilities. Nothing in this paragraph shall be deemed to require the recovery of the costs of land for parking facilities. Nothing in this paragraph shall be deemed to require that all users of the parking facilities be charged a parking fee. College campus facilities owned by a county are not required to charge a parking fee.

**Cross-reference:** See also s. UWS 18.06, Wis. adm. code.

**(8m) TRANSPORTATION PLANNING.** The board shall direct the administrative officers of each campus to work with the regional planning commissions and the local authorities of the community in which the campus is located to evaluate the transportation needs of the campus population. The board shall require each campus to develop a transportation plan for the campus to effect energy resource conservation and efficient use of transportation resources. The plan shall include pedestrian walkways, bikeways, bike routes, bicycle storage racks, car and van pools and, to the extent feasible, improved mass transit services. The transportation plans shall detail parking management strategies which provide incentives for the use of mass transit and high occupancy vehicles.

**(9) CONDEMNATION.** The board may acquire by condemnation proceedings under ch. 32 such parcels of land as it deems necessary for the use of any institution whenever the board is unable to agree with the owner upon the compensation therefor, or whenever the absence or legal incapacity of such owner, or other cause, prevents or unreasonably delays, such agreement.

**(10) UNIVERSITY FUND.** The board may expend such portion of the income of the university fund on or at the University of

Wisconsin–Madison as is appropriated by the legislature for the erection of buildings and the purchase of equipment or books.

(11) **SURPLUS MONEY.** The board may invest any of the surplus money designated in s. 20.285 (1) (h), 2009 stats., in such securities as are legal for trust fund investments; or invest such funds or any part thereof, in the senior or junior bonds or obligations which may be issued by such nonprofit-sharing corporation as may be contracted with by the board for the construction or equipment of dormitories, commons or field houses, which bonds or obligations shall be secured by a mortgage or pledge of the buildings or improvements erected or to be erected by such corporations and by a mortgage or pledge of its leasehold interest. Any interest on any of such bonds or securities shall when received be added to the revolving funds and may be used for the purposes set forth in this subsection.

(12) **LIBRARY DEPOSITORY.** (a) The board may participate in the formation and maintenance of a nonprofit-sharing corporation sponsored by participating colleges, universities and libraries for the purpose of providing and operating a central library depository at a location in a midwestern state for the storage of little used books and other library and research materials of participating institutions, and which corporation may also perform other functions for the benefit of participating institutions such as, without limitation because of enumeration, the correlating of library catalogs of the participating institutions, the coordinating and planning of the purchasing by each institution of costly or infrequently used books and research materials in order to avoid unnecessary duplication and facilitating the loaning of library books and other library and research materials between participating institutions. The board shall possess all powers necessary or convenient to accomplish the foregoing, including the authority to designate representatives or members of such corporation in accordance with its articles and bylaws.

(b) The board may make use of and pay for the use of the facilities and services of such nonprofit-sharing corporation, but the board shall retain title to all books and materials deposited with such corporation for storage or loaned to other participating institutions and the authority of the board to expend funds for the purchase of land, the construction of buildings and additions to buildings and the purchase of equipment for the purpose of providing such facilities shall be limited to funds appropriated under s. 20.285. Except as hereinbefore provided, the appropriations to the board are to be available for the purposes of this subsection to the extent that such appropriation may be applicable and without reference to whether any particular appropriation is available for expenditure at any institution.

(13) **AUXILIARY RESERVES.** Auxiliary enterprise reserve funds established prior to merger of this state's public institutions of higher education for the benefit or support of an institution or group of institutions shall not be utilized for any other purpose.

(15) **TAX DEFERRED ANNUITIES.** The board may continue all salary reduction agreements with its employees pursuant to section 403 (b) of the internal revenue code. The board may enter into new salary reduction agreements with its employees pursuant to section 403 (b) of the internal revenue code or other applicable federal law and may purchase annuities for its employees pursuant to these agreements from such annuity providers, both public and private, as the board deems appropriate.

(15m) **FOOTBALL COACHES PENSION PLAN.** The board may deduct contributions from the salaries of football coaches employed in the system who are eligible and wish to participate in the qualified pension plan for football coaches established as the American football coaches retirement trust, and remit the deductions to the administrator of that plan, if the American football coaches retirement trust or the administrator or agent of the plan indemnifies the board and its employees against, and holds the board and its employees harmless from, all claims and demands associated with the plan.

(16) **COMMENCEMENT OF FALL SEMESTER.** The board shall ensure that no fall semester classes at any institution, except medical school classes and 4th year classes at the school of veterinary medicine, commence until after September 1.

(17) **SABBATICAL LEAVE FOR INSTRUCTIONAL FACULTY.** The board may grant sabbatical leave of up to one year to instructional faculty, in order to recognize and enhance teaching efforts and excellence, under rules and procedures adopted by the board, subject to the following conditions:

(a) Sabbatical leave may be granted only to those faculty members who have completed 6 or more years, or the equivalent, of full-time instructional service in the system.

(b) Only one sabbatical leave may be granted for each 6 years of full-time instructional service in the system with preference given to those who have been making significant contributions to teaching and have not had a leave of absence except under s. 103.10, regardless of source of funding, in the previous 4 years.

(c) Sabbatical leave shall be granted for the purposes of enhancing teaching, course and curriculum development or conducting research or any other scholarly activities related to instructional programs within the field of expertise of the faculty member taking such leave.

(d) Sabbatical leave shall be approved by appropriate faculty and administrative committees.

(e) A faculty member shall receive compensation while on sabbatical leave, but such compensation, when combined with outside compensation earned while on leave, shall not exceed the full compensation normally received from the system.

(f) The faculty member taking a sabbatical leave shall agree to return to the institution from which leave was granted for at least one year after the termination of the sabbatical or return any compensation received from the system during the sabbatical.

(g) Funding for the sabbatical leave program shall be provided from the existing general operations appropriation for the system.

(18) **MIDWEST TECHNOLOGY DEVELOPMENT INSTITUTE.** The board may maintain membership of this state in the midwest technology development institute.

(19) **FURNISHING OF SERVICES TO SCHOOL DISTRICTS.** (a) The board may furnish, and school districts may accept, services for educational study and research projects and they may enter into contracts under s. 66.0301 for that purpose.

(b) A group of school districts, if authorized by each school board, may form a nonprofit-sharing corporation to contract with the state or the board for the furnishing of the services specified in par. (a).

(c) The corporation shall be organized under ch. 181 and shall have the powers there applicable. Members of the school boards specified in par. (b) may serve as incorporators, directors and officers of the corporation.

(d) The property of the corporation shall be exempt from taxation.

(e) The corporation may receive gifts and grants and be subject to their use, control and investment as provided in s. 118.27, and the transfer of the property to the corporation shall be exempt from income, franchise and death taxes.

(21) **CONTROLLED SUBSTANCES AND CONTROLLED SUBSTANCE ANALOGS; DISCIPLINE.** Any student who engages in an activity, on campus or at an event sponsored by a college campus or institution or by the system, that constitutes a violation of ch. 961 is subject to nonacademic misconduct disciplinary sanctions, as provided by the board by rule. In determining the appropriate sanction, the board or its designee shall consider those penalties, including suspension and expulsion, that will contribute most effectively to maintaining a system environment that is free from controlled substances, as defined in s. 961.01 (4), and controlled substance analogs, as defined in s. 961.01 (4m).

**(22) ORIENTATION PROGRAM; INFORMATION ON SEXUAL ASSAULT AND SEXUAL HARASSMENT.** (a) The board shall direct each institution and college campus to:

1. Incorporate in its orientation program for newly entering students oral and written or electronic information on sexual assault and sexual harassment, as defined in s. 111.32 (13), including information on sexual assault by acquaintances of the victims and on all of the following:

a. The legal definitions of, and penalties for, sexual assault under ss. 940.225, 948.02 and 948.025, sexual exploitation by a therapist under s. 940.22 and harassment under s. 947.013.

b. Generally available national and state statistics, and campus statistics as compiled under par. (c) and as reported under par. (d), on sexual assaults and on sexual assaults by acquaintances of the victims.

c. The rights of victims under ch. 950 and the services available at the institution or college campus and in the community to assist a student who is the victim of sexual assault or sexual harassment.

d. Protective behaviors, including methods of recognizing and avoiding sexual assault and sexual harassment and locations in the community where courses on protective behaviors are provided.

2. Annually supply to all students enrolled in the institution or college campus printed or electronic material that includes all of the information under par. (a).

(b) Annually, the board shall submit a report to the chief clerk of each house of the legislature for distribution to the appropriate standing committees under s. 13.172 (3). The report shall indicate the methods each institution and college campus have used to comply with par. (a).

(c) Any person employed at an institution who witnesses a sexual assault on campus or receives a report from a student enrolled in the institution that the student has been sexually assaulted shall report to the dean of students of the institution. The dean of students shall compile reports for the purpose of disseminating statistical information under par. (a) 1. b.

(d) Annually, each institution shall report to the office of justice assistance in the department of administration statistics on sexual assaults and on sexual assaults by acquaintances of the victims that occurred on each campus of the institution in the previous year. The office of justice assistance shall include the statistics in appropriate crime reports published by the office.

**(23) BOARD STAFF.** The board shall provide office space, furnishings and supplies for the staff provided by the department of administration under s. 16.57.

**(23m) COMPLIANCE WITH ENVIRONMENTAL LAWS.** The board shall designate 2 positions, funded from the appropriation under s. 20.285 (3) (a), to coordinate system compliance with state and federal laws relating to the environment.

**(24) STATE DOCUMENTS.** The board shall assure that each campus identifies and collects significant state documents, as defined in s. 35.81 (3), relating to administration and academic programs of that campus. The board shall provide for the identification and collection of significant state documents, as defined in s. 35.81 (3), published by the board or the system administration.

**(25) TRAINING OF HEALTH PROFESSIONALS.** The board shall promote public awareness of, access to and training of health professionals for rural and underserved urban areas.

**(26) BUILDING PROGRAM PLANNING AND APPROVAL.** The board shall establish a process for submission of building projects to the building commission for approval. No building project for the system may be submitted by the board to the building commission unless the project is developed and approved by the board in conformity with this subsection. This subsection does not apply to building projects of the University of Wisconsin Hospitals and Clinics Authority.

**(27) CONDITION ON FINANCIAL ASSISTANCE.** The board may not provide any state financial assistance under this chapter to any person during the period that the person is required to register with the selective service system under 50 USC, Appendix, sections 451 to 473 if the person has not so registered.

**(28) LEASE AGREEMENT WITH THE UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS AUTHORITY.** Subject to 1995 Wisconsin Act 27, section 9159 (2) (k), the board shall negotiate and enter into a lease agreement with the University of Wisconsin Hospitals and Clinics Authority that meets the requirements under s. 233.04 (7) and shall comply with s. 233.04 (7g).

**(28m) AFFILIATION AGREEMENT WITH THE UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS AUTHORITY.** Subject to 1995 Wisconsin Act 27, section 9159 (2) (k), the board shall negotiate and enter into an affiliation agreement with the University of Wisconsin Hospitals and Clinics Authority that meets the requirements under s. 233.04 (7m) and shall comply with s. 233.04 (7p).

**(29) OTHER AGREEMENTS WITH THE UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS AUTHORITY.** The board may enter into joint purchasing contracts and other contracts, rental agreements and cooperative agreements and other necessary arrangements with the University of Wisconsin Hospitals and Clinics Authority which may be necessary and convenient for the missions, objects and uses of the University of Wisconsin Hospitals and Clinics Authority authorized by law. Purchasing contracts and agreements are subject to s. 16.73 (5).

**(29r) ECONOMIC DEVELOPMENT ASSISTANCE REPORTING.** (a) In this subsection, “economic development program” means a program or activity having the primary purpose of encouraging the establishment and growth of business in this state, including the creation and retention of jobs, and that satisfies all of the following:

1. The program receives funding from the state or federal government that is allocated through an appropriation under ch. 20.

2. The program provides financial assistance, tax benefits, or direct services to specific industries, businesses, local governments, or organizations.

(b) 1. The board shall coordinate any economic development assistance with the Wisconsin Economic Development Corporation.

2. Annually, no later than October 1, the board shall submit to the joint legislative audit committee and to the appropriate standing committees of the legislature under s. 13.172 (3) a comprehensive report assessing economic development programs administered by the board. The report shall include all of the information required under s. 238.07 (2). The board shall collaborate with the Wisconsin Economic Development Corporation to make readily accessible to the public on an Internet-based system the information required under this subsection.

**(31) COOPERATIVE RESEARCH ON EDUCATION PROGRAMS.** The board shall enter into a written agreement with the department of public instruction, the technical college system board, and the Wisconsin Association of Independent Colleges and Universities to cooperatively conduct research on preschool through postsecondary education programs under s. 115.297, except as provided in s. 115.297 (5) (b).

**(32) NURSING PROGRAM.** The board shall plan for the establishment of a bachelor of science nursing program at the University of Wisconsin–Stevens Point.

**(33) REPORT ON MANAGEMENT AND STAFF POSITIONS.** (a) The board shall categorize each position in the system as either a management position or a staff position. The board shall define “management” and “staff” for the purposes of this paragraph.

(b) By January 1, 1998, and annually thereafter by January 1, the board shall submit a report to the joint committee on finance that includes all of the following:

1. The definitions of “management” and “staff” used by the board under par. (a).
2. A list of the position titles in each category.
3. The criteria used by the board to categorize the positions.
4. The current number of authorized positions in each category at each campus.

**(36) AQUACULTURE DEMONSTRATION FACILITY.** The board, in consultation with representatives of the aquaculture industry, shall operate the aquaculture demonstration facility authorized under 1999 Wisconsin Act 9, section 9107 (1) (i) 3.

**(36m) SCHOOL SAFETY RESEARCH.** The board shall direct the schools of education and other appropriate research-oriented departments within the system, to work with the technical college system board under s. 38.04 (27), school districts, private schools, tribal schools, as defined in s. 115.001 (15m), and the department of public instruction to present to school districts, private schools, and tribal schools the results of research on models for and approaches to improving school safety and reducing discipline problems in schools and at school activities.

**(37) EXTENSION LOCAL PLANNING PROGRAM.** The board shall offer a local planning program through the extension to educate local policymakers about local planning and the grant program under s. 16.965.

**(39) GAYLORD NELSON CHAIR OF INTEGRATED ENVIRONMENTAL STUDIES.** The board shall establish the Gaylord Nelson chair of integrated environmental studies and seek private funding for this chair.

**(40) CENTER FOR COOPERATIVES.** The board shall maintain a center for cooperatives at the University of Wisconsin–Madison.

**(43) PROGRAMMING AT UNIVERSITY OF WISCONSIN–GREEN BAY.** The board shall ensure that the University of Wisconsin–Green Bay implements programming that is jointly developed by the University of Wisconsin–Green Bay and the Oneida Tribe.

**(44) REPORT ON COURSES.** By October 31, 2001, and annually by October 31 thereafter, the board shall submit a report to the cochairpersons of the joint committee on finance that contains the number and type of, and the number of students enrolled in, each course offered by the system for which the academic fees or tuition charged equals at least 100% of the cost of offering the course.

**(46) FOND DU LAC AVENUE CORRIDOR STUDY.** The board shall ensure that the Center for Economic Development at the University of Wisconsin–Milwaukee completes an economic development study of the Fond du Lac Avenue corridor from North Avenue to Capitol Drive in Milwaukee.

**(47) ARMED FORCES.** If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the board shall reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period, and, at the student’s request, do one of the following for all courses from which the student had to withdraw:

**NOTE:** Sub. (47) (intro.) is affected by 2005 Wis. Acts 324 and 470. The 2 treatments are mutually inconsistent. Sub. (47) (intro.) is shown as affected by the last enacted act, 2005 Wis. Act 470. As affected by 2005 Wis. Act 324, it reads:

**(47) ARMED FORCES.** If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the board shall reenroll the student beginning in the semester following his or her discharge from active duty or the next succeeding semester, whichever the student prefers, and, at the student’s request, do one of the following for all courses from which the student had to withdraw:

(a) Reimburse the student all tuition and fees paid for all the courses and a prorated portion of room and board payments.

(b) Grant the student an incomplete in all the courses and permit the student to complete the courses, within 6 months after leaving state service or active service, without paying additional tuition or fees.

**(48) REPORT ON UTILITY CHARGES; ASSESSMENT OF CERTAIN UTILITY CHARGES.** The board shall ensure that the University of Wisconsin–Madison reports annually to the department of administration on utility charges in the following fiscal year to fund principal and interest costs incurred in purchasing the Walnut Street steam and chilled–water plant enumerated under 2003 Wisconsin Act 33, section 9106 (1) (g) 2. and in renovating and adding an addition to the Charter Street heating and cooling plant enumerated under 2009 Wisconsin Act 28, section 9106 (1) (g) 3., and the methodology used to calculate those charges. The board may not assess the utility charges until the charges are approved by the department of administration.

**(50) RESERVE OFFICER TRAINING CORPS.** The board may not allocate general purpose revenue for the operation of an institution or college campus that prohibits the reserve officer training corps from operating on its campus.

**(51) AUTOMOBILE ALLOWANCE.** The board may not use general purpose revenue, tuition, or academic fees for the president’s or the chancellors’ automobile allowance.

**(52) MIDWESTERN HIGHER EDUCATION COMPACT DUES.** The board shall make full annual payments of membership dues to the Midwestern Higher Education Compact.

**(53) BIDDING PROCEDURES; BUILDING PROJECTS.** The board shall prescribe bidding procedures to be used by the system for building projects that are exempted from compliance with s. 16.855. Prior to the implementation of any such procedures or changes thereto, the board shall submit a copy of the proposed procedures or changes thereto in final form to the department of administration, for transmittal to the building commission. If the building commission does not approve the procedures or changes thereto, the board shall not implement the procedures or changes. If the building commission approves the proposed procedures or changes thereto, the department shall transmit the proposed procedures or changes thereto to the cochairpersons of the joint committee on finance. If the cochairpersons of the committee do not notify the board that the committee has scheduled a meeting for the purpose of reviewing the proposed procedures or changes thereto within 14 working days after the date of the department’s submittal to the cochairpersons, the board may implement the proposed procedures or changes thereto if otherwise authorized to do so. If, within 14 working days after the date of the department’s submittal, the cochairpersons notify the board that the committee has scheduled a meeting for the purpose of reviewing the proposed procedures or changes thereto, the board shall not implement the proposed procedures or changes without the approval of the committee.

**(53m) DESIGNATION OF BUILDING PROJECTS.** The board shall not designate any part of a state building project that is subject to approval under s. 13.48 (10) (a) as a separate building project.

**(54) EMPLOYEE REPORTS.** (a) In this subsection, “backup position” means a position that the board is contractually required to provide for an employee who resigns or is terminated from his or her current position.

(b) Annually, the board shall submit a report to the appropriate standing committees of the legislature under s. 13.172 (3) and to the governor that identifies the number of employees with limited appointments under s. 36.17 and rules promulgated thereunder, the number of employees with concurrent appointments, and the number of employees with employment contracts that require backup positions but who have not yet resigned or been terminated from their current positions.

**(55) REVIEW OF SYSTEM CONTRACTS WITH RESEARCH COMPANIES.** The board shall review any contract submitted by the system under s. 946.13 (12) (b) 2. b. to determine whether entering into the contract would constitute a violation of s. 946.13 (1). The board shall complete the review and, if the board determines that entering into the contract would constitute a violation of s. 946.13 (1), notify the system of its determination within 45 days after the date of submittal.

**(56) TRAVEL POLICIES.** Effective July 1, 2013, the board shall establish travel policies for system employees and a schedule for the reimbursement of system employees for travel expenses.

**(57) GENERAL PURPOSE REVENUE BLOCK GRANTS.** The board shall allocate moneys appropriated to the board under s. 20.285 (1) (a) to the institutions, college campuses, and extension as block grants.

**History:** 1973 c. 335; 1975 c. 39, 41, 224, 400; 1977 c. 29, 418; 1979 c. 32 s. 92 (8); 1979 c. 221; 1981 c. 20; 1983 a. 27, 366; 1983 a. 435 s. 7; 1983 a. 484; 1985 a. 62, 120; 1985 a. 332 ss. 47, 49, 50; 1985 a. 332 s. 251 (1); 1987 a. 27, 287; 1989 a. 31, 56, 121, 177, 359; 1991 a. 39, 203, 250, 269, 285, 315; 1993 a. 16, 213, 227, 399; 1995 a. 27 ss. 1757 to 1762y, 9130 (4); 1995 a. 201, 404, 448; 1997 a. 3, 27, 128, 237; 1999 a. 9, 29; 1999 a. 150 ss. 7, 351; 2001 a. 16, 22; 2003 a. 33, 69, 149, 282; 2005 a. 25, 253, 324, 470; 2007 a. 20, 85, 125; 2009 a. 28, 59, 302; 2011 a. 32, 175.

The Board of Regents has the power to make reasonable rules governing student use of automobiles on university property and can enforce them by imposing reasonable monetary penalties and withholding records. A student court can be designated by the board of regents as an auxiliary enterprise. Moneys collected must be paid into the general fund. By regent action, they may be appropriated therefrom for operation of that activity. 59 Atty. Gen. 82.

The University of Wisconsin System may sell a dormitory that no longer is needed for educational purposes upon terms that are agreeable to the Wisconsin state agencies building corporation and H.U.D. to guarantee the payment of the bonds issued for the initial construction of the building. 63 Atty. Gen. 252.

Campus police have jurisdiction under sub. (2) to arrest only on campuses unless deputized by a sheriff. Local ordinances are not applicable on campus. 68 Atty. Gen. 67.

**36.115 Personnel systems. (1)** In this section, “chancellor” means the chancellor of the University of Wisconsin–Madison.

**(2)** The board shall develop a personnel system that is separate and distinct from the personnel system under ch. 230 for all system employees except system employees assigned to the University of Wisconsin–Madison.

**(3)** The chancellor shall develop a personnel system that is separate and distinct from the personnel system under ch. 230 for all system employees assigned to the University of Wisconsin–Madison.

**(3m)** The board shall set the salary ranges for all of the following positions:

**(ae)** Each of the vice chancellors who is serving as deputy at the University of Wisconsin System campuses at Eau Claire, Green Bay, La Crosse, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior, and Whitewater and each of the vice chancellors who is serving as deputy at the University of Wisconsin Colleges and the University of Wisconsin–Extension.

**(am)** The vice presidents of the University of Wisconsin System.

**(ar)** The chancellors at the University of Wisconsin System campuses at Eau Claire, Green Bay, La Crosse, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior, and Whitewater and the chancellors of the University of Wisconsin Colleges and the University of Wisconsin–Extension.

**(b)** The vice chancellor who is serving as deputy at the University of Wisconsin–Milwaukee.

**(bm)** The senior vice presidents of the University of Wisconsin System.

**(c)** The vice chancellor who is serving as deputy at the University of Wisconsin–Madison.

**(d)** The chancellor at the University of Wisconsin–Milwaukee.

**(e)** The chancellor at the University of Wisconsin–Madison.

**(f)** The president of the University of Wisconsin System.

**(g)** The associate and assistant vice presidents, vice chancellors not identified in pars. (ae), (b), or (c), assistant chancellors,

associate and assistant vice chancellors, and administrative directors and associate directors of physical plant, general operations and services, and auxiliary enterprises activities or their equivalent, of each University of Wisconsin institution, the University of Wisconsin–Extension, and the University of Wisconsin System administration.

**(4)** The personnel systems developed under subs. (2) and (3) shall include a civil service system, a grievance procedure that addresses employee terminations, and provisions that address employee discipline and workplace safety. The grievance procedure shall include all of the following elements:

**(a)** A written document specifying the process that a grievant and an employer must follow.

**(b)** A hearing before an impartial hearing officer.

**(c)** An appeal process in which the highest level of appeal is the board.

**(5) (a)** The personnel systems developed under subs. (2) and (3) shall be implemented on July 1, 2013.

**(b)** The board may not implement the personnel system developed under sub. (2) unless it has been approved by the joint committee on employment relations.

**(c)** The chancellor may not implement the personnel system developed under sub. (3) unless it has been approved by the joint committee on employment relations.

**(6)** All system employees holding positions in the classified or unclassified service of the civil service system under ch. 230 on June 30, 2013, shall be included in the personnel systems developed under subs. (2) and (3). System employees holding positions in the classified service on June 30, 2013, who have achieved permanent status in class on that date, shall retain, while serving in the positions in the system, those protections afforded employees in the classified service under ss. 230.34 (1) (a) and 230.44 (1) (c) relating to demotion, suspension, discharge, layoff, or reduction in base pay. Such employees shall also have reinstatement privileges to the classified service as provided under s. 230.31 (1). System employees holding positions in the classified service on June 30, 2013, who have not achieved permanent status in class on that date are eligible to receive the protections, privileges, and rights preserved under this subsection if they successfully complete service equivalent to the probationary period required in the classified service for the positions which they hold on that date.

**History:** 2011 a. 32.

**36.12 Student discrimination prohibited. (1)** No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

**(2) (a)** The board shall direct each institution to establish policies and procedures to protect students from discrimination under sub. (1). The policies and procedures shall do all of the following:

1. Provide criteria for determining whether sub. (1) has been violated.

2. Provide remedies and sanctions for violations of sub. (1).

3. Require a complainant to file a complaint with the institution within 300 days of the alleged violation of sub. (1).

4. Provide periods within which the complainant and the institution must act for each procedural step leading to the issuance of a final decision and for appeal of the final decision to the chancellor of the institution.

**(b)** The board shall establish policies and procedures for the appeal of the chancellor’s or dean’s decision to the board.

**(3)** By September 1, 1991, 1992, 1993, and 1994, the board shall submit a report to the chief clerk of each house of the legislature for distribution to the appropriate standing committees under

s. 13.172 (3). The report shall specify all of the following for the previous academic year:

(a) The number of complaints received at each institution alleging a violation of sub. (1) and the disposition of each such complaint.

(b) The number of requests for review received by the board and the disposition of each such request.

**History:** 1989 a. 186; 1997 a. 237.

The exclusion of contraceptives from an employer or college or university sponsored benefits program that otherwise provides prescription drug coverage violates Wisconsin law prohibiting sex discrimination in employment and in higher education, ss. 111.31 to 111.395, 36.12, and 38.23. OAG 1–04.

Student body diversity is a compelling state interest that can justify the use of race in university admissions. A race-conscious admissions program cannot use a quota system, but may consider race or ethnicity as a plus factor for an applicant, without insulating the individual from comparison with all other candidates for the available seats. An admissions program must be flexible enough to consider all pertinent elements of diversity in light of the particular qualifications of each applicant, and to place them on the same footing for consideration, although not necessarily according them the same weight. Race-conscious admissions policies must be limited in time. *Gutter v. Bollinger*, 539 U.S. 306, 123 S. Ct. 2325 (2003). See also *Gratz v. Bollinger*, 539 U.S. 244, 156 L. Ed. 2d 304, 123 S. Ct. 2411 (2003).

### 36.13 Faculty tenure and probationary appointments.

#### (1) DEFINITIONS. In this section:

(a) “Probationary appointment” means an appointment by the board held by a faculty member during the period which may precede a decision on a tenure appointment.

(b) “Tenure appointment” means an appointment for an unlimited period granted to a ranked faculty member by the board.

(2) APPOINTMENTS. (a) Except as provided under par. (b), the board may grant a tenure appointment only upon the affirmative recommendation of the appropriate chancellor and the appropriate academic department or its functional equivalent. Neither the chancellor nor the academic department or its functional equivalent may base a tenure recommendation upon impermissible factors, as defined by the board by rule.

(b) The board may grant a tenure appointment without the affirmative recommendation of the appropriate academic department or its functional equivalent if all of the following apply:

1. The board has the affirmative recommendation of the appropriate chancellor.

2. A faculty committee authorized by the board by rule to review the negative recommendation of the academic department or its functional equivalent finds that the decision of the academic department or its functional equivalent was based upon impermissible factors, as defined by the board by rule.

3. The board has the affirmative recommendation of a committee appointed according to the policies and procedures of the appropriate institution to review the individual’s record with reference to criteria for tenure published by the institution under procedures established by the board by rule. No person may be appointed to the committee under this subdivision unless the person is knowledgeable or experienced in the individual’s academic field or in a substantially similar academic field. No member of the committee appointed under this subdivision may be a member of the academic department, or its functional equivalent, that made the negative recommendation. The committee appointed under this subdivision may not base its tenure recommendation upon impermissible factors, as defined by the board by rule.

(c) A tenure appointment may be granted to any ranked faculty member who holds or will hold a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished nor increased without the mutual consent of the faculty member and the institution subject only to sub. (5) and s. 36.21.

(d) A probationary appointment shall not exceed 7 consecutive academic years in a full-time position in an institution. A leave of absence, sabbatical or a teacher improvement assignment does not constitute a break in continuous service and shall not be included in the 7-year period. The board may promulgate rules specifying additional circumstances that do not constitute a break

in continuous service and that shall not be included in the 7-year period.

(3) RULES. The board and its several faculties after consultation with appropriate students shall promulgate rules for tenure and probationary appointments, for the review of faculty performance and for the nonretention and dismissal of faculty members. Such rules shall be promulgated under ch. 227.

(4) CONTINUATION OF APPOINTMENT. (a) Any person who holds a tenure appointment under ch. 36, 1971 stats. and ch. 37, 1971 stats., and related rules on July 9, 1974 shall continue to hold tenure as defined under those chapters and related rules.

(b) Any person who holds the equivalent of a probationary appointment under ch. 36, 1971 stats., and ch. 37, 1971 stats., and related rules on July 9, 1974 shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under sub. (2).

(c) Any person who is not a ranked faculty member on August 15, 1991, and who is also described under subd. 1. or 2. shall be treated as a faculty member with the rank of associate professor for all purposes:

1. Any person who held an unranked faculty tenure appointment or unranked faculty concurrent tenure appointment under ch. 37, 1971 stats., prior to July 10, 1974.

2. Any person who held an unranked probationary appointment under ch. 37, 1971 stats., prior to July 10, 1974, and who subsequently received an unranked faculty tenure appointment or unranked faculty concurrent tenure appointment.

(5) PROCEDURAL GUARANTEES. Any person having tenure may be dismissed only for just cause and only after due notice and hearing. Any person having a probationary appointment may be dismissed prior to the end of the person’s contract term only for just cause and only after due notice and hearing. The action and decision of the board in such matters shall be final, subject to judicial review under ch. 227. The board and its several faculties shall develop procedures for the notice and hearing which shall be promulgated by rule under ch. 227.

(6) LIMITATION. Tenure and probationary appointments are in a particular institution. A tenure appointment is limited to the institution in which the appointment is held.

**History:** 1973 c. 335; 1983 a. 189; 1985 a. 332 s. 251 (1); 1987 a. 403 s. 256; 1989 a. 31; 1991 a. 39, 118.

**Cross-reference:** See also chs. UWS 3, 4, 5, 6, 7, and 19, Wis. adm. code.

The due process rights of a tenured professor who was alleged to have resigned were not protected by a hearing to determine eligibility for unemployment compensation. *Patterson v. University Board of Regents*, 119 Wis. 2d 570, 350 N.W.2d 612 (1984).

The board did not have authority to grant tenure without the affirmative recommendation of the appropriate academic department. *Trojan v. Board of Regents*, 128 Wis. 2d 270, 382 N.W.2d 75 (Ct. App. 1985).

This section specifically authorizes the board to adopt termination procedures and the board has adopted administrative rules that lay out the process to be applied in faculty dismissal cases. While sub. (5) provides that dismissal decisions are reviewed under ch. 227, other provisions of ch. 227 do not apply to faculty dismissal cases and the administrative rules do. *Marder v. Board of Regents of the University of Wisconsin System*, 2005 WI 159, 286 Wis. 2d 252, 706 N.W.2d 110, 03–2755.

A nontenured teacher who is not rehired has no constitutional right to a statement of the reason for not renewing his or her contract nor to a hearing on the matter. *Board of Regents v. Roth*, 408 U.S. 564.

### 36.14 Wisconsin distinguished professorships.

(1) The board may establish distinguished professorships under this section.

(2) The board may pay under this section the salary and fringe benefit costs of the professor holding the distinguished professorship and of any graduate assistant assigned to the professor, and the equipment, supplies and travel costs of the professor and the graduate assistants assigned to the professor.

(4) The board shall ensure that at least 3 of the professors awarded distinguished professorships under this section after August 9, 1989, are not employed by the board when they are awarded the professorships.

**History:** 1987 a. 27; 1989 a. 31; 2011 a. 32.

**36.15 Academic staff appointments. (1) DEFINITIONS.** In this section:

(a) “Administrative appointment” means an academic staff appointment for a fixed or indefinite term granted to a system, campus, college, school or other divisional officer involved in policy development or execution and to persons involved in directing, organizing or supervising higher education related activities.

(b) “Professional appointment” means an academic staff appointment for a fixed or indefinite term granted to a professional employee who is involved in the guidance or counseling of students, assisting the faculty in research, public service or in the instruction of students or who is involved in other professional duties which are primarily associated with institutions of higher education; including, but not limited to, such employment titles as visiting faculty, clinical staff, lecturer, scientist, specialist and such other equivalent titles as the board approves.

(2) APPOINTMENTS. Appointments under this section shall be made by the board, or by an appropriate official authorized by the board, under policies and procedures established by the board and subject to s. 36.09 (1) (i). The policies for indefinite appointments shall provide for a probationary period, permanent status and such other conditions of appointment as the board establishes.

NOTE: Sub. (2) is amended eff. 7–1–13 by 2011 Wis. Act 32 to read:

(2) APPOINTMENTS. Appointments under this section shall be made by the board, or by an appropriate official authorized by the board, under policies and procedures established by the board. The policies for indefinite appointments shall provide for a probationary period, permanent status and such other conditions of appointment as the board establishes.

(2m) LIBRARIAN APPOINTMENTS. If in any institution all professional librarians with appropriate graduate degrees as determined in accordance with that institution’s policies, have formerly been ranked faculty, all present and future appointments of professional librarians with appropriate graduate degrees in such institution shall be as ranked faculty, except in those institutions where the chancellor and faculty designate that such appointments shall be as academic staff.

(3) PROCEDURAL GUARANTEES. A person having an academic staff appointment for a term may be dismissed prior to the end of the appointment term only for just cause and only after due notice and hearing. A person having an academic staff appointment for an indefinite term who has attained permanent status may be dismissed only for just cause and only after due notice and hearing. In such matters the action and decision of the board, or the appropriate official authorized by the board, shall be final, subject to judicial review under ch. 227. The board shall develop procedures for notice and hearing which shall be promulgated as rules under ch. 227.

History: 1973 c. 335 and Supp.; 1985 a. 332; 1989 a. 31; 2011 a. 32.

Cross-reference: See also ch. UWS 3, 9, 10, 11, 12, and 19, Wis. adm. code.

**36.17 Limited appointments. (1)** An appointment to a position listed in sub. (2) shall be a limited appointment and the appointment shall be at the pleasure of the board. A person holding a tenured or academic staff appointment under ss. 36.13 and 36.15 shall not lose that appointment by accepting a limited appointment.

(2) Limited appointments apply to the following positions: president, provost, vice president, associate vice president, assistant vice president, chancellor, vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor, assistant vice chancellor, college campus dean, secretary of the board, associate secretary of the board, assistant secretary of the board, trust officer and assistant trust officer and such other administrative positions as the board determines at the time of the appointment.

History: 1973 c. 335; 1997 a. 237.

Cross-reference: See also chs. UWS 15 and 19, Wis. adm. code.

**36.19 Other appointments.** The board may make or authorize fixed term appointments for student assistants and employees in training, such as residents, interns, post-doctoral fellows or

trainees or associates. Appointments made under this section shall not be subject to ss. 36.13 and 36.15.

History: 1973 c. 335.

Cross-reference: See also ch. UWS 16, Wis. adm. code.

**36.21 Lapse of appointments.** Notwithstanding ss. 36.13 (4) and 36.15, the board may, with appropriate notice, terminate any faculty or academic staff appointment when a financial emergency exists. No person may be employed at the institution within 2 years to perform reasonably comparable duties to those of the person whose appointment was terminated without first offering such person a reappointment. The board, after consultation with the faculty and chancellor of each institution, shall adopt procedures to be followed in the event of termination under this section.

History: 1973 c. 335.

**36.23 Conflict of interest.** No regent or officer or other person appointed or employed in any position in the system may at any time act as agent for any person or organization where such act would create a conflict of interest with the terms of the person’s service in the system. The board shall define conflicts of interest and promulgate rules related thereto.

History: 1973 c. 335; 1985 a. 332 s. 251 (1).

Cross-reference: See also ch. UWS 8, Wis. adm. code.

A regent of the University of Wisconsin is not precluded by law from attending the university as a student or from receiving a degree from the university, but he must guard against and refrain from any possible conflict of interest. 58 Atty. Gen. 158.

**36.25 Special programs. (2) WISCONSIN RESIDENTS PREFERENCE IN HOUSING.** Preference as to rooming, boarding and apartment facilities in the use of living units operated by any university shall, for the following school year, be given to students who are residents of this state and who apply before March 15, unless a later date is set by the board. Such preference shall be granted in accordance with categories of priority established by the board. Leases or other agreements for occupancy of such living units shall not exceed a term of one calendar year. The board may promulgate rules for the execution of this subsection.

(3) AGRICULTURAL DEMONSTRATION STATIONS, EXPERIMENTS, DEMONSTRATIONS. (a) The board may establish through the College of Agricultural and Life Sciences of the University of Wisconsin–Madison demonstration stations for the purpose of aiding in agricultural development. The location of the stations shall be determined by the board which shall consider the opportunities for agricultural development in various regions of the state.

(b) The board may authorize experimental work in agriculture at points within the state and carry on demonstrations and such other extension work as it deems advisable for the improvement of agricultural knowledge. The board may conduct extension schools and courses and provide for the compensation and traveling fees of instructors whose functions shall be to assist in the improvement of agricultural education and the dissemination of agricultural knowledge.

(c) The board shall, under the supervision of the dean of the College of Agricultural and Life Sciences of the University of Wisconsin–Madison, foster research and experimentation in the control of bovine brucellosis, which is also known as Bang’s disease, at various points within this state that the board considers advisable. To facilitate the bovine brucellosis research and experimentation, contracts may be entered into with owners of bovine animals of various classes for the supervised control of the animals and for the purchase of animals under conditions to be specified in contracts that shall be retained for control purposes.

(d) The board may establish such agriculturally related research and instructional programs at any institution as it deems advisable so long as such programs are compatible with a single statewide integrated research and extension program.

(3m) SOLID WASTE EXPERIMENT CENTERS. (a) In this subsection, “solid waste disposal” has the meaning given in s. 289.01 (34).

(b) The board may establish one or more solid waste experiment centers for the purpose of developing, demonstrating, pro-

moting and assessing the costs and environmental effects of alternatives to solid waste disposal. The board shall determine the location of the solid waste experiment centers. In making the determination, the board shall consider the solid waste disposal needs of the various regions of the state. The board may establish, through cooperative agreements, solid waste experiment centers at existing publicly owned or privately owned storage, treatment or disposal facilities.

(c) The board shall conduct research into alternatives to solid waste disposal, including the reuse and recycling of materials, composting, source separation and the disposal of household hazardous wastes. The board shall also conduct research into the safe disposal of solid waste that cannot be composted or recycled. Research conducted under this paragraph shall include technologies suitable for application to waste streams of less than 50 tons of solid waste per day and shall consider the environmental effects of the technologies being researched and measures which could be taken to mitigate such effects. Research conducted under this paragraph shall be designed for the benefit of all public and private entities responsible for the collection, storage, transportation, treatment or disposal of solid waste and all persons who generate solid waste.

(d) The board shall appoint a solid waste research council under s. 15.04 (1) (c) consisting of the chancellor of each institution that has faculty with expertise in solid waste disposal or his or her designee. The council shall advise the board concerning the awarding of funds for research projects under par. (c) proposed by institutions.

(4) **DUTCH ELM DISEASE STUDIES.** The board shall, through the College of Agricultural and Life Sciences of the University of Wisconsin–Madison, authorize laboratory and field studies, research, and experiments to determine the cause and control of Dutch elm disease. The various departments of the state shall cooperate with the university in this program.

(5) **BROADCASTING STATION WHA AND WHA-TV, EXPERIMENTAL TELEVISION.** (a) The board of regents, as licensee, shall manage, operate and maintain broadcasting station WHA and WHA-TV and shall enter into an affiliation agreement with the educational communications board pursuant to s. 39.14. Except as provided under par. (b), the agreement shall provide that the board of regents shall grant the educational communications board the part-time use of equipment and space necessary for the operations of the state educational radio and television networks. The board of regents shall maintain a separate account for each revenue source for broadcasting station WHA and for WHA-TV which permits identification of the functions or activities for which expenditures are made. The board of regents shall maintain annual records of its expenditures for programming purposes by type of programming and by source of revenue.

(b) The board of regents may rent space on the Madison public broadcast transmission tower to the educational communications board and to other public and commercial broadcasters.

(6) **GEOLOGICAL AND NATURAL HISTORY SURVEY.** (a) The board shall have charge of the geological and natural history survey. Under the supervision of the state geologist, the survey shall study the geology, water, soils, plants, fish and animal life of the state and shall continue the topographic mapping of the state begun by the U.S. geological survey, but no money may be expended for topography unless an equivalent amount is expended for this purpose in the state by the U.S. government.

(b) The state geologist shall examine the lands of the state and classify them in accordance with their mineral content and geological and other evidences of the presence of minerals. For this purpose, competent agents and employees of the survey are authorized to enter upon any and all lands within the state.

(c) The geological and natural history survey shall examine the mines and explored mineral lands of the state by persons competent to make such examinations and make an accurate determina-

tion of the amount of ore therein, the expense of mining, the probable life of the mine and such other factors as may be necessary, in the judgment of the department of revenue and the geological and natural history survey, for a proper valuation thereof. For the purpose of this investigation all books, inventories, waybills, maps, plats, correspondence and memoranda relating to or used in the transaction of the business of any person owning or operating any mine or explored mineral land, shall, on demand by the geological and natural history survey, or its authorized representative, be open to inspection or examination. Any person owning or operating any mine or explored mineral lands shall furnish for inspection to the geological and natural history survey, upon request, copies of all maps and plats that relate to the workings of the mine or the explored mineral lands.

(d) Any officer, agent, clerk or employee of the survey or department of revenue who makes known to any person except the officers of the survey or department of revenue, in any manner, any information given to such person in the discharge of such person's duties under par. (c), which information was given to such person with the request that it not be made known, is guilty of a Class 1 felony. This paragraph shall not prevent the use for assessment purposes of any information obtained under this subsection.

(e) The state geologist shall carry out the responsibilities specified for him or her under s. 107.15.

(7) **SOIL AND WATER CONSERVATION.** The board is responsible for research and educational programs regarding soil and water conservation. The board shall cooperate with the land and water conservation board, the department of agriculture, trade and consumer protection and the counties in carrying out its soil and water conservation programs. The board shall prepare annually a written program of planned educational activities in soil and water conservation.

(8) **WATER RESOURCES RESEARCH.** Funds made available to the various state agencies for joint water resources research and data collection programs shall be administered and coordinated by the director of the water resources center of the University of Wisconsin–Madison. Such funds shall be made available, on application from the state agencies concerned, when the director, after seeking the advice of the department of natural resources, finds the proposed projects to be consistent with other state projects and the needs of the state. The director shall make biennial reports to the chief clerk of each house of the legislature, for distribution to the legislature under s. 13.172 (2), at the convening of the legislature.

(9) **STATE SOILS LABORATORY.** The board shall establish a state soils and plant analysis laboratory in connection with the College of Agricultural and Life Sciences of the University of Wisconsin–Madison and the University of Wisconsin–Extension. The laboratory shall, at the request of the owner or occupant of any lands in the state and upon the payment of such fees as are prescribed, make field examinations and analyses of the soil and plant tissue and when possible interpret the results of such investigation and make appropriate recommendations. The board through the College of Agricultural and Life Sciences of the University of Wisconsin–Madison may cause an investigation to be made of methods of clearing cutover lands, perform experiments and demonstrations in conjunction therewith and provide related services to individual citizens at cost.

(10) **PHARMACEUTICAL EXPERIMENT STATION.** The board may establish, equip and maintain a pharmaceutical experiment station in the school of pharmacy of the University of Wisconsin–Madison for the purpose of cooperating with other state agencies in the cultivation of medicinal plants, the synthesis and production of high-grade drugs and the dissemination of related information and service to the citizens of the state.

(11) **STATE LABORATORY OF HYGIENE.** (a) The laboratory of hygiene shall be attached to the University of Wisconsin–Madison. The laboratory of hygiene board shall meet at least

quarterly and may promulgate rules under ch. 227, approve the laboratory of hygiene budget, set fees, set priorities and make final approval of laboratory resources so that the laboratory can act in response to agencies' planned objectives and program priorities.

(b) The laboratory shall provide complete laboratory services in the areas of water quality, air quality, public health and contagious diseases for appropriate state agencies, and may perform examinations for licensed physicians, veterinarians, local health officers, as defined in s. 250.01 (5), and resource management officials as may be necessary for the prevention and control of those diseases and environmental hazards which cause concern for public health and environmental quality.

(c) The laboratory shall provide analytical support to the appropriate state agencies charged with water system evaluation. The support service shall include an evaluation from a public health standpoint and analytical support to ascertain the water's suitability for manufacturing, commercial and recreational purposes as determined by the rules promulgated by the department of health services, the department of natural resources and the department of agriculture, trade and consumer protection.

(d) The laboratory shall be operated to furnish a complete laboratory service to the department of health services and the department of natural resources in the areas of water quality, air quality, public health and contagious diseases and to make available to the system, the department of health services and the department of natural resources such facilities for teaching in the fields of public health and environmental protection as may be derived from such a laboratory.

(e) The technical staff and other employees necessary to the operation of the laboratory shall be employed under the classified service by the director. The board, upon the recommendation of the chancellor of the University of Wisconsin–Madison, with the approval of the laboratory of hygiene board, shall appoint the director of the laboratory and such other members of its professional staff as are required for the administration of the laboratory.

(em) The laboratory of hygiene board shall create and maintain a roster of scientists and other persons with technical expertise who are willing to work for the laboratory of hygiene if the governor declares that an emergency related to public health exists. If the governor declares such an emergency, the laboratory of hygiene board shall hire as limited-term employees the requisite number of persons from the roster to assist the department of health services under s. 250.042.

(f) The laboratory of hygiene board may impose a fee for each test conducted by the laboratory. Any test conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC 300f to 300j, as determined by the laboratory of hygiene board. The laboratory may charge state agencies through contractual arrangements for the actual services rendered.

(g) The laboratory of hygiene board shall submit biennial budget requests reflecting joint budgetary planning with agencies served, and any information required by the department of administration under s. 16.43, directly to the department of administration.

(12) PSYCHIATRIC RESEARCH INSTITUTE. (a) The board shall house, equip and maintain the psychiatric research institute as a program of the University of Wisconsin–Madison Center for Health Sciences. The psychiatric research institute shall be a facility for research, development and service to the state in the field of mental health. The institute may exercise the powers granted under s. 46.044.

(b) All property used by the Wisconsin Psychiatric Institute established under s. 46.044, except real property used by the institute and except property of the University of Wisconsin Hospitals and Clinics, is transferred to the board which shall hold such property for the use of the psychiatric research institute.

(c) The institute shall investigate medical and social conditions which directly or indirectly result in state care; develop and pro-

vide measures to relieve and prevent the need for state care; undertake special education and training; and generally seek by research and investigation to prevent conditions which result in state care. The institute shall render, under mutual agreement, services to the state institutions under the jurisdiction of the department of health services and the department of public instruction. Such state institutions are open to the institute for research and training.

(12m) STATE CARTOGRAPHER. The state cartographer shall:

(a) Establish and maintain a union catalog of current and historical reference and thematic maps of all scales available in municipal, county, state and federal agencies relating to this state.

(b) Promote liaison among the municipal, county, state and federal mapping agencies and surveyors to facilitate coordination and to exchange information on mapping and cartographic activities.

(c) Keep abreast of the progress made by mapping agencies and their mapping developments.

(d) Collect, maintain and disseminate information regarding innovation in cartographic techniques and mapping procedures, map and air photo indexes and control data, map accuracy standards, legal aspects of map publication and such other matters as will facilitate an effective cartographic program for the state.

(e) Publish and distribute such special maps and map information as will promote the mapping of the state and preparation and use of maps by individuals, only to the extent, however, that such publication and distribution is not appropriately within the activities of any other state or commercial agency.

(f) Assist the department of natural resources in its work as the state representative of the U.S. geographic board and its other functions under s. 23.25.

(13g) UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS. (a) The board shall establish at the University of Wisconsin–Madison the "University of Wisconsin Hospitals and Clinics".

(b) The board shall maintain, control and supervise the use of the University of Wisconsin Hospitals and Clinics, for the purposes of:

1. Delivering comprehensive, high-quality health care to patients using the hospitals and to those seeking care from its programs, including a commitment to provide such care for the medically indigent.

2. Providing an environment suitable for instructing medical and other health professions students, physicians, nurses and members of other health-related disciplines.

3. Sponsoring and supporting research in the delivery of health care to further the welfare of the patients treated and applying the advances in health knowledge to alleviate human suffering, promote health and prevent disease.

4. Assisting health programs and personnel throughout the state and region in the delivery of health care.

(d) This subsection applies only in the event that the on-campus facilities, as defined in s. 233.01 (7), leased to the University of Wisconsin Hospitals and Clinics Authority under s. 36.11 (28), and any improvements, modifications or other facilities specified in s. 233.04 (7) (c), are transferred to the board under s. 233.04 (3b) (b), (7g) (b) or (7p) (b).

(13m) MEDICAL STUDENT TRANSFER PROGRAM. The board shall establish a program in the University of Wisconsin School of Medicine and Public Health to consider the transfer of residents of this state from foreign medical schools after their 2nd year of study.

(13s) MEDICAL PRACTICE IN UNDERSERVED AREAS. The board shall allocate \$400,000 in each fiscal year for the department of family medicine and practice in the University of Wisconsin School of Medicine and Public Health to support the Wisconsin Academy for Rural Medicine, the Academy for Center-city Medical Education, and the Wisconsin Scholars Academy programs. The board may not expend any moneys allocated under this sub-

section in a fiscal year unless the board receives \$400,000 in gifts and grants from private sources in that fiscal year for supporting such programs.

**(14) GRADUATE STUDENT FINANCIAL AID.** The board shall establish a grant program for minority and disadvantaged graduate students enrolled in the system. The board shall give preference in awarding grants under this subsection to residents of this state. The board may not make a grant under this subsection to a person whose name appears on the statewide support lien docket under s. 49.854 (2) (b), unless the person provides to the board a payment agreement that has been approved by the county child support agency under s. 59.53 (5) and that is consistent with rules promulgated under s. 49.858 (2) (a).

**(14m) MINORITY AND DISADVANTAGED PROGRAMS.** (a) The board shall fund programs for recruiting minority and disadvantaged students and for minority and disadvantaged students enrolled in the system.

(b) By April 15, 1992, and annually thereafter, the board shall adopt a precollege, recruitment and retention plan for minority and disadvantaged students enrolled in the system.

(c) By April 15, 1992, and annually thereafter by April 15, the board shall submit a report to the governor and to the chief clerk of each house of the legislature for distribution to the appropriate standing committees under s. 13.172 (3). The report shall include all of the following:

1. The plan adopted under par. (b).
2. All financial aid distributed to students, categorized by ethnic group, class level and dependency status. The report shall include information on financial need, percentage of need satisfied by loan, percentage of need satisfied by grant and the percentage remaining unsatisfied.

**(15) MILITARY INSTRUCTION.** The board may provide courses in military science and tactics.

**(18) SCHOOL OF VETERINARY MEDICINE.** The board shall establish and maintain a school of veterinary medicine at the University of Wisconsin–Madison. Existing facilities shall be used to the maximum possible extent for auxiliary instructional and research support of the veterinary program.

**(19) MODEL SCHOOL SPECIAL EDUCATION PROGRAM.** (a) The board may establish at the University of Wisconsin–Madison a model school for children with disabilities, as defined in s. 115.76 (5). The school shall utilize practical demonstration techniques to train teachers and other support personnel under s. 115.28 (7) (c).

(b) The board may enter into an agreement with the school board of any school district to provide special education and related services through the model school to children with disabilities. The board may charge tuition for children served in the model school. Tuition charges made under such agreements shall be based on the net cost of providing the special education and other related services.

**(21) SCHOOL OF LAW; PART-TIME ENROLLMENT AND NIGHT COURSES.** The board shall direct the School of Law to:

- (a) Allow resident students who are admitted to law school to enroll in part-time programs;
- (b) Allow resident students who are admitted to law school 6 years after first enrolling to complete requirements for a degree; and
- (c) Offer to resident students who are admitted to law school a range of courses in the evening, including required courses necessary to be admitted to the state bar under SCR 40.03.

**(21m) GREAT LAKES INDIAN LAW PROGRAM.** The board shall establish a Great Lakes Indian law program at the University of Wisconsin–Madison Law School.

**(22) SCHOOL OF ALLIED HEALTH PROFESSIONS.** The board may establish a School of Allied Health Professions at the University of Wisconsin–Milwaukee.

**(23) ROBERT M. LA FOLLETTE INSTITUTE OF PUBLIC AFFAIRS.** There is established a Robert M. La Follette institute of public affairs at the University of Wisconsin–Madison. The institute shall engage in research, public service and educational activities to advance the knowledge of public affairs and the application of that knowledge to the needs of this state.

**(23m) WILDER CRANE PROFESSORSHIP OF GOVERNMENT.** The board shall establish the Wilder Crane professorship of government at the University of Wisconsin–Milwaukee department of political science.

**(24) EMPLOYEE-OWNED BUSINESSES PROGRAM.** Through the University of Wisconsin small business development center, in cooperation with the Wisconsin Economic Development Corporation, the technical college system board and the University of Wisconsin–Extension, the board shall create, as needed, educational programs to provide training in the management of employee-owned businesses and shall provide technical assistance to employee-owned businesses in matters affecting their management and business operations, including assistance with governmental relations and assistance in obtaining management, technical and financial assistance.

**(25) INDUSTRIAL AND ECONOMIC DEVELOPMENT RESEARCH PROGRAM.** (a) The board shall award industrial and economic grants to fund industrial and economic development research projects and outreach activities.

(b) In awarding grants under par. (a) the board shall:

1. Receive project proposals from system researchers.
2. Provide for a review process for project proposals by appropriate professionally qualified reviewers.
3. Specify the duration of the project to be funded by the grant.

(c) Biennially by November 15, the board shall submit a report to the joint committee on finance specifying the projects funded under this subsection in the previous fiscal biennium, the duration of the funded projects and the relationship of the funded projects to this state's economy.

**(26) CHILD CARE CENTERS.** A college campus may establish a child care center.

**(27) INTEGRATED AGRICULTURE PROGRAM.** The board shall establish an integrated agriculture program.

**(28) SCHOOLS OF BUSINESS.** The board shall support improvements in master's level business programs. The board may provide financial support for such improvements only if it receives matching funds for the same purpose from private contributions.

**(29) ENVIRONMENTAL EDUCATION.** The board shall seek the advice of the environmental education board on the development of environmental education programs.

**(29m) CENTER FOR ENVIRONMENTAL EDUCATION.** There is established in the College of Natural Resources at the University of Wisconsin–Stevens Point a center for environmental education to assist in the development, dissemination, implementation, and evaluation of environmental education programs for elementary and secondary school teachers and pupils. The center shall do all of the following:

- (a) Assist the environmental education board in addressing statewide teacher training needs in environmental education and in administering grants under s. 36.54 (2).
- (b) Assist the department of public instruction to periodically assess and report to the environmental education board on the environmental literacy of this state's teachers and students.
- (c) Develop, offer and evaluate environmental education courses for teachers.
- (d) Select and train natural resource and environmental education specialists with teaching experience to assist in providing environmental education courses and programs to teachers in this state.

(e) Assist the department of public instruction and cooperative educational service agencies to assist school districts in conducting environmental education needs assessments.

(f) Provide environmental education workshops and consulting services to teacher educators from teacher training institutions located in this state.

(g) Establish an environmental education curriculum and materials center for use by school teachers, faculty of teacher training institutions located in this state and others in educational programs who need such materials.

(h) Assist the University of Wisconsin–Stevens Point College of Natural Resources in providing opportunities for teachers to complete advanced training in environmental education through the college's master's degree program.

**(29r) STUDY ON THE REINTRODUCTION OF ELK.** (a) The board shall direct the University of Wisconsin–Stevens Point to conduct a study to determine the feasibility of reintroducing elk into the northern part of the state and to formulate a management plan for the reintroduction of elk if the conclusions of the study demonstrate that the reintroduction is feasible.

(b) The University of Wisconsin–Stevens Point shall conduct the study by monitoring the behavior of an experimental herd that the university shall bring into the state. The university shall also assess the herd's compatibility with other resources in the area where the study is conducted.

**(30) POLLUTION PREVENTION.** The board shall maintain in the extension a solid and hazardous waste education center to promote pollution prevention, as defined in s. 299.13 (1) (dm). In cooperation with the department of natural resources, the center shall conduct an education and technical assistance program to promote pollution prevention in this state.

**(30g) RECYCLING MARKET DEVELOPMENT PROGRAM.** The board shall establish in the extension a program of education and technical assistance related to recycling market development. The program shall serve waste generators; solid waste scrap brokers, dealers and processors; business entities that use or could use recovered materials or that produce or could produce products from recovered materials and persons who provide support services to those business entities; and the general public.

**(30m) AGRICULTURAL TECHNOLOGY AND FAMILY FARM PROGRAMS.** The board may establish agricultural technology and family farm programs in the College of Agricultural and Life Sciences at the University of Wisconsin–Madison.

**(31) BIOTECHNOLOGY EDUCATION; CONSUMERS.** The board shall establish extension programs to educate consumers about biotechnology processes and products and risk assessment techniques.

**(32) AGRICULTURAL SAFETY AND HEALTH CENTER.** (a) The board shall establish an Agricultural Safety and Health Center in the extension. The center shall do all of the following:

1. Develop curriculum and materials for a tractor and machine operation safety training course for persons who are at least 12 years of age but under 18 years of age that is equivalent to the requirements, other than age, specified under 29 CFR 570.70 to 570.72.

2. Perform instructor training and coordination necessary to provide a statewide program of tractor and machinery operation safety training to persons who are at least 12 years of age but under 18 years of age and certification of persons successfully completing such training.

3. Develop and disseminate educational and informational materials and present programs on farm safety and health topics.

(b) The board shall award grants totaling not more than \$500 annually per county to sponsors of farm safety education, training or information programs. To be eligible for a grant, a sponsor shall:

1. Secure or provide equal matching funds from private or public sources.

2. Demonstrate the need for the program.

3. Demonstrate that the program for which a grant is sought was developed in consultation with extension personnel, public health personnel, vocational agriculture instructors or other persons with expertise or interest in farm safety topics.

**(33) QUALITY IMPROVEMENT AWARDS.** The board annually may award up to \$500 each to no more than 10 system employees who make suggestions that result in significant quality improvements for the system relating to supplies and expenses. The board shall appoint a council under s. 15.04 (1) (c) to nominate recipients for the awards. The board shall not make more than one award to an employee in the same fiscal year. An award is not part of an employee's base pay.

**(34) CENTER FOR URBAN LAND ECONOMICS RESEARCH.** The board shall establish a center for urban land economics research in the School of Business at the University of Wisconsin–Madison to conduct research and undertake educational, public outreach and grant activities related to real estate and urban land economics.

**(35m) HERBARIUM.** The board shall maintain an herbarium at the University of Wisconsin–Madison to be known as the "Wisconsin State Herbarium".

**(36) HIGHER EDUCATION LOCATION PROGRAM.** The board shall maintain in the extension a higher education location program to provide information on undergraduate admission requirements, degree programs, enrollment, student financial aid, student housing and admission forms.

**(37) AREA HEALTH EDUCATION CENTER.** The board shall maintain at the University of Wisconsin–Madison an area health education center to support community–based primary care training programs.

**(38) EDUCATIONAL TECHNOLOGY PROJECTS.** (a) In this subsection, "educational technology" has the meaning given in s. 16.99 (3).

(b) The board shall provide for projects that have the following purposes:

1. The student information system.

2. The development of system technology infrastructure.

3. The development of curricula to train students enrolled in the schools of education in the use of educational technology in primary and secondary schools.

4. To provide professional development in the use of educational technology for primary and secondary school teachers.

5. To provide faculty with educational technology and to train faculty in its use.

6. To pay the department of administration for telecommunications services provided under s. 16.972 (1).

**(39) INSTITUTE FOR EXCELLENCE IN URBAN EDUCATION.** There is established an Institute for Excellence in Urban Education at the University of Wisconsin–Milwaukee. The institute shall engage in research, public service and educational activities pertaining to issues in urban public education.

**(42) DISTINGUISHED CHAIR OF MILITARY HISTORY.** The board shall establish a distinguished chair of military history at the University of Wisconsin–Madison.

**(44) INTERNATIONAL BUSINESS DEVELOPMENT.** The University of Wisconsin–Milwaukee shall collaborate with other institutions to develop and implement programs and training for Wisconsin businesses and University of Wisconsin System faculty in the area of international business development.

**(46) MENINGOCOCCAL DISEASE AND HEPATITIS B.** (a) The board shall do all of the following:

1. Annually, provide detailed information on the risks associated with meningococcal disease and hepatitis B and the availability and effectiveness of vaccines against the diseases to each enrolled student, if he or she is at least 18 years old, or to the student's parent or guardian, if the student is a minor.

2. Require a student who resides in a dormitory or residence hall, or the student's parent or guardian if the student is a minor, to affirm that the student received the information under subd. 1.

3. Require a student who resides in a dormitory or residence hall to affirm whether he or she has received the vaccination against meningococcal disease and to provide the date of the vaccination, if any.

4. Require a student who resides in a dormitory or residence hall to affirm whether he or she has received the vaccination against hepatitis B and to provide the date of the vaccination, if any.

5. Maintain a confidential record of the affirmations and the dates of the vaccinations of each student under subds. 3. and 4.

(b) Nothing in this subsection requires the board to provide or pay for vaccinations against meningococcal disease or hepatitis B.

**(47) DISCOVERY FARM GRANTS.** (a) In this subsection, "discovery farm" means an operating commercial farm that conducts on-farm research under the Wisconsin agricultural stewardship initiative.

(b) From the appropriation under s. 20.285 (1) (qr), the board shall make grants through the extension to operators of discovery farms for research and outreach activities under the Wisconsin agricultural stewardship initiative.

**(48) LUMBER GRADING TRAINING PROGRAM.** (a) In this subsection:

1. "Department" means the department of natural resources.

2. "Department employee" means an employee of the department who is knowledgeable in the marketing of forest products and who is selected by the secretary to act under this subsection.

(b) The forest products outreach program at the University of Wisconsin–Stevens Point, in cooperation with the department, shall establish a basic lumber grading training program for individuals and establish the general requirements for successfully completing the training program, including requirements for initial certification and recertification. The training program shall be offered in the extension on an annual basis. The faculty at the forestry outreach program, in cooperation with the department employee, shall develop and establish the content of the training program and shall determine the certification requirements for instructors teaching the training program. Instructors shall be certified by the department.

(c) The department, in cooperation with the board, shall establish a procedure under which the department determines successful completion of the training program and issues certifications of accomplishment to the individuals who are certified or recertified as having successfully completed the training program. Under the procedure, the department employee may delegate to the program instructors the process of determining successful completion and issuing certificates of accomplishment.

(d) An individual holding an initial certificate of accomplishment shall be recertified under the training program every 5 years.

(e) The department employee may exempt from the training program an individual who has any of the following:

1. A bachelor's or postgraduate degree in forest products or wood science and technology.

2. A degree that is equivalent to a degree specified in subd. 1.

3. A level of experience or background in understanding wood properties, construction, and design that the department employee determines to be equivalent to the level of understanding held by an individual who successfully completes the training program.

(f) The department employee shall issue a certificate of accomplishment to each individual who meets the requirement under par. (e). A certificate of accomplishment issued under this subdivision applies only to the initial certification requirement and an individual receiving such a certificate must be recertified as required under par. (d).

**(49) ACADEMIC FEE INCREASE GRANTS.** The board may make grants to resident undergraduate students who do not receive grants under s. 39.435 that are payable from the appropriation under s. 20.235 (1) (fe), whose annual family income is less than \$60,000, and who have unmet financial need. Beginning in fiscal year 2011–12, the board may make a grant under this subsection only to those students enrolled in the system during fiscal year 2010–11 who maintain continuous enrollment. A grant to a student under this subsection shall be in an amount determined by the board that corresponds to any increase, or any portion of an increase, in academic fees charged to the student, but may not exceed the amount of the student's unmet need. The board may not make a grant under this subsection to a student whose name appears on the statewide support lien docket under s. 49.854 (2) (b), unless the student provides to the board a payment agreement that has been approved by the county child support agency under s. 59.53 (5) and that is consistent with rules promulgated under s. 49.858 (2) (a).

**(49m) CAREER CONVERSATIONS PROGRAM.** (a) In this subsection:

1. "Center" means the Center on Education and Work at the University of Wisconsin–Madison.

2. "Pilot period" means the period beginning on the date that the program is established and ending on May 15, 2011.

3. "Program" means the program established under par. (b).

(b) The center shall establish a program for students enrolled in grades 7 to 12 to engage in webcam conversations about careers with individuals in this state who have careers in math, science, agricultural education, technology education, or information technology. The center shall develop criteria for choosing the classrooms that may participate in the program during the pilot period. The program shall satisfy all of the following:

1. The program shall select individuals for conversations who have careers that the center determines are in the greatest demand in this state.

2. The program shall use student discussion guides developed by the center to facilitate the conversations.

3. The program shall allow for recording the conversations for future viewing, at schools or over the Internet, by interested parties, including parents of students.

4. The program shall include requirements for promoting participation in the conversations among students, parents, and the business community; measuring student participation in the conversations; notifying parents and the business community after conversations take place; and tracking the study plans of students who participate in the conversations.

(c) The center shall evaluate the effectiveness of the program during the pilot period in promoting careers in math, science, agricultural education, technology education, and information technology. If, based on the results of the evaluation, the center determines that the program has been effective in promoting such careers, the center may continue the program after the pilot period and may expand the program by allowing participation by additional classrooms. The center shall prepare a report regarding the evaluation and describing whether the center has continued or expanded the program, and submit the report to the appropriate standing committees of the legislature under s. 13.172 (3), the department of public instruction, and the department of workforce development.

**(50) SCHOOL OF PUBLIC HEALTH.** The board may create a school of public health at the University of Wisconsin–Milwaukee.

(51) **SCHOOL OF FRESHWATER SCIENCES.** The board may create a school of freshwater sciences at the University of Wisconsin–Milwaukee.

(53) **BUSINESS PLAN COMPETITION.** The board shall support a business plan competition program existing on May 25, 2010, at institutions and college campuses other than the University of Wisconsin–Madison that makes entrepreneurial expertise available to students and that has ties to campus–based business plan contests and national organizations that foster student entrepreneurship. The board shall provide financial support of no more than \$125,000 annually if the board receives matching funds for the same purpose from private contributions.

**History:** 1973 c. 333 ss. 68, 201f(2); 1973 c. 335; 1975 c. 39, 339, 408 Supp.; 1975 c. 430 s. 80; 1977 c. 26, 29; 1977 c. 418 ss. 271 to 273, 924 (18) (e), (50); 1977 c. 422; 1977 c. 447 s. 206; 1979 c. 34; 1979 c. 90 s. 23; 1979 c. 177; 1981 c. 20, 93, 237, 314, 346; 1983 a. 27, 387, 524; 1983 a. 538 s. 271; 1985 a. 29; 1985 a. 182 s. 57; 1985 a. 332 s. 251 (1); 1987 a. 27, 186, 399, 403; 1989 a. 31, 56, 249, 299, 325, 335, 353, 359; 1991 a. 32, 39, 167, 269; 1993 a. 16, 27, 399, 455; 1995 a. 27 ss. 1767 to 1775k, 9116 (5), 9126 (19), 9145 (1); 1995 a. 54, 101, 216, 225, 227, 378, 404, 417; 1997 a. 27 ss. 1163 to 1168k, 9456 (3m); 1997 a. 164, 178; 1997 a. 237 ss. 82v, 722s; 1997 a. 283; 1999 a. 9; 2001 a. 16, 103, 109; 2003 a. 33 ss. 933 to 935, 2811; 2003 a. 48 ss. 10, 11; 2003 a. 61; 2003 a. 206 s. 23; 2005 a. 25 ss. 696, 697, 2493; 2005 a. 404; 2007 a. 20 ss. 732t, 732x, 9121 (6) (a); 2007 a. 208; 2009 a. 28, 180, 185, 265, 271; 2011 a. 10; 2011 a. 32; 2011 a. 260 s. 80.

**36.27 Tuition. (1) BOARD OF REGENTS TO ESTABLISH.** (a) Subject to par. (b), the board may establish for different classes of students differing tuition and fees incidental to enrollment in educational programs or use of facilities in the system. Except as otherwise provided in this section, the board may charge any student who is not exempted by this section a nonresident tuition. The board may establish special rates of tuition and fees for the extension and summer sessions and such other studies or courses of instruction as the board deems advisable.

(b) The board shall permit a person who is 60 years of age or older to audit a course without paying an auditor's fee if the person is a resident of this state, as determined under sub. (2) (e), space is available in the course and the instructor approves.

(2) **NONRESIDENT TUITION EXCEPTIONS.** (a) Students qualifying under any of the following categories, while they continue to be residents of this state, are entitled to exemption from nonresident tuition but not from incidental or other fees:

1. Any adult student who has been a bona fide resident of the state for 12 months next preceding the beginning of any semester or session for which such student registers at an institution.

2. Any minor student, if one or both of the student's parents have been bona fide residents of this state for at least 12 months next preceding the beginning of any semester or session for which the student registers at an institution.

3. Any adult student who is a dependent of his or her parents under 26 USC 152 (a), if one or both of the student's parents have been bona fide residents of this state for at least 12 months next preceding the beginning of any semester or session for which the student registers at an institution.

4. Any minor student who has resided substantially in this state during the years of minority and at least 12 months next preceding the beginning of any semester or session for which such student registers at an institution.

5. Any minor student under guardianship in this state whose legal guardian has been a bona fide resident of this state for at least 12 months next preceding the beginning of any semester or session for which such student registers at an institution.

6. Any adult student who has been employed as a migrant worker for at least 2 months each year for 3 of the 5 years next preceding the beginning of any semester or session for which the student registers at an institution, or for at least 3 months each year for 2 of the 5 years next preceding the beginning of any semester or session for which the student registers at an institution, any adult student whose parent or legal guardian has been so employed while the student was a minor and any minor student whose parent or legal guardian has been so employed. In this sub-

division, "migrant worker" has the meaning specified in s. 103.90 (5).

(am) Any person who is a refugee, as defined under 8 USC 1101 (a) (42), who moved to this state immediately upon arrival in the United States and who has resided in this state continuously since then is entitled to the exemption under par. (a) if he or she demonstrates an intent to establish and maintain a permanent home in Wisconsin according to the criteria under par. (e).

(b) 1. Nonresident members of the armed forces and persons engaged in alternative service who are stationed in this state on active duty and their spouses and children are entitled to the exemption under par. (a) during the period that such persons are stationed in this state.

2. Members of the armed forces who reside in this state and are stationed at a federal military installation located within 90 miles of the borders of this state, and their spouses and children, are entitled to the exemption under par. (a).

3. Nonresident persons who served in active duty in the U.S. armed forces for at least 10 years, who were honorably discharged from such service within 4 years before applying at an institution, and who filed state income tax returns for at least 8 of the last 10 years of active duty in the U.S. armed forces, and their spouses and children are entitled to the exemption under par. (a).

4. A person who was a resident of this state at the time of entry into active duty, who is a resident of and living in this state at the time of registering at an institution, and who is a veteran, as defined in s. 45.01 (12) is entitled to the exemption under par. (a).

(c) Any student who is a graduate of a Wisconsin high school and whose parents are bona fide residents of this state for 12 months next preceding the beginning of any semester or session for which the student registers at an institution or whose last surviving parent was a bona fide resident of this state for the 12 months preceding death is entitled to the exemption under par. (a).

(cm) Any person continuously employed full time in this state, who was relocated to this state by his or her current employer or who moved to this state for employment purposes and accepted his or her current employment before applying for admission to an institution and before moving, and the spouse and dependents of any such person, are entitled to the exemption under par. (a) if the student demonstrates an intent to establish and maintain a permanent home in Wisconsin according to the criteria under par. (e). In this paragraph, "dependents" has the meaning given in 26 USC 152 (a).

(d) Any person who has not been a bona fide resident of the state for 12 months next preceding the beginning of any semester or session for which such person registers at an institution, except as provided in this subsection, is not exempt from the payment of the nonresident tuition.

(e) In determining bona fide residence at the time of the beginning of any semester or session and for the preceding 12 months the intent of the person to establish and maintain a permanent home in Wisconsin is determinative. In addition to representations by the student, intent may be demonstrated or disproved by factors including, but not limited to, timely filing of a Wisconsin income tax return of a type that only full-year Wisconsin residents may file, voter registration in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, place of employment, self-support, involvement in community activities in Wisconsin, physical presence in Wisconsin for at least 12 months preceding the beginning of the semester or session for which the student registers, and, if the student is not a U.S. citizen, possession of a visa that permits indefinite residence in the United States. Notwithstanding par. (a), a student who enters and remains in this state principally to obtain an education is presumed to continue to reside outside this state and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence.

Cross-reference: See also ch. UWS 20, Wis. adm. code.

**(2m) APPEALS.** Any body designated by the board to determine nonresident tuition exemptions under sub. (2) may require a student who has been granted such an exemption to submit information from which the body may determine the student's eligibility for the exemption, the student's eligibility for a different exemption or the student's residency status.

**(3) TUITION REMISSIONS.** Within the limits established by s. 20.285 (2) (d), the board may remit nonresident tuition either in whole or in part at each institution, but not other fees:

(a) To a number of needy and worthy nonresident students upon the basis of merit, to be shown by suitable tests, examinations or scholastic records and continued high standards of scholastic attainment.

(b) To additional individual students who, in the judgment of the board, are deserving of relief from the assessment of nonresident tuition because of extraordinary circumstances.

(c) The board may remit nonresident tuition, in whole or in part, but no other fees, except in special circumstances as approved by the chancellor, to worthy and needy foreign students and to students who are United States citizens but whose residence is not in the United States.

(f) In addition to the remissions of nonresident tuition under this subsection, the board may, as athletic scholarships, grant full remission of fees and nonresident tuition, up to the maximum number allowed by the appropriate athletic conference as recommended by the chancellor of each university.

(g) The board shall remit nonresident tuition and fees, in whole or part, to resident and nonresident graduate students who are fellows or who are employed within the system as faculty, instructional academic staff or assistants with an appointment equal to at least 33% of a full-time equivalent position.

**(3m) FEE REMISSIONS FOR SURVIVORS.** (a) In this subsection:

1. "Correctional officer" has the meaning given in s. 102.475 (8) (a).

Ig. "Emergency medical services technician" means an individual under s. 256.01 (5) or (9).

1m. "Fire fighter" means any person employed by this state or any political subdivision of this state as a member or officer of a fire department whose duties include fire fighting or fire fighting training or a member of a volunteer fire department whose duties include fire fighting or fire fighting training.

2. "Law enforcement officer" has the meaning given in s. 165.85 (2) (c) and includes a person appointed as a conservation warden under s. 23.10.

(b) The board shall grant full remission of fees to any resident undergraduate student who is enrolled in a bachelor's degree program and who is any of the following:

1. The child of an ambulance driver, correctional officer, fire fighter, emergency medical services technician or law enforcement officer who was killed in the line of duty in this state or who qualified for a duty disability benefit, as defined in s. 40.65 (4), under the Wisconsin Retirement System, the Employees' Retirement System of the city of Milwaukee, or the Milwaukee County Employee's Retirement System and died as a result of the qualifying disability. The student must be the child of an ambulance driver, correctional officer, fire fighter, emergency medical services technician or law enforcement officer who was so killed or who died as a result of the qualifying disability when the child was under the age of 21 or before the child was born.

2. The surviving spouse of an ambulance driver, correctional officer, fire fighter, emergency medical services technician or law enforcement officer who was killed in the line of duty in this state or who qualified for a duty disability benefit, as defined in s. 40.65 (4), under the Wisconsin Retirement System, the Employees' Retirement System of the city of Milwaukee, or the Milwaukee County Employee's Retirement System and died as a result of the qualifying disability.

(c) The fee remission under par. (b) shall remain in effect until completion of a sufficient number of credits to be awarded a bachelor's degree in the student's major field of study, except that a student must be in good academic standing to receive the remission for the next semester and may not receive a remission for more than 5 consecutive years.

**(3n) FEE REMISSION FOR SPOUSE, SURVIVING SPOUSE, AND CHILDREN OF CERTAIN VETERANS.** (a) In this subsection:

Ig. "Academic fees" means the amount charged to a resident student to enroll in a degree credit course, including the University of Wisconsin–Madison Executive MBA Program. In the case of a distance education, online, or other course for which the amount charged to enroll in the course equals at least 100 percent of the cost of offering the course, "academic fees" includes the regular fees charged to a resident student to enroll in the course and any additional fees charged to that student to enroll in that course, other than fees charged for books, supplies, meals, parking, travel, and other miscellaneous expenses incurred for attending the course.

1m. "Eligible veteran" means a person verified by the department of veterans affairs to be either of the following:

a. A person who has served on active duty under honorable conditions in the U.S. armed forces, in forces incorporated as part of the U.S. armed forces, in the national guard, or in a reserve component of the U.S. armed forces; who was a resident of this state at the time of entry into that service; and who, while a resident of this state, died on active duty, died as the result of a service-connected disability, or died in the line of duty while on active or inactive duty for training purposes.

b. A person who was a resident of this state at the time of entry into service described in subd. 1m. a. and who the U.S. department of veteran affairs has awarded at least a 30 percent service-connected disability rating under 38 USC 1114 or 1134.

(b) Except as provided in subsd. 1. to 3. and par. (bg), the board shall grant full remission of academic fees and segregated fees for 128 credits or 8 semesters, whichever is longer, less the number of credits or semesters for which the person received remission of fees under s. 38.24 (7) and less the amount of any academic fees or segregated fees paid under 38 USC 3319, to any resident student who is also any of the following:

1. A spouse of an eligible veteran. The remission under this subdivision applies only during the first 10 years after the eligible veteran received the service-connected disability rating.

2. Except as provided in subd. 2m., an unremarried surviving spouse of an eligible veteran. The remission under this subdivision applies only during the first 10 years after the veteran died.

2m. An unremarried surviving spouse of an eligible veteran who had a child with the eligible veteran. The remission under this subdivision applies only until 10 years after the youngest child that the spouse had with the eligible veteran reaches or would have reached 18 years of age, or during the first 10 years after the veteran died, whichever is longer.

3. A child of an eligible veteran, if the child is at least 17 but not yet 26 years of age.

(bg) Before the Board of Regents may grant a remission of academic fees and segregated fees under par. (b), the Board of Regents shall require the resident student to apply to the payment of those fees all educational assistance to which the resident student is entitled under 38 USC 3319. If that educational assistance covers 100 percent of those fees for a credit or semester, that credit or semester shall not count against the 128 credit or 8 semester limit provided in par. (b). If that educational assistance covers less than 100 percent of those fees for a credit or semester and the remission under par. (b) covers the remainder of those fees, the credit or semester shall count against that limit in the proportion that the remission bears to the total academic fees and segregated fees charged for that credit or semester. This requirement applies notwithstanding the fact that the resident student may be entitled

to educational assistance under 10 USC 16132a, 10 USC 16163a, or 38 USC 3500 to 3566 as well as under 38 USC 3319, unless the resident student has 12 months or less of eligibility remaining for educational assistance under 10 USC 16132a, 10 USC 16163a, or 38 USC 3500 to 3566.

(bm) 1. For a resident student who is entitled to educational assistance under 10 USC 16132a, 10 USC 16163a, or 38 USC 3500 to 3566 and under 38 USC 3319, if the amount of educational assistance, not including educational assistance for tuition, to which the resident student is entitled under 10 USC 16132a, 10 USC 16163a, or 38 USC 3500 to 3566 is greater than the amount of educational assistance, not including educational assistance for tuition, that the resident student received under 38 USC 3319, as determined by the higher educational aids board, in the academic year the higher educational aids board shall reimburse the resident student for the difference in those amounts of educational assistance, as calculated by the higher educational aids board, from the appropriation account under s. 20.235 (1) (fz). The higher educational aids board shall make that determination and calculation in consultation with the Board of Regents.

2. If in any fiscal year there are insufficient moneys available in the appropriation account under s. 20.235 (1) (fz) to provide full reimbursement under subd. 1. to all resident students who are eligible for that reimbursement, the higher educational aids board and the Board of Regents shall reimburse those resident students as provided in s. 39.50 (4).

(c) The higher educational aids board shall reimburse the board of regents for all academic fees and segregated fees remitted under par. (b) as provided in s. 39.50 (1) and (3m).

**(3p) FEE REMISSION FOR VETERANS.** (a) In this subsection:

1g. “Academic fees” has the meaning given in sub. (3n) (a) 1g.

1m. “Nonresident tuition” means the amount charged to a nonresident student to enroll in a degree credit course, including the University of Wisconsin–Madison Executive MBA Program. In the case of a distance education, online, or other course for which the amount charged to enroll in the course equals at least 100 percent of the cost of offering the course, “nonresident tuition” includes the regular fees charged to a nonresident student to enroll in the course and any additional fees charged to that student to enroll in that course, other than fees charged for books, supplies, meals, parking, travel, and other miscellaneous expenses incurred for attending the course.

1r. “Veteran” means a person who is verified by the department of veterans affairs as being a resident of this state for purposes of receiving benefits under ch. 45, as being a resident at the time of his or her entry into the U.S. armed forces or forces incorporated in the U.S. armed forces, and as meeting any of the following conditions:

a. The person has served on active duty for at least one qualifying term of service under subd. 1r. b. to d. under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces during a war period or in a crisis zone.

b. The person has served on active duty in the U.S. armed forces or in forces incorporated in the U.S. armed forces under honorable conditions, for 2 continuous years or more or for the full period of his or her initial service obligation, whichever is less.

c. The person has served on active duty for 90 days or more under honorable conditions in the U.S. armed forces or in forces incorporated in the U.S. armed forces during a war period or for any period of service under section 1 of executive order 10957 dated August 10, 1961.

d. The term of service in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces under honorable conditions entitled the person to receive the Armed Forces Expeditionary Medal, established by executive order 10977 on December 4, 1961, the Vietnam Service Medal established by executive order 11231 on July 8, 1965, the Navy Expeditionary Medal, the

Marine Corps Expeditionary Medal, or an equivalent expeditionary or service medal.

e. The person was honorably discharged from the U.S. armed forces or from forces incorporated in the U.S. armed forces for a service-connected disability, for a disability subsequently adjudicated to have been service connected, or for reasons of hardship.

f. The person was released under honorable conditions from the U.S. armed forces or from forces incorporated in the U.S. armed forces due to a reduction in the U.S. armed forces.

(b) Except as provided in par. (bg), the board shall grant full remission of nonresident tuition, academic fees, and segregated fees charged for 128 credits or 8 semesters, whichever is longer, less the number of credits or semesters for which the person received remission of fees under s. 38.24 (8) and less the amount of any academic fees or segregated fees paid under 10 USC 2107 (c), 38 USC 3104 (a) (7) (A), or 38 USC 3313, to any student who is a veteran.

(bg) Before the Board of Regents may grant a remission of nonresident tuition, academic fees, and segregated fees under par. (b), the board shall require the student to apply to the payment of that tuition and those fees all educational assistance to which the student is entitled under 38 USC 3313. If that educational assistance covers 100 percent of that tuition and those fees for a credit or semester, that credit or semester shall not count against the 128 credit or 8 semester limit provided in par. (b). If that educational assistance covers less than 100 percent of that tuition and those fees for a credit or semester and the remission under par. (b) covers the remainder of that tuition and those fees, the credit or semester shall count against that limit in the proportion that the remission bears to the total nonresident tuition, academic fees, and segregated fees charged for that credit or semester. This requirement applies notwithstanding the fact that the student may be entitled to educational assistance under 10 USC 16131 to 16137, 10 USC 16161 to 16166, or 38 USC 3001 to 3036 as well as under 38 USC 3313, unless the student has 12 months or less of eligibility remaining for educational assistance under 10 USC 16131 to 16137, 10 USC 16161 to 16166, or 38 USC 3001 to 3036.

(bm) 1. For a student who is entitled to educational assistance under 10 USC 16131 to 16137, 10 USC 16161 to 16166, or 38 USC 3001 to 3036 and under 38 USC 3313, if the amount of educational assistance, not including educational assistance for tuition, to which the student is entitled under 10 USC 16131 to 16137, 10 USC 16161 to 16166, or 38 USC 3001 to 3036 is greater than the amount of educational assistance, not including educational assistance for tuition, that the student received under 38 USC 3313, as determined by the higher educational aids board, in the academic year the higher educational aids board shall reimburse the student for the difference in those amounts of educational assistance, as calculated by the higher educational aids board, from the appropriation account under s. 20.235 (1) (fz). The higher educational aids board shall make that determination and calculation in consultation with the Board of Regents.

2. If in any fiscal year there are insufficient moneys available in the appropriation account under s. 20.235 (1) (fz) to provide full reimbursement under subd. 1. to all students who are eligible for that reimbursement, the higher educational aids board and the Board of Regents shall reimburse those students as provided in s. 39.50 (4).

(c) The higher educational aids board shall reimburse the board of regents for all nonresident tuition, academic fees, and segregated fees remitted under par. (b) as provided in s. 39.50 (1) and (3m).

**(3r) FEE REMISSIONS FOR FUNERAL ASSISTANTS.** The board shall grant a \$25 remission of nonresident tuition or academic fees to any student enrolled in the system as an undergraduate for each valid voucher issued to the student under s. 45.60 (3).

**(4) TUITION AWARD PROGRAM.** (a) The board may annually exempt from nonresident tuition, but not from incidental or other

fees, up to 300 students enrolled at the University of Wisconsin–Parkside as juniors or seniors in programs identified by that institution as having surplus capacity and up to 225 students enrolled at the University of Wisconsin–Superior in programs identified by that institution as having surplus capacity.

(b) A student who received an exemption from nonresident tuition under 1987 Wisconsin Act 27, section 3054 (2g) (a) during the 1987–88 and 1988–89 academic years, or who receives an exemption from nonresident tuition under par. (a), shall continue to receive an exemption from nonresident tuition until the completion of his or her degree program.

(d) The University of Wisconsin–Parkside and the University of Wisconsin–Superior shall give preference in admissions to residents of this state over nonresidents who would be exempt from nonresident tuition under par. (a).

(5) **FEE STATEMENT.** (a) In this subsection, “state funds” means the total amount of general purpose revenue appropriated under s. 20.285 in any fiscal year.

(b) 1. The board shall ensure that every student’s bill for academic fees or nonresident tuition includes the following statement: “The legislature and the governor have authorized \$.... in state funds for the University of Wisconsin System during the .... academic year. This amount represents an average subsidy of \$.... from the taxpayers of Wisconsin for each student enrolled in the University of Wisconsin System.”

2. The board shall calculate the average subsidy for the purpose of the fee statement under subd. 1. by dividing state funds in the appropriate fiscal year by the number of full-time equivalent students enrolled in the system in the most recent fall semester.

(d) 1. The board shall ensure that the segregated fees applicable at each institution and college campus are posted on the Internet Web site of the institution or college campus. The board shall also ensure that detailed information on the organizations and activities for which allocable segregated fees are expended at each institution and college campus are posted on the Internet Web site of the institution or college campus.

2. The board shall ensure that each student’s bill for academic fees or nonresident tuition for a semester or session includes each of the following:

a. The total amount of academic fees or nonresident tuition assessed on the student, which shall be listed separately from the amount specified in subd. 2. b.

b. The total amount of segregated fees assessed on the student, which shall be listed separately from the amount specified in subd. 2. a.

c. The Internet Web site address specified in subd. 1. for the institution or college campus at which the student is enrolled.

(6) **SEGREGATED FEES.** The board shall ensure that segregated fees are used only for the purpose for which they are charged.

**History:** 1973 c. 333 ss. 68g, 68k, 201f (2); 1973 c. 335; 1975 c. 39, 199; 1977 c. 29; 1981 c. 20; 1983 a. 407; 1985 a. 51, 192; 1987 a. 399; 1989 a. 31 ss. 709p to 710, 2908; 1989 a. 67, 181, 359; 1991 a. 39, 168, 169; 1993 a. 16; 1995 a. 27, 228; 1997 a. 27, 163, 237; 1999 a. 9, 130, 154, 186; 2001 a. 16, 38; 2003 a. 33 ss. 936, 9160; 2003 a. 42, 185, 320; 2005 a. 22, 25, 320, 387, 404, 468; 2007 a. 20, 130; 2009 a. 28; 2011 a. 32.

A student who challenges his or her nonresident status unsuccessfully must reapply before the beginning of any new semester when he or she claims that status has changed. *Hancock v. Regents of UW*, 61 Wis. 2d 484, 213 N.W.2d 45 (1973).

The 11th Amendment to the U.S. constitution, which bars private litigants’ suits against nonconsenting states in federal courts barred a nonresident student’s action asserting that the University violated his constitutional rights to equal protection by charging him out-of-state tuition. *Joseph v. Board of Regents of the University of Wisconsin System*, 432 F.3d 746 (2005).

**36.29 Gifts; golf course.** (1) All gifts, grants, and bequests for the benefit or advantage of the system or any of its institutions, departments, or facilities or to provide any means of instruction, illustration, or knowledge in connection therewith, whether made to trustees or otherwise, shall be valid notwithstanding any other provision of this chapter except as otherwise provided in this subsection and shall be executed and enforced according to the provisions

of the instrument making the same, including all provisions and directions in any such instrument for accumulation of the income of any fund or rents and profits of any real estate without being subject to the limitations and restrictions provided by law in other cases; but no such income accumulation shall be allowed to produce a fund more than 20 times as great as that originally given. No investment of the funds of such gifts, grants, or bequests shall knowingly be made in any company, corporation, subsidiary, or affiliate that practices or condones through its actions discrimination on the basis of race, religion, color, creed, or sex. Except as otherwise provided in this section, the board may invest not to exceed 85% of trust funds held and administered by the board in common stocks. This subsection does not apply to a gift, grant, or bequest that the board declines to accept or that the board is not authorized to accept under this section.

(2) All gifts, grants, or bequests under sub. (1) may be made to the board, the president, a chancellor, or any officer, or to any person as trustee, or may be charged upon any personal representative, trustee, heir, devisee, or legatee, or made in any other manner indicating an intention to create a trust, and may be made as well for the benefit of the system or any of its institutions, colleges, schools, departments, or facilities to provide any means of instruction, illustration, or knowledge in connection therewith, or for the benefit of any students or any class or group of students whether by way of scholarship, fellowship, or otherwise, or whether for the benefit of students or any class or group of students in any course, subcourse, special course, postgraduate course, summer school or teachers course, oratorical or debating course, laboratory, shop, lectureship, drill, gymnasium or any other like division or department of study, experiment, research, observation, travel, or mental or physical improvement in any manner connected with the system, or to provide for the voluntary retirement of any of the faculty.

(3) It shall not be necessary for a gift, grant, devise or bequest to exactly or particularly describe the members of a class or group of students intended to be the beneficiaries, but it shall be sufficient to describe the class or group. In such case, the board shall divide, graduate or otherwise categorize the students into such classes or groups as are necessary to select and determine those students belonging to the class or group intended.

(4) Any grant, contract, gift, endowment, trust or segregated funds bequeathed or assigned to an institution or its component parts for any purpose whatsoever shall not be commingled or reassigned.

(5) (a) Except as provided in par. (b), the board may not acquire or make a commitment to operate any golf course not owned by the board prior to July 2, 1983, without specific authorization by the legislature.

(b) Notwithstanding s. 20.924 (1), the board may accept a gift of a golf course for the University of Wisconsin–Madison if no general purpose revenues are used in the acquisition, development or operation of that golf course.

(6) The board may not accept any gift, grant or bequest of real property with a value in excess of \$150,000 except as provided in s. 13.48 (2) (b) 1m.

(7) The board may not accept any gift, grant or bequest of a building or structure that is constructed for the benefit of the system or any institution unless acceptance is first approved by the building commission, or unless the plans and specifications for the building or structure are reviewed and approved by the department of administration and the building or structure is inspected as provided in s. 16.85 (12).

**History:** 1973 c. 335; 1983 a. 27, 192; 1987 a. 27; 1989 a. 31; 1991 a. 39; 1995 a. 243; 2001 a. 102; 2003 a. 264; 2011 a. 32.

The university cannot accept trust funds that are for an unlawful purpose, and the expenditure of trust funds must comply with special and general laws. Execution of a trust, whether restricted or unrestricted funds are involved, must be in a lawful manner not in conflict with other express statutes. 62 Atty. Gen. 4.

Student loan funds established by gift for the benefit of students are trust funds. 62 Atty. Gen. 109.

Sub. (1), which prohibits investment of university funds in companies that practice or condone discrimination, is not unconstitutional. 67 Atty. Gen. 20.

Constitutionality of the no discrimination clause regulating University of Wisconsin investments. Guynn, 1978 WLR 1059.

**36.30 Sick leave.** Leave of absence for persons holding positions under s. 20.923 (4g) and (5), faculty and academic staff personnel with pay, owing to sickness, shall be regulated by rules of the board, except that unused sick leave shall accumulate from year to year.

NOTE: This section is amended eff. 7-1-13 by 2011 Wis. Act 32 to read:

**36.30 Sick leave.** Leave of absence for employees with pay, owing to sickness, shall be regulated by rules of the board, except that unused sick leave shall accumulate from year to year.

History: 1975 c. 88; 1981 c. 96 ss. 22, 67; 1981 c. 386; 1997 a. 237; 2011 a. 32.

**36.31 Coordination with other educational agencies.**

(1) The board shall not, without the approval of the technical college system board, broaden the system's post-high school training mission to include the preparation of persons for semiprofessional or skilled-trade occupations beyond those offered during the 1972–73 academic year. The technical college system board shall not, without the approval of the board of regents, broaden its system's collegiate transfer program offerings beyond those in existence during the 1972–73 academic year. In this section, "collegiate transfer program" has the meaning given in s. 38.01 (3).

(2) The technical college system board, in agreement with the board may designate courses other than those covered under sub. (1) as transferable for collegiate credit between the 2 systems.

(3) The fees for services charged in the national direct student loan servicing contract to the board by the higher educational aids board must be approved by the secretary of administration.

History: 1973 c. 335; 1977 c. 29; 1979 c. 34; 1991 a. 39; 1993 a. 399; s. 35.17 correction in (3).

**36.32 Student identification numbers.** (1) In this section, "institution of higher education" means an institution within the system or a private educational institution located in this state that awards a bachelor's or higher degree or provides a program that is acceptable toward such a degree.

(2) An institution of higher education may assign to each student enrolled in the institution a unique identification number. An institution of higher education shall not assign to any student an identification number that is identical to or incorporates the student's social security number. This subsection does not prohibit an institution of higher education from requiring a student to disclose his or her social security number, nor from using a student's social security number if such use is required by a federal or state agency or private organization in order for the institution or the student to participate in a particular program.

History: 2003 a. 282 ss. 1 to 3.

**36.33 Sale and relocation of agricultural lands.**

(1) LEGISLATIVE INTENT. The legislature finds and determines that, because of the problems resulting from the development of the city of Madison around certain agricultural lands of the University of Wisconsin–Madison, the desirability of consolidating lands used for agricultural instruction, research and extension purposes, the desirability of disposing of agricultural lands no longer needed by the university and the need for land of better quality and of greater quantity for the purpose of improving and expanding agricultural research, it is in the public interest for the board to sell or lease, in whole or in part, the agricultural lands and improvements thereon owned by the board and located in sections 19, 20 and 30, township 7 north, range 9 east, Dane County; sections 25 and 27, township 7 north, range 8 east, Dane County; sections 34 and 35, township 38 north, range 11 east, Oneida County; and section 22, township 22 north, range 8 east, Portage County; and to purchase other agricultural lands outside of the Madison urban area and to construct thereon the necessary buildings and improvements. The foregoing policy determination is made with-

out reference to or intention of limiting the powers which the board may otherwise have.

(2) METHOD OF SALE; ASSESSMENTS. (a) The board, in selling or leasing any part of the agricultural lands and improvements thereon, mentioned in sub. (1), shall sell or lease on the basis of either of the following:

1. Public bids, with the board reserving the right to reject any or all bids in the best interest of the state.

2. Negotiated prices.

(b) Notwithstanding any provisions of law to the contrary, the lands in Dane County mentioned in sub. (1) shall be subject to special assessments for public improvements by the city of Madison, in the same manner and to the same extent as privately owned lands, if the public improvements are of direct and substantial benefit to the lands that have been platted for sale.

(3) BUILDING COMMISSION APPROVAL. The sale, lease and purchase of agricultural lands mentioned in sub. (1) shall be subject to the approval of the building commission.

(4) PROCEEDS. The net proceeds from the sale of agricultural lands and improvements authorized by this section shall be devoted to the purchase of land and construction of improvements contemplated in sub. (1) but of any excess of revenue beyond the amount required for this purpose a sum not to exceed \$7,200,000 shall constitute a nonlapsible fund for the purpose of erecting facilities for research and instruction in animal husbandry, agricultural engineering and agricultural and life sciences at the University of Wisconsin–Madison, and such funds shall become available upon consent and recommendation of the board and authorization by the building commission.

(5) LOCAL TAXES. The lands mentioned in sub. (1) which are located in the city of Madison shall be subject to all general property taxes levied by the city of Madison in the event that they are used for commercial purposes. "Commercial purposes" does not include official use by the state or any of its agencies.

History: 1973 c. 335; 1977 c. 418; 1983 a. 36 s. 96 (4); 1995 a. 225; 2001 a. 103.

**36.335 Sale of other land; buildings and structures.**

Except as provided in s. 36.33, if the board sells any real property under its jurisdiction, the board shall credit the net proceeds of the sale to the appropriation account under s. 20.285 (1) (gb) except that if there is any outstanding public debt used to finance the acquisition, construction, or improvement of any property that is sold, the board shall deposit a sufficient amount of the net proceeds from the sale of the property in the bond security and redemption fund under s. 18.09 to repay the principal and pay the interest on the debt, and any premium due upon refunding any of the debt. If the property was acquired, constructed, or improved with federal financial assistance, the board shall pay to the federal government any of the net proceeds required by federal law. If the property was acquired by gift or grant or acquired with gift or grant funds, the board shall adhere to any restriction governing use of the proceeds.

History: 2009 a. 28 s. 3407; Stats. 2009 s. 36.335; 2011 a. 32.

**36.34 Minority student programs.** (1) BEN R. LAWTON

MINORITY UNDERGRADUATE GRANT PROGRAM. (a) In this subsection "minority undergraduate" means an undergraduate student who:

1. Is a Black American.
2. Is an American Indian.
3. Is a Hispanic, as defined in s. 16.287 (1) (d).

4. Is a person who is admitted to the United States after December 31, 1975, and who either is a former citizen of Laos, Vietnam or Cambodia or whose ancestor was or is a citizen of Laos, Vietnam or Cambodia.

(b) The board shall establish a grant program for minority undergraduates enrolled in the system. The board shall designate all grants under this subsection as Lawton grants. The board may not make a grant under this subsection to a person whose name appears on the statewide support lien docket under s. 49.854 (2)

(b), unless the person provides to the board a payment agreement that has been approved by the county child support agency under s. 59.53 (5) and that is consistent with rules promulgated under s. 49.858 (2) (a).

**History:** 1985 a. 29; 1987 a. 27 ss. 666g, 666i, 670 to 673, 675; 1989 a. 31; 1991 a. 39; 1993 a. 16; 1995 a. 404; 1999 a. 9; 2001 a. 109; 2003 a. 33; 2005 a. 25, 254; 2009 a. 28; 2011 a. 32.

**36.35 Misconduct; campus security. (1) POWER TO SUSPEND; RULES.** The board may delegate the power to suspend or expel students for misconduct or other cause prescribed by the board. The board shall promulgate rules under ch. 227 governing student conduct and procedures for the administration of violations.

**(2) AUTHORITY TO RESTRICT PRESENCE OF PERSONS ON CAMPUS.** The chancellor of each institution or the chief security officer thereof during a period of immediate danger or disruption may designate periods of time during which the campus and designated buildings and facilities connected therewith are off limits to all persons who are not faculty, academic staff, employees, students or any other personnel authorized by the above named officials. Any person violating such order shall be subject to the penalties provided by law for criminal trespass.

**(3) REQUIRING PERMISSION FOR PRESENCE ON CAMPUS.** Any person who is convicted of any crime involving danger to property or persons as a result of conduct by that person which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor's designee within 2 years, may for each such offense be fined not more than \$500 or imprisoned not more than 6 months, or both.

**History:** 1973 c. 335; 1985 a. 332 s. 251 (1); 1991 a. 316.

**Cross-reference:** See also chs. UWS 14 and 17, Wis. adm. code.

**36.36 Grants for study abroad.** The board may award a grant of up to \$2,000 to a resident undergraduate student to assist in paying the costs associated with the student's study abroad if the student satisfies all of the following criteria:

**(1)** The student demonstrates financial need for the grant, as determined by the board.

**(2)** The student is enrolled full-time in the system in the semester preceding the student's study abroad.

**(3)** The student is enrolled in a program leading to an associate or bachelor's degree.

**History:** 1999 a. 9, 152; 2011 a. 32.

**36.37 Downer Woods and buildings preservation.**

**(1) STATEMENT OF PURPOSE.** The purpose of this section is to promote the permanent conservation and enhancement, by the University of Wisconsin–Milwaukee, of the area known as Downer Woods; to designate and protect, as a permanent conservancy area, at least 10 acres of the woods; and to permit limited modification, in a manner consistent with the aforesaid purposes, of that portion of the woods whose present character as park and woodland lends itself to utilization, by the university and the surrounding community, as essential recreational and aesthetic corridors.

**(2) LEGISLATIVE FINDINGS.** The legislature finds it in the public interest to recognize and foster the principle of environmental quality in the area known as Downer Woods by preserving it as a conservancy area and protecting it, consistent with sub. (4), from encroachment or disparate uses. The woods is the sole remaining natural area remaining on the campus of the University of Wisconsin–Milwaukee, and as such, its preservation and enhancement is consistent with the university's recognition of its need to protect and enhance its own physical environment, and to serve the pressing human need of its faculty, students and staff, as well as the greater Milwaukee community, to live and work in an urban environment which respects those portions of unspoiled

nature which yet exist. The woods is a unique asset; it provides visual relief to the concentrated building pattern surrounding it, complements the urban landscape and affords aesthetically and psychologically attractive places for people to congregate and relax. In addition, the woods serves as a refuge for wildlife and vegetation, and is, therefore, an important educational, scientific and ecological resource to the university and the community. Its presence imparts priceless recreational and aesthetic values.

**(3) DEFINITIONS.** In this section, "Downer Woods" or "the woods" means those parcels of wood, parkland and buildings comprising more than 21.4337 acres located on the campus of the University of Wisconsin–Milwaukee, and divided into 5 separate and distinct categories, which categories shall define the proper and permissible uses of the parcels, as follows:

**(a)** Permanent conservation area, consisting of 11.101 acres, which is to be physically defined by means of fencing or other suitable means.

**(b)** Permanently reserved woodland, consisting of 3.018 acres.

**(c)** Park and woodland areas, consisting of 4.686 acres, which may be subject to limited modification, such as landscaping, but which are to be protected from disparate uses and encroachment.

**(d)** The buildings and grounds of the former Downer college with any reconstruction or renovation which may be authorized by the board.

**(e)** Park and woodland areas, consisting of 2.6287 acres, which may be subject to limited modifications, such as landscaping and utility lines.

**(4) DOWNER WOODS CONSERVATION.** **(a)** That portion of Downer Woods designated a permanent conservation area is to be forever protected from encroachment or disparate uses, and its boundaries are to be defined and protected by fencing or other suitable means. The chancellor of the University of Wisconsin–Milwaukee, through the University of Wisconsin–Milwaukee Field Station, shall prepare and implement a Downer Woods natural area management and restoration plan to ensure that the conservation area is managed properly as a natural area.

**(b)** That portion of Downer Woods designated as permanently reserved woodland shall be set aside exclusively for purposes of community enhancement and relaxation, and any disparate uses to or encroachments upon such land is prohibited except for the purpose of constructing an addition and providing service to Sandburg Hall, which may not exceed 0.75 acres. The board shall grant a temporary easement sufficient to facilitate the construction of the addition, and whenever necessary to facilitate the maintenance of Sandburg Hall, conditioned upon the ecological restoration of the area within the easement.

**(c)** Those portions of Downer Woods designated as park and woodland areas under sub. (3) (c) and (e) may be used by the University of Wisconsin–Milwaukee as recreational and aesthetic corridors. Any modifications made to such portions of the woods under sub. (3) (c) and (e) may not significantly alter the present character of such land, and any disparate uses to or encroachments upon such land are prohibited.

**(d)** The buildings of the former Downer college shall be preserved and no portion thereof may be razed without prior approval of the building commission.

**History:** 1973 c. 335; 1975 c. 386; 1997 a. 226.

**36.39 Complimentary and reduced price tickets prohibited.** Complimentary and reduced price tickets to any system athletic event for which an admission fee is normally charged are prohibited with the following exceptions:

**(1)** Reduced price tickets for persons 62 years of age or older, minors and students;

**(2)** Complimentary and reduced price tickets permitted by rules of intercollegiate athletic conferences in which the system participates if the chancellor of the institution participating in the athletic event has approved the furnishing of such tickets; and

(3) Complimentary and reduced price tickets for individuals who perform duties directly related to the conduct of the athletic event for which they are issued.

History: 1975 c. 224; 1977 c. 29; 1995 a. 27.

**36.395 Fees for use of facilities.** The board shall ensure that, beginning January 1, 1992, the fees for using the University Ridge Golf Course at the University of Wisconsin–Madison are set at no more than 2 levels. If there are 2 levels of fees, the lower fee level shall be for students and the other fee level shall be for all others eligible to use the facility.

History: 1991 a. 39.

**36.40 Use of animals for research purposes.** The board shall adopt criteria for researchers to follow regarding humane treatment of animals for scientific research purposes.

History: 1983 a. 27.

**36.43 Accommodation of religious beliefs.** The board shall promulgate rules providing for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements. The rules shall include all of the following:

(1) Written and timely notification of all students and instructors of the rules and complaint process.

(2) A means by which a student can conveniently and confidentially notify an instructor of potential conflicts.

(3) A means by which a student is permitted to make up an examination or academic requirement at another time or by an alternative means without any prejudicial effect.

(4) A procedure for handling and resolving complaints within each institution.

History: 1991 a. 227; 1997 a. 237.

Cross-reference: See also ch. UWS 22, Wis. adm. code.

**36.44 License plate scholarship programs.** (1) The board shall establish a scholarship program at each of the institutions specified in s. 341.14 (6r) (f) 35. to 47. The program at each institution shall be funded by the fees collected under s. 341.14 (6r) (b) 4. for that institution and the scholarships shall be awarded by the chancellor of each institution according to criteria developed by the chancellor.

(2) Notwithstanding sub. (1), the board shall use the fees collected under s. 341.14 (6r) (b) 4. for the University of Wisconsin–Madison scholarship program to provide funds for the University of Wisconsin–Madison division of intercollegiate athletics. When the board determines that the division's deficit has been eliminated, the board shall use such fees as provided under sub. (1).

History: 1989 a. 31.

**36.45 Research funding.** (1) In its biennial budget request under s. 16.42, the board shall specify the anticipated completion date of all research and public service projects for which the board is requesting general purpose revenue.

(2) When the board prepares a fiscal estimate under s. 13.093 (2) (a) with respect to the provisions of any bill that involves the appropriation of general purpose revenue to the board for a research or public service project, the board shall specify in its fiscal estimate the anticipated completion date of the project.

(3) By September 1, 1992, and biennially thereafter by September 1, the board shall report to the governor and the joint committee on finance the purpose, duration, cost and anticipated completion date of all research and public service projects for which the board is expending general purpose revenue.

History: 1991 a. 39.

**36.46 Auxiliary reserves.** (1) The board may not accumulate any auxiliary reserve funds from student fees for any institution in an amount that exceeds an amount equal to 15% of the previous fiscal year's total revenues from student segregated fees

and auxiliary operations funded from student fees for that institution unless the reserve funds are approved by the secretary of administration and the joint committee on finance under this subsection. A request by the board for such approval for any fiscal year shall be filed by the board with the secretary of administration and the cochairpersons of the joint committee on finance no later than September 15 of that fiscal year. The request shall include a plan specifying the amount of reserve funds the board wishes to accumulate and the purposes to which the reserve funds would be applied, if approved. Within 14 working days of receipt of the request, the secretary of administration shall notify the cochairpersons of the joint committee on finance in writing of whether the secretary proposes to approve the reserve fund accumulation.

(2) Notwithstanding sub. (1), if, within 14 working days after the date of the secretary's notification, the cochairpersons of the committee do not notify the secretary that the committee has scheduled a meeting for the purpose of reviewing the secretary's proposed action, the proposed reserve funds may be accumulated. If, within 14 working days after the date of the secretary's notification, the cochairpersons of the committee notify the secretary that the committee has scheduled a meeting for the purpose of reviewing the secretary's proposed action, the proposed reserve funds may not be accumulated unless the committee approves that action.

History: 1985 a. 29; 1987 a. 27; 1997 a. 27, 237; 2011 a. 32.

**36.48 Alcohol and other drug abuse prevention and intervention programs.** The board shall appoint alcohol and other drug abuse prevention and intervention program counselors for the University of Wisconsin–Madison and the University of Wisconsin–Milwaukee. The counselors shall develop alcohol and other drug abuse prevention and intervention programs and train faculty, academic staff and classified staff in the prevention of and early intervention in alcohol and other drug abuse.

History: 1989 a. 31.

**36.49 Environmental program grants and scholarships.** From the appropriation under s. 20.285 (1) (rm), the board shall annually do the following:

(1) Make need-based grants totaling \$100,000 to students who are members of underrepresented groups and who are enrolled in a program leading to a certificate or a bachelor's degree from the Nelson Institute for Environmental Studies at the University of Wisconsin–Madison.

(2) Provide annual scholarships totaling \$100,000 to students enrolled in the sustainable management degree program through the University of Wisconsin–Extension.

(3) Award the balance to the University of Wisconsin–Stevens Point for environmental programs.

History: 2009 a. 28; 2011 a. 32.

**36.51 Nutritional improvement for elderly.** (1) In this section:

(a) "Authorized elderly person" means any resident of this state who is 60 years of age or older, and the spouse of any such person.

(b) "Institution" includes any private institution of higher education.

(2) Any college campus or institution approved by the board may establish a system to provide the opportunity for authorized elderly persons to participate in its meal program. If a college campus or institution desires to establish such a service, it shall develop a plan for the provision of food services for elderly persons and submit the plan to the board. Annually, the board shall notify the department of public instruction of the approved college campuses and institutions.

(3) Each plan shall provide at least one meal per day for each day that school is in regular session. The college campus or institution may provide additional service at other times in its discretion, if the number of eligible persons in the area is of sufficient

size, in the opinion of the board, so that unwarranted production expense is not incurred.

(4) Any college campus or institution that operates a food services plan for elderly persons under this section shall make facilities available for service to elderly persons at every facility that provides hot food service to its students. Upon application, the board may grant exceptions from compliance with this subsection for reasons of safety, convenience or insufficient interest in a given neighborhood.

(5) Meals may be served at schools where they are served to students or at any site more convenient to the majority of authorized elderly persons interested in the service. Food may be transported to authorized elderly persons who are unable to leave their homes or distributed to nonprofit organizations for such purposes. However, no state funds under this section may be used for food delivery to individual homes. The board may require consolidation of programs between college campuses and institutions and between schools if such a procedure will be convenient and economical.

(6) The college campus or institution may file a claim with the department of public instruction for reimbursement for reasonable expenses incurred, excluding capital equipment costs, but not to exceed 15% of the cost of the meal or 50 cents per meal, whichever is less. Any cost in excess of the lesser amount may be charged to participants. If the department of public instruction approves the claim, it shall certify that payment is due and the secretary of administration shall pay the claim from the appropriation under s. 20.255 (2) (cn).

(7) All meals served must meet the approval of the board, which shall establish minimum nutritional standards and reasonable expenditure limits consistent with the standards and limits established by the state superintendent of public instruction under s. 115.345 (6). The board shall give special consideration to the dietary problems of elderly persons in formulating a nutritional plan. However, no college campus or institution may be required to provide special foods for individual persons with allergies or medical disorders.

(8) Participants in a program under this section may be required to document their Wisconsin residency in a manner approved by the board. The board may issue identification cards to such persons if necessary. A college campus or institution may admit nonresidents who would otherwise qualify into its program, but no state funds under this section may be used to subsidize any portion of the meals served to such persons.

(9) The board shall adopt reasonable rules necessary to implement this section.

History: 1989 a. 269, 359; 1995 a. 27 ss. 1800, 9145 (1); 1997 a. 27, 237; 2003 a. 33.

**36.52 Reimbursement of pay supplements.** Whenever moneys become available from the federal government to finance the cost of pay and related adjustments for employees of the system in the unclassified service whose positions are wholly or partly funded from federal revenue under 7 USC 343 that have been paid from the appropriation under s. 20.865 (1) (cj) during the same fiscal year in which moneys are expended from that appropriation, the board shall reimburse the general fund for any expenditures made under s. 20.865 (1) (cj) from the appropriate appropriation to the board made from federal revenues.

NOTE: This section is amended eff. 7–1–13 by 2011 Wis. Act 32 to read:

**36.52 Reimbursement of pay supplements.** Whenever moneys become available from the federal government to finance the cost of pay and related adjustments for employees of the system whose positions are wholly or partly funded from federal revenue under 7 USC 343 that have been paid from the appropriation under s. 20.865 (1) (cj) during the same fiscal year in which moneys are expended from that appropriation, the board shall reimburse the general fund for any expenditures made under s. 20.865 (1) (cj) from the appropriate appropriation to the board made from federal revenues.

History: 1991 a. 39; 2011 a. 32.

**36.53 Tuition gift certificates. (1)** The board may establish a gift certificate program for the payment of nonresident tuition and academic fees. The program shall include all of the following components:

(a) The individual named in a gift certificate may use the gift certificate to pay all or a portion of his or her nonresident tuition or academic fees, or for a study–abroad program, at any institution or college campus.

(b) A gift certificate is not transferable, except to a parent, child, spouse, or sibling of the named individual in par. (a).

(c) A gift certificate does not expire.

(2) The board may charge no more than the actual processing cost as a fee for each sale of a gift certificate.

History: 2005 a. 77; 2011 a. 32.

**36.54 Environmental education board and grants. (1)**

(a) The environmental education board shall consult with the state superintendent of public instruction in identifying needs and establishing priorities for environmental education in public schools, including needs for teacher training, curriculum development and the development and dissemination of curriculum materials. The state superintendent of public instruction shall seek the advice of the environmental education board in carrying out these activities.

(b) The environmental education board shall consult with other state agencies, including the University of Wisconsin–Extension, conservation and environmental groups, youth organizations and nature and environmental centers in identifying needs and establishing priorities for environmental education.

(2) (a) In this subsection:

1. “Corporation” means a nonstock corporation organized under ch. 181 that is a nonprofit corporation, as defined in s. 181.0103 (17).

1m. “Lake sanitary district” has the meaning given in s. 30.50 (4q).

2. “Public agency” means a county, city, village, town, public inland lake protection and rehabilitation district, lake sanitary district or school district or an agency of this state or of a county, city, village, town, public inland lake protection and rehabilitation district, lake sanitary district or school district.

(b) From the appropriations under s. 20.285 (1) (ge), (r), and (rc), the environmental education board shall award grants to corporations and public agencies for the development, dissemination and presentation of environmental education programs. Programs shall be funded on an 18–month basis. The environmental education board may not award a grant unless the grant recipient matches at least 25% of the amount of the grant. Private funds and in–kind contributions may be applied to meet the matching requirement. Grants under this paragraph may not be used to replace funding available from other sources.

(c) The environmental education board shall promulgate rules establishing the criteria and procedures for the awarding of grants for programs and projects under par. (b). The environmental education board shall use the priorities established under sub. (1) for awarding grants if the amount in the appropriations under s. 20.285 (1) (ge), (r), and (rc) in any fiscal year is insufficient to fund all applications under this subsection.

(d) The environmental education board shall seek private funds for the purpose of the grants under this subsection.

(e) No more than one–third of the total amount awarded in grants under par. (b) in any fiscal year may be awarded to state agencies.

(f) The environmental education board may use up to 5% of the amount appropriated under s. 20.285 (1) (rc) to administer the grants under this subsection.

**History:** 1989 a. 299; 1991 a. 39; 1993 a. 16, 458; 1995 a. 27 ss. 3878m to 3880 and 9145 (1); 1995 a. 349; 1997 a. 27 s. 2745g; Stats. 1997 s. 36.54; 1997 a. 79, 237; 2005 a. 25; 2011 a. 32; s. 35.17 correction in (2) (b).

**Cross-reference:** See also ch. EEB 2, Wis. adm. code.

**36.55 Reporting employment harassment and discrimination claims.** By September 1 of each even-numbered year, the president shall submit a report to the chief clerk of each house for distribution to the legislature under s. 13.172 (2) that contains a description of each employment harassment or discrimination claim filed against the board or an employee of the board and resolved in favor of the claimant, the amount of any settlement paid to or judgment entered for the claimant and a description of any discipline of board employees resulting from the resolution of the claim.

**History:** 1999 a. 9.

**36.56 Grants for forestry cooperatives.** (1) From the appropriation under s. 20.285 (1) (qm), the center for cooperatives under s. 36.11 (40) may award grants to persons to form forestry cooperatives under ch. 185 or 193 that consist primarily of private, nonindustrial owners of woodland. A grant recipient shall provide matching funds equal to 50% of the grant amount awarded. The match may be in the form of money or in-kind services or both, but may not include money received from the state.

(2) In each fiscal year, the center for cooperatives may not encumber funds from the appropriation under s. 20.285 (1) (qm) for administrative expenses if the amounts encumbered in that fiscal year for administrative expenses exceed 5% of the total expenditures from the appropriation for the fiscal year.

**History:** 1999 a. 9; 2005 a. 441.

**36.58 Veterinary diagnostic laboratory.** (1) DUTIES OF THE VETERINARY DIAGNOSTIC LABORATORY BOARD. The veterinary diagnostic laboratory board shall do all of the following:

(a) Prescribe policies for the operation of the veterinary diagnostic laboratory.

(b) Develop biennial budget requests for the veterinary diagnostic laboratory.

(c) In accordance with sub. (3), set fees for services provided by the veterinary diagnostic laboratory.

(2) DUTIES OF THE VETERINARY DIAGNOSTIC LABORATORY. The veterinary diagnostic laboratory shall do all of the following:

(a) Operate a laboratory that does all of the following:

1. Provides testing and diagnostic services for all types of animals, including fish, in this state, with emphasis on services for farm animals.

2. Provides the diagnostic services necessary to meet the requirements for accreditation by the American Association of Veterinary Laboratory Diagnosticians.

3. Provides the testing and diagnostic services needed by the department of agriculture, trade and consumer protection to discharge the department's responsibilities related to disease control and animal health.

(b) Maintain a regional laboratory in the city of Barron.

(c) In cooperation with the school of veterinary medicine and the department of agriculture, trade and consumer protection, participate in research and in the provision of field services, consultation services and education as determined to be appropriate by the veterinary diagnostic laboratory board.

(3) FEES. (a) Except as provided in pars. (b) and (c), the veterinary diagnostic laboratory shall charge fees for testing and diagnostic services.

(b) The veterinary diagnostic laboratory may not charge a fee for any testing or diagnostic service conducted for the subunit of the department of agriculture, trade and consumer protection that

is responsible for animal health or for the subunit of the federal department of agriculture that is responsible for animal health.

(c) The veterinary diagnostic laboratory board may identify services that are necessary to protect human health and safety for which the veterinary diagnostic laboratory may not charge fees.

(3m) APPOINTMENT OF DIRECTOR. After consultation with the veterinary diagnostic laboratory board, the chancellor of the University of Wisconsin–Madison shall appoint an individual who has received the degree of doctor of veterinary medicine as the director of the veterinary diagnostic laboratory.

(4) SUBMISSION OF BUDGET. Notwithstanding s. 15.03, the board of regents of the University of Wisconsin System shall process and forward to the department of administration all personnel and biennial budget requests of the veterinary diagnostic laboratory board without change.

(5) TREATMENT OF CERTAIN EMPLOYEES. Notwithstanding ss. 36.09 (1) (i), 36.13 and 36.15, when a position at the veterinary diagnostic laboratory is held by a person who held a position in the classified service at the animal health laboratories at the department of agriculture, trade and consumer protection on May 12, 2000, the position may not be designated as a position outside of the classified service without the consent of the person.

**NOTE:** Sub. (5) is repealed eff. 7–1–13 by 2011 Wis. Act 32.

(6) CONFIDENTIALITY OF PARATUBERCULOSIS RECORDS. Any information kept by the veterinary diagnostic laboratory that identifies the owners of livestock herds infected, or suspected of being infected, with paratuberculosis is not subject to inspection or copying under s. 19.35 except as the veterinary diagnostic laboratory determines is necessary to protect the public health, safety or welfare.

(7) CONFIDENTIALITY OF RECORDS RELATING TO AQUACULTURE. Any information kept by the veterinary diagnostic laboratory that identifies the owners of farm-raised fish, as defined in s. 95.001 (1) (ah), and that relates to testing results or diagnosis is not subject to inspection or copying under s. 19.35 except as the veterinary diagnostic laboratory determines is necessary to protect the public health, safety, or welfare.

**History:** 1999 a. 107; 2011 a. 32, 207.

**36.585 Telecommunications and information technology services.** (1) In this section:

(a) “Telecommunications services” includes data and voice over Internet protocol services, Internet protocol services, broadband access and transport, information technology services, Internet access services, and unlit fiber.

(b) “Third-party entity” means a company, corporation, non-profit association, joint venture, cooperative, partnership, or consortium.

(2) The board may use telecommunications services procured by the board only for the purpose of carrying out its mission. The board shall not offer, resell, or provide telecommunications services, that are available from a private telecommunications carrier to the general public or to any other public or private entity.

(3) (a) Beginning July 1, 2013, the board may not be, and shall ensure that no institution or college campus is and that the extension is not, a member, shareholder, or partner in or with any third-party entity or other person that offers, resells, or provides telecommunications services to the general public or to any public or private entity unless at least one of the following applies:

1. The third-party entity or other person does not offer, resell, or provide telecommunications services that it did not offer, resell, or provide on June 15, 2011, and the third-party entity or other person does not offer, resell, or provide telecommunications services to a private entity, to the general public, or to a public entity other than a university or a university-affiliated research facility or a facility approved by the joint committee on finance under sub. (4), that the third-party entity was not serving on June 15, 2011.

2. The third-party entity or other person is comprised entirely of universities and university-affiliated research facilities.

(4) Beginning June 15, 2011, the board may not commit, and shall ensure that no institution or college campus or the extension, commits, any funds received from the National Telecommunications and Information Administration in the federal department of commerce related to the Building Community Capacity Through Broadband Project grant awarded to the extension to any facilities to which such funds were not committed prior to June 15, 2011, without the approval of the joint committee on finance.

History: 2011 a. 32 ss. 970d, 1015x.

**36.59 Information technology. (1) STRATEGIC PLAN.** (a) The Board of Regents shall require the system and each institution and college campus to adopt and submit to the board, in a form specified by the board, no later than March 1 of each year, a strategic plan for the utilization of information technology to carry out the functions of the system, institution, or college campus in the succeeding fiscal year for review and approval under par. (b).

(b) 1. As a part of each proposed strategic plan submitted under par. (a), the Board of Regents shall require the system and each institution and college campus to address the business needs of the system, institution, or college campus and to identify all proposed information technology development projects that serve those business needs, the priority for undertaking such projects, and the justification for each project, including the anticipated benefits of the project. Each proposed plan shall identify any changes in the functioning of the system, institution, or college campus under the plan.

2. Each proposed strategic plan shall separately identify the initiatives that the system, institution, or college campus plans to undertake from resources available to the system, institution, or college campus at the time that the plan is submitted and initiatives that the system, institution, or college campus proposes to undertake that would require additional resources.

3. Following receipt of a proposed strategic plan from the system or an institution or college campus, the Board of Regents shall, before June 1, notify the system, institution, or college campus of any concerns that the Board of Regents may have regarding the plan and provide the system, institution, or college campus with its recommendations regarding the proposed plan. The Board of Regents may also submit any concerns or recommendations regarding any proposed plan to the information technology management board for its consideration. The information technology management board shall then consider the proposed plan and provide the Board of Regents with its recommendations regarding the plan. The system, institution, or college campus may submit modifications to its proposed plan in response to any recommendations.

4. Before June 15, the Board of Regents shall consider any recommendations provided by the information technology management board under subd. 3. and shall then approve or disapprove the proposed plan in whole or in part.

5. The system or an institution or college campus may not implement a new or revised information technology development project authorized under a strategic plan until the implementation is approved by the Board of Regents in accordance with procedures prescribed by the board.

6. The Board of Regents shall consult with the joint committee on information policy and technology in providing guidance for planning by the system and institutions and college campuses.

(c) The Board of Regents shall develop and adopt the following written policies for information technology development projects included in the strategic plan required of the system and each institution and college campus under par. (a) and that either exceed \$1,000,000 or that are vital to the functions of the system, institution, or college campus:

1. A standardized reporting format.
2. A requirement that both proposed and ongoing information technology development projects be included.

(d) The Board of Regents shall submit for approval by the joint committee on information policy and technology any proposed policies required under par. (c) and any proposed revisions to the policies.

(2) **LARGE, HIGH-RISK PROJECTS.** The Board of Regents shall promulgate:

(a) A definition of and methodology for identifying large, high-risk information technology projects.

(b) Standardized, quantifiable project performance measures for evaluating large, high-risk information technology projects.

(c) Policies and procedures for routine monitoring of large, high-risk information technology projects.

(d) A formal process for modifying information technology project specifications when necessary to address changes in program requirements.

(e) Requirements for reporting changes in estimates of cost or completion date to the board and the joint committee on information policy and technology.

(f) Methods for discontinuing projects or modifying projects that are failing to meet performance measures in such a way to correct the performance problems.

(g) Policies and procedures for the use of master leases under s. 16.76 (4) to finance new large, high-risk information technology system costs and maintain current large, high-risk information technology systems.

(h) A standardized progress point in the execution of large, high-risk information technology projects at which time the estimated costs and date of completion of the project is reported to the board and the joint committee on information policy and technology.

(3) **COMMERCIALLY AVAILABLE PRODUCTS.** The Board of Regents shall promulgate:

(a) A requirement that the system and each institution and college campus review commercially available information technology products prior to initiating work on a customized information technology development project to determine whether any commercially available product could meet the information technology needs of the system, institution, or college campus.

(b) Procedures and criteria to determine when a commercially available information technology product must be used and when the system or an institution or college campus may consider the modification or creation of a customized information technology product.

(c) A requirement that the system and each institution and college campus submit for approval by the board and prior to initiating work on a customized information technology product a justification for the modification or creation by the system, institution, or college campus of a customized information technology product.

(4) **MASTER LEASES.** (a) In this subsection, “master lease” has the meaning given under s. 16.76 (4).

(b) Annually, no later than October 1, the Board of Regents shall submit to the governor and the members of the joint committee on information policy and technology a report documenting the use by the system and each institution and college campus of master leases to fund information technology projects in the previous fiscal year. The report shall contain all of the following information:

1. The total amount paid under master leases towards information technology projects in the previous fiscal year.

2. The master lease payment amounts approved to be applied to information technology projects in future years.

3. The total amount paid by the system and each institution and college campus on each information technology project for which debt is outstanding, as compared to the total financing amount originally approved for that information technology project.

4. A summary of repayments made towards any master lease in the previous fiscal year.

(5) **HIGH-COST PROJECTS.** (a) Except as provided in par. (b), the Board of Regents shall include in each contract with a vendor of information technology that involves a large, high-risk information technology project under sub. (2) or that has a projected cost greater than \$1,000,000, and require the system and each institution and college campus that enters into a contract for materials, supplies, equipment, or contractual services relating to information technology to include in each contract with a vendor of information technology that involves a large, high-risk information technology project under sub. (2) or that has a projected cost greater than \$1,000,000 a stipulation requiring the vendor to submit to the board for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The stipulation shall authorize the board to review the original contract and the order or amendment to determine all of the following and, if necessary, to negotiate with the vendor regarding any change to the original contract price:

1. Whether the work proposed in the order or amendment is within the scope of the original contract.

2. Whether the work proposed in the order or amendment is necessary.

(b) The Board of Regents may exclude from a contract described in par. (a) the stipulation required under par. (a) if all of the following conditions are satisfied:

1. Including such a stipulation would negatively impact contract negotiations or significantly reduce the number of bidders on the contract.

2. If the exclusion is sought by the system or an institution or college campus, the system or that institution or college campus submits to the board a plain-language explanation of the reasons the stipulation was excluded and the alternative provisions the system, institution, or college campus will include in the contract to ensure that the contract will be completed on time and within the contract budget.

3. The board submits for approval by the joint committee on information policy and technology any explanation and alternative contract provisions required under subd. 2. If, within 14 working days after the date that the board submits any explanation and alternative contract provisions required under this subdivision, the joint committee on information policy and technology does not contact the board, the explanation and alternative contract provisions shall be deemed approved.

(6) **OPEN-ENDED CONTRACTS.** (a) The Board of Regents shall require the system and each institution and college campus that has entered into an open-ended contract for the development of information technology to submit to the board quarterly reports documenting the amount expended on the information technology development project. In this subsection, “open-ended contract” means a contract for information technology that includes one or both of the following:

1. Stipulations that provide that the contract vendor will deliver information technology products or services but that do not specify a maximum payment amount.

2. Stipulations that provide that the contract vendor shall be paid an hourly wage but that do not set a maximum limit on the number of hours required to complete the information technology project.

(b) Compile and annually submit to the joint committee on information technology the reports required under par. (a).

(7) **REPORTS.** No later than March 1 and September 1 of each year, the Board of Regents shall submit to the joint committee on information policy and technology a report that documents for each information technology project within the system with an actual or projected cost greater than \$1,000,000 or that the board has identified as a large, high-risk information technology project under sub. (2) (a) all of the following:

(a) Original and updated project cost projections.

(b) Original and updated completion dates for the project and any stage of the project.

(c) An explanation for any variation between the original and updated costs and completion dates under pars. (a) and (b).

(d) A copy of any contract entered into by the board for the project and not provided in a previous report.

(e) All sources of funding for the project.

(f) The amount of any funding provided for the project through a master lease under s. 16.76 (4).

(g) Information about the status of the project, including any portion of the project that has been completed.

(h) Any other information about the project, or related information technology projects, requested by the joint committee on information policy and technology.

(7m) **INFORMATION TECHNOLOGY REPORTS.** The Board of Regents shall prepare and submit reports to the joint committee on information policy and technology upon request of the committee under s. 13.58 (5) (b) 3.

(8) **COMPUTER SERVICES DATA COLLECTION.** The Board of Regents shall collect and maintain data necessary to calculate numerical measures of the efficiency and effectiveness of the mainframe computer services provided by the board at the University of Wisconsin–Madison.

History: 2007 a. 20 ss. 731m, 731p, 736x; 2009 a. 180.

### 36.60 Physician and dentist loan assistance program.

(1) **DEFINITIONS.** In this section:

(ac) “Clinic hours” means hours spent working with patients in a clinic.

(ad) “Dental health shortage area” means an area that is designated by the federal department of health and human services under 42 CFR part 5, appendix B, as having a shortage of dental professionals.

(ae) “Dentist” means a dentist, as defined in s. 447.01 (7), who is licensed under ch. 447 and who practices general or pediatric dentistry.

(ag) “Eligible practice area” means a primary care shortage area, a mental health shortage area, an American Indian reservation or trust lands of an American Indian tribe.

(aj) “Health professional shortage area” means an area that is designated by the federal department of health and human services under 42 CFR part 5, appendix A, as having a shortage of medical care professionals.

(ap) “Mental health shortage area” means an area that is designated by the federal department of health and human services under 42 CFR part 5, appendix C, as having a shortage of psychiatric professionals, excluding a state or federal prison and a state or county mental hospital.

(b) “Physician” means a physician, as defined in s. 448.01 (5), who specializes in family practice, general internal medicine, general pediatrics, obstetrics and gynecology, or psychiatry.

(cm) “Primary care shortage area” means an area that is in a primary care health professional shortage area as determined by the federal department of health and human services under 42 CFR part 5, appendix A, excluding a state or federal prison.

(d) “Rural area” has the meaning given in s. 36.63 (1) (c).

(2) **ELIGIBILITY.** (a) 1. Except as provided in subd. 2., the board may repay, on behalf of a physician or dentist, up to \$50,000 in educational loans obtained by the physician or dentist from a public or private lending institution for education in an accredited school of medicine or dentistry or for postgraduate medical or dental training.

2. The board may repay, on behalf of a physician who agrees under sub. (3) to practice in a rural area, up to \$100,000 in educational loans obtained by the physician from a public or private lending institution for education in an accredited school of medicine or for postgraduate medical training.

(b) A physician or dentist who is a participant in the national health service corps scholarship program under 42 USC 254n, or a physician or dentist who was a participant in that program and who failed to carry out his or her obligations under that program, is not eligible for loan repayment under this section.

(3) AGREEMENT. (a) The board shall enter into a written agreement with the physician, in which the physician agrees to practice at least 32 clinic hours per week for 3 years in one or more eligible practice areas in this state or in a rural area, except that a physician specializing in psychiatry may only agree to practice psychiatry in a mental health shortage area or in a rural area and a physician in the expanded loan assistance program under sub. (9) may only agree to practice at a public or private nonprofit entity in a health professional shortage area. The physician shall also agree to care for patients who are insured or for whom health benefits are payable under medicare, medical assistance, or any other governmental program.

(am) The board shall enter into a written agreement with the dentist, in which the dentist agrees to practice at least 32 clinic hours per week for 3 years in one or more dental health shortage areas in this state or in a rural area. The dentist shall also agree to care for patients who are insured or for whom dental health benefits are payable under medicare, medical assistance, or any other governmental program.

(b) The agreement shall specify that the responsibility of the board to make the payments under the agreement is subject to the amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj).

(4) LOAN REPAYMENT. Except as provided in sub. (4m), principal and interest due on loans, exclusive of any penalties, may be repaid by the board at the following rate:

(a) Up to 40% of the principal of the loan or \$20,000, whichever is less, during the first year of participation in the program under this section.

(b) Up to an additional 40% of the principal of the loan or \$20,000, whichever is less, during the 2nd year of participation in the program under this section.

(c) Up to an additional 20% of the principal of the loan or \$10,000, whichever is less, during the 3rd year of participation in the program under this section.

(4m) LOAN REPAYMENT; RURAL PHYSICIANS. If a physician agrees under sub. (3) to practice in a rural area, principal and interest due on the loan, exclusive of any penalties, may be repaid by the board at the following rate:

(a) Up to 40 percent of the principal of the loan or \$40,000, whichever is less, during the first year of participation in the program under this section.

(b) Up to an additional 40 percent of the principal of the loan or \$40,000, whichever is less, during the 2nd year of participation in the program under this section.

(c) Up to an additional 20 percent of the principal of the loan or \$20,000, whichever is less, during the 3rd year of participation in the program under this section.

(5) AVAILABILITY OF FUNDS; RIGHT OF ACTION AGAINST STATE. (a) The obligation of the board to make payments under an agreement entered into under sub. (3) (b) is subject to the amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj).

(b) If the cost of repaying the loans of all eligible applicants, when added to the cost of loan repayments scheduled under existing agreements, exceeds the total amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj), the board shall establish priorities among the eligible applicants based upon the following considerations:

1. The degree to which there is an extremely high need for medical care in the eligible practice area, health professional shortage area, or rural area in which a physician desires to practice and the degree to which there is an extremely high need for dental care in the dental health shortage area or rural area in which a dentist desires to practice.

2. The likelihood that a physician will remain in the eligible practice area, health professional shortage area, or rural area, and that a dentist will remain in the dental health shortage area or rural area, in which he or she desires to practice after the loan repayment period.

3. The per capita income of the eligible practice area, health professional shortage area, or rural area in which a physician desires to practice and of the dental health shortage area or rural area in which a dentist desires to practice.

4. The financial or other support for physician recruitment and retention provided by individuals, organizations, or local governments in the eligible practice area, health professional shortage area, or rural area in which a physician desires to practice and for dentist recruitment and retention provided by individuals, organizations, or local governments in the dental health shortage area or rural area in which a dentist desires to practice.

5. The geographic distribution of the physicians and dentists who have entered into loan repayment agreements under this section and the geographic distribution of the eligible practice areas, health professional shortage areas, dental health shortage areas, and rural areas in which the eligible applicants desire to practice.

6. Other considerations that the board may specify by rule.

(d) An agreement under sub. (3) does not create a right of action against the state on the part of the physician, dentist, or lending institution for failure to make the payments specified in the agreement.

(6) LOCAL PARTICIPATION. The board shall encourage contributions to the program under this section by counties, cities, villages, and towns.

(6m) PENALTIES. The board shall, by rule, establish penalties to be assessed by the board against physicians and dentists who breach agreements entered into under sub. (3). The rules shall do all of the following:

(a) Specify what actions constitute a breach of the agreement.

(b) Provide specific penalty amounts for specific breaches.

(c) Provide exceptions for certain actions, including breaches resulting from death or disability.

(8) ADMINISTRATION. The board shall do all of the following:

(b) Identify eligible practice areas and rural areas with an extremely high need for medical care and dental health shortage areas and rural areas with an extremely high need for dental care.

(d) Publicize the program under this section to physicians, dentists, and eligible communities.

(e) Assist physicians and dentists who are interested in applying for the program under this section.

(f) Assist communities in obtaining physicians' and dentists' services through the program under this section.

(g) Make recommendations to the governor on all of the following:

1. Ways to improve the delivery of health care to persons living in rural areas of the state that constitute shortage areas.

2. Ways to help communities evaluate and utilize the linkage between rural health facilities and economic development.

3. Coordination of state and federal programs available to assist rural health care service delivery.

4. Strengthening coordination and maintenance of rural services and the delivery system.

5. Development of mechanisms to reduce shortages of health care providers in rural areas.

(h) Notwithstanding subs. (3) (b) and (5) (a) and (b), ensure that moneys appropriated under s. 20.285 (1) (qj) are used under this section only to repay loans on behalf of physicians and dentists who agree to practice in a rural area.

(9) EXPANDED LOAN ASSISTANCE PROGRAM. The board may agree to repay loans as provided under this section on behalf of a physician or dentist under an expanded physician and dentist loan assistance program that is funded through federal funds in addition to state matching funds. To be eligible for loan repayment under the expanded physician and dentist loan assistance program, a physician or dentist must fulfill all of the requirements for loan repayment under this section, as well as all of the following:

- (a) The physician or dentist must be a U.S. citizen.
- (b) The physician or dentist may not have a judgment lien against his or her property for a debt to the United States.
- (c) The physician or dentist must agree to do all of the following:
  1. Accept medicare assignment as payment in full for services or articles provided.
  2. Use a sliding fee scale or a comparable method of determining payment arrangements for patients who are not eligible for medicare or medical assistance and who are unable to pay the customary fee for the physician's or dentist's services.
  3. Practice at a public or private nonprofit entity in a health professional shortage area, if a physician, or in a dental health shortage area, if a dentist.

**History:** 2009 a. 28 ss. 747s, 3035 to 3045; Stats. 2009 s. 36.60; 2009 a. 190, 276; 2011 a. 32.

**Cross-reference:** See also ch. UWS 23, Wis. adm. code.

### 36.61 Health care provider loan assistance program.

(1) DEFINITIONS. In this section:

- (ac) "Clinic hours" has the meaning given in s. 36.60 (1) (ac).
- (ad) "Council" means the rural health development council.
- (ag) "Dental health shortage area" has the meaning given in s. 36.60 (1) (ad).
- (aj) "Dental hygienist" means an individual licensed under s. 447.04 (2).
- (am) "Eligible practice area" means a primary care shortage area, an American Indian reservation, or trust lands of an American Indian tribe, except that with respect to a dental hygienist "eligible practice area" means a dental health shortage area.
- (b) "Health care provider" means a dental hygienist, physician assistant, nurse-midwife, or nurse practitioner.
- (bp) "Health professional shortage area" has the meaning given in s. 36.60 (1) (aj).
- (d) "Primary care shortage area" has the meaning given in s. 36.60 (1) (cm).
- (e) "Rural area" has the meaning given in s. 36.63 (1) (c).

(2) ELIGIBILITY. The board may repay, on behalf of a health care provider, up to \$25,000 in educational loans obtained by the health care provider from a public or private lending institution for education related to the health care provider's field of practice, as determined by the board with the advice of the council.

(3) AGREEMENT. (a) The board shall enter into a written agreement with the health care provider. In the agreement, the health care provider shall agree to practice at least 32 clinic hours per week for 3 years in one or more eligible practice areas in this state or in a rural area, except that a health care provider in the expanded loan assistance program under sub. (8) who is not a dental hygienist may only agree to practice at a public or private nonprofit entity in a health professional shortage area.

(b) The agreement shall specify that the responsibility of the board to make the payments under the agreement is subject to the amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj).

(4) LOAN REPAYMENT. Principal and interest due on loans, exclusive of any penalties, may be repaid by the board at the following rate:

(a) Up to 40% of the principal of the loan or \$10,000, whichever is less, during the first year of participation in the program under this section.

(b) Up to an additional 40% of the principal of the loan or \$10,000, whichever is less, during the 2nd year of participation in the program under this section.

(c) Up to an additional 20% of the principal of the loan or \$5,000, whichever is less, during the 3rd year of participation in the program under this section.

(5) AVAILABILITY OF FUNDS; RIGHT OF ACTION AGAINST STATE. (a) The obligation of the board to make payments under an agreement entered into under sub. (3) is subject to the amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj).

(b) If the cost of repaying the loans of all eligible applicants, when added to the cost of loan repayments scheduled under existing agreements, exceeds the total amount of funds transferred to the board under s. 20.505 (8) (hm) 6r., the contributions received and penalties assessed by the board, and the appropriation under s. 20.285 (1) (qj), the board shall establish priorities among the eligible applicants based upon the following considerations:

1. The degree to which there is an extremely high need for medical care in the eligible practice area, health professional shortage area, or rural area in which an eligible applicant who is not a dental hygienist desires to practice and the degree to which there is an extremely high need for dental care in the dental health shortage area or rural area in which an eligible applicant who is a dental hygienist desires to practice.

2. The likelihood that an eligible applicant will remain in the eligible practice area, health professional shortage area, or rural area in which he or she desires to practice after the loan repayment period.

3. The per capita income of the eligible practice area, health professional shortage area, or rural area in which an eligible applicant desires to practice.

4. The financial or other support for health care provider recruitment and retention provided by individuals, organizations or local governments in the eligible practice area, health professional shortage area, or rural area in which an eligible applicant desires to practice.

5. The geographic distribution of the health care providers who have entered into loan repayment agreements under this section and the geographic location of the eligible practice area, health professional shortage area, or rural area in which an eligible applicant desires to practice.

6. Other considerations that the board may specify by rule.

(c) An agreement under sub. (3) does not create a right of action against the state on the part of the health care provider or the lending institution for failure to make the payments specified in the agreement.

(6) LOCAL PARTICIPATION. The board shall encourage contributions to the program under this section by counties, cities, villages and towns.

(6m) PENALTIES. The board shall, by rule, establish penalties to be assessed by the board against health care providers who breach an agreement entered into under sub. (3) (a). The rules shall do all of the following:

- (a) Specify what actions constitute a breach of the agreement.
- (b) Provide specific penalty amounts for specific breaches.
- (c) Provide exceptions for certain actions, including breaches resulting from death or disability.

(7) ADMINISTRATION. The board shall do all of the following:

(a) Identify communities with an extremely high need for health care, including dental health care.

(b) Publicize the program under this section to health care providers and eligible communities.

(c) Assist health care providers who are interested in applying for the program under this section.

(d) Assist communities in obtaining the services of health care providers through the program under this section.

(e) Notwithstanding subs. (3) (b) and (5) (a) and (b), ensure that moneys appropriated under s. 20.285 (1) (qj) are used under this section only to repay loans on behalf of health care providers who agree to practice in a rural area.

**(8) EXPANDED LOAN ASSISTANCE PROGRAM.** The board may agree to repay loans as provided under this section on behalf of a health care provider under an expanded health care provider loan assistance program that is funded through federal funds in addition to state matching funds. To be eligible for loan repayment under the expanded health care provider loan assistance program, a health care provider must fulfill all of the requirements for loan repayment under this section, as well as all of the following:

(a) The health care provider must be a U.S. citizen.

(b) The health care provider may not have a judgment lien against his or her property for a debt to the United States.

(c) The health care provider must agree to do all of the following:

1. Accept medicare assignment as payment in full for services or articles provided.

2. Use a sliding fee scale or a comparable method of determining payment arrangements for patients who are not eligible for medicare or medical assistance and who are unable to pay the customary fee for the health care provider's services.

3. Practice at a public or private nonprofit entity in a health professional shortage area, if the health care provider is not a dental hygienist, or in a dental health shortage area, if the health care provider is a dental hygienist.

**History:** 2009 a. 28 ss. 3046 to 3056; Stats. 2009 s. 36.61; 2009 a. 190, 276; 2011 a. 32.

**Cross-reference:** See also ch. UWS 24, Wis. adm. code.

**36.62 Rural health development council.** The rural health development council created under s. 15.917 (1) shall do all of the following:

(1) Advise the board on matters related to the physician and dentist loan assistance program under s. 36.60 and the health care provider loan assistance program under s. 36.61.

(2) Advise the board on the amount, up to \$25,000, to be repaid on behalf of each health care provider who participates in the health care provider loan assistance program under s. 36.61.

**History:** 2009 a. 28 s. 3057; Stats. 2009 s. 36.62.

**36.63 Rural physician residency assistance program.**

(1) In this section:

(a) "Department" means the department of family medicine in the University of Wisconsin School of Medicine and Public Health.

(b) "Physician" means a physician, as defined in s. 448.01 (5), who specializes in family practice, general surgery, internal medicine, obstetrics, pediatrics or psychiatry.

(c) "Rural area" means any of the following:

1. A city, town, or village in this state that has a population of less than 20,000 and that is at least 15 miles from any city, town, or village that has a population of at least 20,000.

2. An area in this state that is not an urbanized area, as defined by the federal bureau of the census.

(2) (a) The department shall establish and support physician residency positions to which one of the following applies:

1. The residency position is in a hospital that is located in a rural area or in a clinic staffed by physicians who admit patients to a hospital located in a rural area.

2. The residency position includes a rural rotation, begun after June 30, 2010, which consists of at least 8 weeks of training experience in a hospital that is located in a rural area or in a clinic staffed by physicians who admit patients to a hospital located in a rural area.

(b) In establishing and supporting residency positions under par. (a), the department shall give preference to residency programs that actively recruit graduates of the University of Wisconsin School of Medicine and Public Health and the Medical College of Wisconsin.

(3) Annually by December 1, the department shall submit a plan for increasing the number of physician residency programs that include a majority of training experience in a rural area to the Rural Wisconsin Health Cooperative, the Wisconsin Hospital Association, and the Wisconsin Medical Society. The plan shall include a detailed proposed budget for expending the moneys appropriated to the board under s. 20.285 (1) (qe) and demonstrate that the moneys do not supplant existing funding. The department shall consider comments made by the organizations in formulating its final budget.

(4) Annually by December 1, the department shall submit to the joint committee on finance a report that includes all of the following:

(a) The number of physician residency positions that existed in the 2009–10 fiscal year, and in each fiscal year beginning after July 1, 2010, that included a majority of training experience in a rural area.

(b) 1. The number of such physician residency positions funded in whole or in part under this section in the previous fiscal year.

2. The eligibility criteria met by each such residency position and the hospital or clinic with which the position is affiliated.

3. The medical school attended by the physician filling each such residency position.

4. The year the Accreditation Council for Graduate Medical Education certified the residency position.

5. The reason the residency position had not been funded.

**History:** 2009 a. 190.

**36.65 Annual reports.** (1) **DEFINITION.** In this section, "chancellor" means the chancellor of the University of Wisconsin–Madison.

(2) **REPORTS.** Annually, the board and the chancellor shall each submit an accountability report to the governor and to the legislature under s. 13.172 (2). The reports shall include all of the following information, the board's report with respect to the system other than the University of Wisconsin–Madison, and the chancellor's report with respect to the University of Wisconsin–Madison:

(a) *Performance.* The graduation rate, the total number of graduates, the time needed to graduate, the number of credits needed to obtain a degree, retention rates, placement of graduates, and the percentage of residents and nonresidents who reside in this state 10 years after graduation.

(b) *Financial.* Financial reports from each institution and each college campus, prepared using generally accepted accounting principles.

(c) *Access and affordability.* A profile of enrolled students, including mean per capita family income, the percentage of resident and nonresident students who are low-income, the percentage of resident and nonresident students who are members of minority groups, the number of transfers from other institutions and other colleges within this state, the published cost for resident students and the actual cost for resident students once financial aid

is subtracted, and increases in available institutional financial aid for students with a demonstrated need.

(d) *Undergraduate education.* The extent of access to required courses and to popular majors, the majors offered, improvements in overall student experience, efforts to close the achievement gap between majority and underrepresented minority students, and post-graduation success.

(e) *Graduate and professional education.* The number of graduate degrees awarded; the number of professional graduates in key areas, including physicians, nurses, business, engineers, pharmacists, veterinarians, and lawyers; and incentives provided for remaining in this state after graduation.

(f) *Faculty.* A profile of the faculty, including faculty teaching loads, success or failure in recruiting and retaining scholars, and teachers who are rated at the top of their fields.

(g) *Economic development.* The amount and source of research funds and other new revenue brought into the state, the number of government contracts received, the number of research projects in progress or completed, the number of patents and licenses for system inventions, the number of new businesses created or spun off, the number of secondary businesses affiliated with the system or system-sponsored research projects, support provided to existing industries throughout the state, job growth from support to existing industries and new businesses, the number of jobs created in campus areas, the number of jobs created statewide, and a comparison of economic indicators for campus and other areas.

(h) *Collaboration.* Partnerships and collaborative relationships with system administration and institutions.

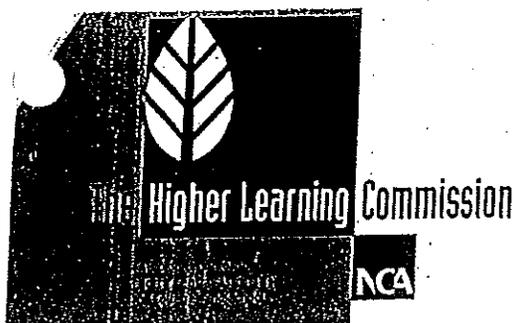
**History:** 2011 a. 32.

Board of Regents of the University of Wisconsin System  
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Serving the common good by assuring and advancing the quality of higher learning

October 21, 2005

Chancellor Carlos E. Santiago  
University of Wisconsin-Milwaukee  
P.O. Box 413  
Milwaukee, WI 53201

Dear Chancellor Santiago:

This letter is formal notification of the action taken concerning University of Wisconsin-Milwaukee by The Higher Learning Commission. At its meeting on October 10, 2005, the Institutional Actions Council (IAC) voted to continue the accreditation of University of Wisconsin-Milwaukee, and to adopt any new items entered on the attached Statement of Affiliation Status (SAS). The Commission Board of Trustees validated the IAC action through its validation process that concluded on October 21, 2005. The date on this letter constitutes the effective date of your new status with the Commission.

I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. These documents replace the previous two-part Record of Status and Scope. The SAS is a summary of your organization's ongoing relationship with the Commission. The OP is generated from data you provided in your most recent, (2004-05) Annual Report. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Report, we have made the change on the *Organizational Profile*. No other organizational information was changed.

The attached *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Monday, November 21, 2005. Before this public disclosure however, I ask that you verify the information in both documents, and inform me before Friday, November 18, 2005, of any concerns that you may have about these documents. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed organizational changes that require Commission action before their initiation. You will find the Commission's change policy in Chapter 7.2 of the *Handbook of Accreditation*. I highly recommend that you review it with care and if you have any questions about how planned institutional changes might affect your relationship with the Commission, you write or call John A. Taylor, D.Mus.Ed., your staff liaison.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Steven D. Crow  
Executive Director

Enclosures: Statement of Affiliation Status  
Organizational Profile

Evaluation Team Members  
Chair of the Board



Currently or Previously Affiliated Institutions - 02/24/2013

*Information provided on the Statement of Affiliation Status reflects the most recent actions of the Commission. The Commission has a multi-level decision process. Any institutional changes that are currently under review are not made public until final action has been taken.*

## University of Wisconsin-Milwaukee

P.O. Box 413  
Milwaukee, WI 53201  
(414) 229-4501 (Main Phone)

<http://www.uwm.edu>

### Statement of Affiliation Status [Click here for definitions...](#)

Chief Executive Officer: Dr. Michael R. Lovell, Chancellor

*Name change notes: Prior to 7/1/56, accredited under the name of Wisconsin Teachers College; merged with the University of Wisconsin Extension Division to become the University of Wisconsin-Milwaukee.*

HLC Institution ID: 2026  
Current Accreditation Status: Accredited  
Accreditation Date(s): (1969 - .)

*Historical notes: Prior to 1969 included in the accreditation of University of Wisconsin*

Year of Last PEAQ Comprehensive Evaluation: 2004 - 2005  
Year of Next PEAQ Comprehensive Evaluation: 2014 - 2015

Last Action: 08/18/2010

Control: Public  
Degrees Awarded (details below): Bachelor's, Master's, Specialist, Doctoral

#### Stipulations on Affiliation Status:

International delivery of the Executive M.B.A. is limited to Motorola (China) Electronics, Ltd. Out-of-state offerings are limited to courses.

#### Approval of New Degree Locations:

Prior Commission approval required.

#### Approval of Distance and Correspondence Courses and Programs:

The institution has been approved under Commission policy to offer up to 20% of its total degree programs through distance education. The processes for expanding distance education are defined in other Commission documents.

#### Reports Required:

None.

#### Other Visits Scheduled:

None.

### Organizational Profile [Click here for definitions...](#)

Enrollment Headcount (last updated: 04/24/2012)

	Full-Time	Part-Time
Undergraduate:	20412	4227
Graduate:	2682	2405
Dual enrollment (high school) programs:		49

**Degree Programs (last updated: 04/24/2012)**

	Programs Offered	Degrees Awarded in Last Reported Year
Associate Degrees	0	0
Bachelors Degrees	93	3701
Masters Degrees	55	1422
Specialist Degrees	1	0
Doctoral Degrees	32	145

**Certificate Programs (last updated: 04/24/2012)**

	Programs Offered	Certificates Awarded in Last Reported Year
Certificates	71	432

**Off-Campus Activities (last updated: 04/24/2012)**

<b>In-State:</b>	<b>Campuses:</b>	None
	<b>Additional Locations:</b>	Oshkosh (University of Wisconsin-Oshkosh) ; Waukesha (UW-Waukesha)
<b>Out-of-State:</b>	<b>Campuses:</b>	None
	<b>Additional Locations:</b>	None
<b>Out-of-U.S.:</b>	<b>Campuses:</b>	None
	<b>Additional Locations:</b>	None

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<ul style="list-style-type: none"> <li><a href="#">History &amp; Background</a></li> <li><a href="#">Personnel &amp; Governance</a></li> <li><a href="#">Programs &amp; Services</a></li> <li><a href="#">External Relations</a></li> <li><a href="#">Employment Opportunities</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Overview</a></li> <li><a href="#">Criteria, Eligibility &amp; Candidacy</a></li> <li><a href="#">Pathways</a></li> <li><a href="#">PEAQ</a></li> <li><a href="#">AQIP</a></li> <li><a href="#">Institutional Change</a></li> <li><a href="#">Monitoring &amp; Reporting</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Institutional Policies</a></li> <li><a href="#">Policy Updates</a></li> <li><a href="#">Federal Compliance</a></li> <li><a href="#">Position Statements</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Alpha Document List</a></li> <li><a href="#">Team Visit Guidelines, Templates &amp; Examples</a></li> <li><a href="#">Substantive Change Applications</a></li> <li><a href="#">Position Statements</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Directory</a></li> <li><a href="#">Accreditation Personnel</a></li> <li><a href="#">Institutional Actions</a></li> <li><a href="#">Visit List</a></li> <li><a href="#">Complaints</a></li> <li><a href="#">Public Disclosures</a></li> <li><a href="#">Mark of Affiliation</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Peer Review Team Resources</a></li> <li><a href="#">Peer Reviewer Application</a></li> <li><a href="#">Peer Reviewer Data Update System</a></li> </ul>

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UNIVERSITY OF WISCONSIN SYSTEM  
STUDENT RECORDS  
GENERAL RECORDS SCHEDULE

February 2012



*Walt Blum*  
State Archivist

3/6/12

*Alanta* 5/1/2012  
Executive Secretary PRB

APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO February 2022

## UNIVERSITY OF WISCONSIN SYSTEM: GENERAL RECORDS SCHEDULES FOR STUDENT RECORDS

### I. INTRODUCTION AND PURPOSE

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies categories of student-related records. The identified record series are common to all University of Wisconsin institutions.

This document also provides guidance to University System employees regarding what does and does not comprise a public record, which will in turn allow University employees to retain for a discrete time period and thereafter destroy expired public records, as well as those materials that do not comprise public records. The UW-System must manage all student records to ensure systematic control from creation or receipt through processing, distribution, maintenance, retrieval, retention and final disposal.

### II. SCOPE: The records schedules described within this document include the following records:

#### **Admission Records**

- Acceptance letters
- Applications for Admission
- Applications for Admission, falsified
- Applications for Admission, unsolicited
- Correspondence, enrollment staff, with or concerning students
- Credit by examination or experiential learning credit records
- Entrance examination results
- Graduate School Degree Applications
- Graduate School Admission Applications
- Graduate School Qualifying Exams
- Letters of Recommendation for enrollees
- Program Admission Applications
- Residency records
- Transcripts from other institutions
- Veterans' records

#### **Student Academic Records**

- Academic dismissal /suspension /expulsion records
- Academic misconduct records
- Academic warnings
- Add/Drop records
- Applications for graduation
- Athlete Academic Records
- Athletic Eligibility Reports
- Audit Authorizations

Change of grade documentation  
Changed Grade Record  
Correspondence regarding course content or progress  
Correspondence related to academic inquiry  
Course repeat approval form  
Course waiting lists  
Credit/no credit approval forms  
Criminal Background Check Records  
Curriculum change authorizations  
Degree Audits  
Diplomas  
Fellowships and Scholarships  
Grade Books, original (academic departments)  
Grades, Official  
Graduate School Records for accepted students, ISIS files  
Grievances, exam/course related  
Hold or encumbrance authorizations  
Honors Program Applicant files  
Instructional materials including materials in course management systems  
Internship agreements  
Internship contracts  
Major declarations, changes, certification of second major, minors  
Name change authorizations  
Petitions, Exceptions to academic rules  
Registration forms  
Schedules, individual student  
Student Teacher Field Experience File  
Study Abroad Program Files  
Syllabi and/or course calendars  
Thesis/Dissertations  
Transcripts, official  
Transcripts, student requests  
Transfer credit evaluations  
Withdrawal authorizations

**International Student Records**

Arrival-Departure Records for International Students  
Certificate of Eligibility for F- Visa Status  
Certificate of Eligibility for Exchange Visitor J- Status Form DS-  
Passport Page Showing Passport Number  
Statement of educational costs  
Statement of financial responsibility and supporting documents  
United States Permanent Resident Card (Green Card) copy

### **Publications, Statistics and Policy**

- Catalog
- Class schedules/timetables (institutional)
- Correspondence, policy-setting
- Course File, master
- Enrollment and class lists
- Enrollment verifications and certifications
- Grade reports/statistics
- Honors Lists
- Transfer equivalencies

### **FERPA-related Records**

- Requests for and Disclosure of Personally Identifiable Information
- Requests for Corrections to records and Formal hearings
- Requests for Nondisclosure of Directory Information
- Statement on contents of Records regarding hearing panel decisions
- Waiver of Right of Access to Confidential Recommendations
- Written consent for records disclosure
- Written decisions of hearing panels

### **Federal Disclosure Records:**

- Athletic participation/EADA Document
- College costs, Accreditation, Textbook Information, Transfer Credit Policy
- Crime Statistics/Security Reports
- Graduation/Completion Transfer Out data
- Institutional Information

## **III. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT**

**a. Preservation of Historical Documents.** Historically, University records have been preserved in paper files. Presently, however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in computer systems. Using electronic data to store University records presents a potentially fatal flaw, however, because electronic data decays over time. Thus, unlike paper records, with the passage of time electronic records lose information as it randomly slips away in bite-sized chunks, unless software updates are consistently purchased, installed, and maintained.

Because of this aspect of information technology systems, records storage within an information system must comply with the legal requirements set forth in Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Administrative 12: Electronic Records Management-Standards and Requirements. Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns then please seek assistance from the records officer at their respective University of Wisconsin institution.

**b. Use of the Systems Approach.** To as great extent as possible, the records schedules included within this document were developed using a systems approach. That is, the substantive information contained within an individual document, rather than the document's format, is the basis for the descriptor of each department. This is because the format for some documents is dynamic in nature and subject to administrative change. Thus, the descriptors for each document are as comprehensive as possible without relying upon format or form names.

Due to these changes, however, there may be instances in which an individual records schedule does not reflect the exact title or name of a form as used by the originator of a document. In such cases, if a University employee has difficulty determining whether a document comprises a record by reviewing the descriptive information contained within both the document and a records schedule then employees seek assistance from the records officer at their respective University of Wisconsin institution.

**c. Minimum Retention Established and Permanent Retention Procedure.** The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained, for as long as they are needed as a resource for performing future projects on behalf of the University of Wisconsin.

**d. Materials That Do Not Comprise Public Records.** Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University of Wisconsin System. Thereafter, in the interest of efficiency and proper resource management, they should be destroyed.

The following materials are not public records, under Wis. Stats. §§ 16.61 and 19.35.

**1. Duplicates.** Public records do not include duplicate copies of records, the original copies of which are in the custody of an office contained within the University of Wisconsin System Administration, and which are maintained by a University employee only for convenience or reference and for no substantive purpose.

**2. Unsolicited Notices or Invitations.** Public records do not include unsolicited notices or invitations received by a University employee, which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.

**3. Drafts, Notes and Preliminary Computations.** Public records do not include drafts, notes, preliminary computations, and like materials, but only if they are intended for personal use by a University employee or prepared by a University employee in the name of the person for whom the employee is working.

**4. Routing Slips and Envelopes.** Public records do not include Routing slips and envelopes.

**5. Personal Materials.** Public records do not include materials that are the personal property of a University employee and that have no relation to his or her office.

Please note that non-records should be destroyed as soon as possible, concurrent with the time at which they are no longer useful as a resource for performing the transaction of public business on behalf of the University. Moreover, personal materials should neither be created nor retained by a University during the regular course of business.

Also note that if non-records are retained beyond the time they are no longer useful as a resource for performing the public business on behalf of the University then under Wisconsin law, duplicates, unsolicited notices, invitations, routing slips and envelopes would have to be turned over to a requester in response to a relevant public records request, and in response to audit or litigation proceedings. See Wisconsin Statute 13.94, 19.35, and 804.01.

e. Schedule Does Not require creation of Records

It is understood that not all UW-System Campuses may have all the types of records listed in this schedule. This schedule does not require records to be created by UW-System Campuses. It provides policy guidance for those records that are used by UW-System Campuses.

#### IV. CONDITIONS AFFECTING FINAL DISPOSITION

All recommended dispositions stated within this schedule may be carried out by University of Wisconsin institutions without further consultation or approval from the University of Wisconsin Archives, legal services, or internal audit with the following exceptions:

a. **Public Records Request.** If a public records request is received by an office for any record or records included within this schedule then the record (s) cannot be destroyed until the request is granted, or until at least sixty days after the date the request is denied. Court orders may extend this time period. If necessary and upon request, the Office of General Counsel will provide guidance to University of Wisconsin institutions regarding public record requests.

b. **Litigation or Audit.** Each University of Wisconsin institution must not only retain records that are the subject of pending litigation or audit, but also suspend any disposition of those records until such time as the litigation or audit is completed. Requests for records relating to open audits must be filed with the University of Wisconsin institution involved in the audit.

#### UNIVERSITY OF WISCONSIN SYSTEM STUDENT RECORDS GENERAL RECORDS SCHEDULE

The University of Wisconsin System Student Records General Records Schedule applies to all University of Wisconsin institutions. In order to facilitate efficient records management for University employees, this general schedule is provided in narrative format.

Those records series that contain **Personally Identified Information (PII)** are marked as:  
**PII? Yes.**

The **Family Education Rights and Privacy Act (FERPA)** applies to many records series throughout this document. These are identified as confidential and require appropriate handling as required by law.

## **Admission Records**

### **UWSTU001 Acceptance Letters, (enrolled students)**

Comprising this series are the university's copy of notification letters in any format sent to admitted freshmen or transfer students as a response to application to the university. Such letters may include an invitation to orientation and indicate any further steps needed to be taken by the admitted student.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU002 Acceptance Letters, (not enrolled)**

Comprising this series are the university's copy of notification letters in any format sent to admitted freshmen or transfer students as a response to application to the university. Such letters may include an invitation to orientation and indicate any further steps needed to be taken by the admitted student.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU003 Applications for Admission, (enrolled students)**

The records include official institutional application forms completed in any format by prospective students for admission or readmission to the Institution.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU004 Applications for Admission, (not enrolled)**

The records include official institutional application forms completed in any format by prospective students for admission or readmission to the institution.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU005 Applications for Admission, falsified**

Admissions application and supporting documentation received from individuals misrepresenting themselves. The retention period provides sufficient time to track those individuals who may make repeat attempts to submit a falsified application.

**Retention period:** Retain for three (3) semesters following the term for which the subject applied plus an additional 7 years. Destroy confidentially.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU006 Applications for Admission, unsolicited**

This series contains letters of recommendation, test scores, portfolios, CDs, examples of work prepared by the potential applicants where no formal application was ever submitted. The materials may be received in any format. Some institutions receive a significant number of admission inquiries from abroad. It is often difficult for those potential applicants to obtain or reproduce materials previously submitted. Two years incorporates a grace period for those potential students who do complete an application for the next academic year.

**Retention period:** Retain for three (3) semesters following the term for which they applied plus an additional 2 years then destroy confidentially.

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU007 Correspondence, staff, with or concerning enrolled students**

The series includes correspondence in any format between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU008 Correspondence, staff, with or concerning students who did not enroll**

The series includes correspondence in any format between Enrollment Services staff within units or with students, relevant to the admission and/or academic progress of individual student.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of application)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU009 Credit by Examination or experiential learning credit records**

Examinations include but are not limited to Advanced Placement results, CLEP, PEP, other test score results, prior learning documentation, etc. used for advanced placement within degree program

**Retention Period:** EVT+5 (for enrolled and non-enrolled students) years then destroy confidentially. (EVT = Graduation date or date last attended.)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU010 Entrance Examination Results and other Placement Test records, (enrolled students)**

Student scores from standardized tests, include, but are not limited to: ACT, SAT, GRE or university or department-specific tests or auditions for enrolled students.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of Graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU011 Entrance Examination Results and other Placement Test Records, (not enrolled)** Student scores from standardized tests, including but not limited to: ACT, SAT, GRE or university or department-specific tests or audition for students who did not enroll in the institution.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of application)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU012 Graduate School Degree Applications - received**

This series is comprised of graduation applications received by either the Registrar's Office (for the Bachelor's and Professional degrees) or the Graduate School (for Master's and Doctor's degrees), may include compiled lists of students eligible to graduate. The Official Copy resides in the Registrar's Office -- Graduation and Academic Records for Bachelor's and Professional degrees and in the Graduate School for Master's and Doctor's degrees. Other copies may be found in the College/School or Department

**Retention Period:** EVT +1 year then destroy confidentially (EVT = date of Graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU013 Graduate School Admission Applications, (not accepted, not enrolled, or incomplete)**

A record of applicants for UW admission into a graduate program who were not accepted; who were accepted, but who did not enroll; or who never completed the application process. Graduate school application files maintained at the school and/or department levels containing some to all of the following types of materials: copy of the application for admission to the Graduate School, complete set of official transcripts from other institutions, copy of the Graduate School Examiner's report, reasons for graduate study, any miscellaneous correspondence, letters of recommendation, GRE scores, and other materials which may be requested by the particular school or department.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU014 Graduate School Admission Applications -residency/fellowship applicants**

This series includes admission applications in any format of applicants to a Residency or Fellowship Program who did not match the program requirements, were not accepted, withdrew from consideration, or were not interviewed. Also includes **Not Matched, Not Accepted, Withdrawn, or Not Interviewed.**

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU015 Graduate School Qualifying Exams**

Examinations or qualifying exams taken by Ph. D. candidates in which Candidates are required to pass a certain number of exams by a certain deadline to qualify for admission to graduate school. They are grouped by semester and each exam is graded by two people. There are also Grading Charts that complement these exams which indicate who the graders are.

**Retention Period:** EVT + 2 years then destroy confidentially (EVT = date of last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU016 Letters of Recommendation, (enrolled students)** These records include letters of recommendation in any format required by the school or provided by the applicant as additional information to admission officers.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU017 Letters of Recommendation, (not enrolled)** These records include letters of recommendation in any format required by the school or provided by the applicant as additional information to admission officers.

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU018 Program Admissions Records, (admitted students)**

This series includes materials submitted in the application process for majors that have limited space and require application. Entrance to these majors is competitive; not all students will necessarily be accepted. Eligibility requirements vary from program to program. For example, in general, teacher education students must complete a minimum number of total credits, earn a minimum grade-point average, take and submit the scores for the Praxis I/Pre-Professional Skills Test (PPST), and submit an application. Some programs also require applicants to complete a minimum number of credits in the major. Programs may ask for essays or statements, letters of recommendation, extended study abroad, or other documents, test scores, or experiences. These materials, submitted by successful applicants, comprise this series.

**Retention Period:** EVT + 5 Years (EVT= Date of graduation from the program)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU019 Program Admissions records, (not admitted)**

This series includes materials submitted in the application process for some majors, which have limited space and require application. Entrance to these majors is competitive; not all students will necessarily be accepted. Eligibility requirements vary from program to program. For example, in general, teacher education students must complete a minimum number of total credits, earn a minimum grade-point average, take and submit the scores for the Praxis I/Pre-Professional Skills Test (PPST), and submit an application. Some programs also require applicants to complete a minimum number of credits in the major. Programs may ask for essays or statements, letters of recommendation, extended study abroad, or other documents, test scores, or experiences. These documents for students who have applied and failed to be admitted comprise this series.

**Retention Period:** EVT + 2 Years (EVT= Date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU020 Residency records, (enrolled students)**

Records used to determine student residency classification for tuition purposes. These records also include forms to appeal for in-state resident tuition. Records supplied to substantiate this may include a variety of state and federal income tax information, high school records, employment records and other documents.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU021 Residency records, (admitted, not enrolled)**

Records used to determine student residency classification for tuition purposes. These records also include forms to appeal for in-state resident tuition. Records supplied to substantiate this may include a variety of state and federal income tax information, high school records, employment records and other documents.

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU022 Transcripts from other institutions, (enrolled students)**

Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU023 Transcripts from other institutions, (not enrolled)**

Transcripts from other institutions such as preparatory schools, high schools, other universities, colleges and technical schools used to support the admissions process

**Retention Period:** EVT + 1 year then destroy confidentially. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU024 Veterans records, (enrolled students)**

Records related to student enrollment for federal/state military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process. See FINAID001 and FINAID010 for the disposal of those veteran's records used to determine financial aid eligibility.

**Retention Period:** EVT + 5 years then destroy confidentially. (EVT= end of benefit award year)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU025 Veterans records, (not enrolled)**

Records related to student enrollment for federal/state military benefits such as application, copies of discharge form DD214, VA eligibility certificates, study grants, VA vocational rehabilitation agreements, VA fee vouchers, and correspondence, in as far as these records support the admissions process. See FINAID001 and FINAID010 for the disposal of those veteran's records used to determine financial aid eligibility.

**Retention Period:** EVT + 2 years then destroy confidentially. (EVT = date of application)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **Student Academic Records**

**UWSTU026 Academic Dismissal /Suspension /Expulsion records**

University's copy of the letter in any format from the Dean of Students or equivalent office explaining to the student the dismissal and the academic or nonacademic reasons for the action.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII? Yes**

**Confidential? Yes**

**Copies:** Retain one year then destroy confidentially

**UWSTU027 Academic Misconduct records**

Notification of academic misconduct and documentation of sanctions or disciplinary action including correspondence, reports, requests for hearings, appeals and petitions.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII? Yes**

**Confidential? Yes**

**Copies:** Retain one year then destroy confidentially

**UWSTU028 Academic Warnings**

Academic warning sent by email or paper correspondence informing the student of poor academic performance that threatens continued attendance of the institution.

**Retention Period:** EVT + 5 years. (EVT= date of graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU029 Add/Drop records**

Completed course add or drop forms and related records required by the institution to add or drop courses after the registration deadline.

**Retention Period:** EVT + 1 year. (EVT =date submitted)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU030 Applications for Graduation, (graduated students)**

Applications completed by students as required prior to graduation. These trigger degree audits which review student records for completion of degree requirements. (Degree Audits UWSTU044)

**Retention Period:** EVT + 1 year. (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU031 Applications for Graduation, (non-graduated students)**

Applications completed by students as required prior to graduation. These trigger degree audits which review student records for completion of degree requirements. (Degree Audits UWSTU044)

**Retention Period:** EVT + 5 years. (EVT =application date)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU032 Athlete Academic Records**

Records including dossiers in any format created by the Athletic Director, the Associate Athletic Director or the Compliance Officer for individual students, compiling academic and enrollment records, credit and major requirements, amateur athletic status certification, semesters of eligibility used and remaining, which make up participation status. Where offered, tutor evaluation and assessment records or mandatory study time requirement records may be included.

**Retention Period:** EVT + 10 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU033 Athletic Eligibility Reports**

Reports in paper or electronic form created by the Athletic Director, the Associate Athletic Director or the Compliance Officer to demonstrate athletic eligibility of teams. The reports include summarized academic and enrollment information and approval of academic record for each member of the team as well as certification of amateur athletic status and number of semesters of eligible competition used and remaining. (For schools in WIAC, this series runs parallel to the conference-wide series WIAC107)

**Retention Period:** EVT + 2 years then destroy confidentially (EVT = date of submission of official report)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU034 Audit Authorizations**

Documentation consisting of paper or electronic forms completed by students and signed by the course's instructor, giving the student permission to audit a course, instead of enrolling for academic credit.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU035 Change of Grade Documentation**

Documentation as a paper or electronic data entry form completed by the instructor of the relevant course and signed by the appropriate dean supporting an approved change of a previously assigned course grade.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU036 Changed Grade Record**

Paper, student information system (SIS) electronic, or other evidence of a legitimately changed final course grade.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU037 Correspondence between students and faculty regarding course content or progress**

Correspondence between faculty and students in any form relating to coursework, as retained by academic departments to serve as source documents for submitted official grades.

**Retention Period:** 6 months after close of semester in which grades are submitted.

Destroy confidentially

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU038 Correspondence related to academic inquiry**

Student Correspondence related to academics other than with current instructors (See UWSTU037) or with Enrollment Services regarding Admission (See UWSTU007; UWSTU008)

**Retention Period:** EVT+6 months years then destroy confidentially (EVT = date of correspondence)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU039 Course Repeat Approval Form**

Form requesting and/or granting approval to repeat a course for credit. Document contains student name, ID, course number and signature of advisor and may record academic reasons for repeating the class.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU040 Course Wait List**

Lists of students waiting for an enrollment opening in an individual course because the course has reached its maximum class size. Lists may be generated by academic departments or individual instructors. They may be used to give preference to waiting students in the following semester or determine the need for more sections of the class.

**Retention Period:** EVT+ one semester or when no longer needed for administrative purposes. (EVT=end of semester in which list was created.)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU041 Credit/No Credit Approval Forms**

Request forms completed by the student and signed by the instructor and related records to change the individuals grading option of a course from the letter grade to pass/fail or vice versa.

**Retention Period:** EVT+1 year then destroy confidentially. (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU042 Criminal Background Check Records, Students**

Records are created through an investigation of offenses and related disclosed information for students working toward professional experience, licensure or certification and usually involved with an internship or clinical experience. Many programs keep these records separate from other student records. These records include, but are not limited to: (1) confidential self-disclosure application supplements; (2) criminal background check reports, which are generated by private vendors on a contract basis, University employees, or employees of the Wisconsin Department of Justice; (3) records created and received by the University employees who are responsible for decisions related to the applicants continued progress.

**Retention Period:** EVT+7 years then destroy confidentially. (EVT = date of completed check)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU043 Curriculum Change Authorizations**

Forms and related documentation in any format authorized by the department chair and/or the college dean approving changes with authorizations to individual student degree program requirements.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU044 Degree Audits**

Records created through comparison of transcript and other student records with university and departmental requirements for graduation to verify progress made in student degree program requirements and/or eligibility for a degree.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU045 Diplomas, (returned because undeliverable)**

Paper diplomas returned to the university, undeliverable due to incorrect address or other reasons.

**PII? No**

**Confidential? No**

**Retention Period:** EVT+1 year then destroy confidentially. (EVT= date of graduation)

**UWSTU046 Fellowships and Scholarships (graduate and undergraduate)**

Notices of fellowship and scholarship opportunities, nominations of candidates and results, either individual or lists in any format, for both graduate and undergraduate students.

**Retention Period:** EVT + 3 years (EVT = date of last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU047 Grade Books, original (academic departments)**

Student grades recorded by professors and instructors in any format to support the official awarded grades submitted to the Registrar

**Retention Period:** EVT+2 years then destroy confidentially. (EVT = end of semester)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU048 Grades, official**

Official student grades, recorded by Registrar, including material in all formats: paper, electronic, D2L, etc.

**Retention Period:** Permanent.

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU049 Graduate School Records for accepted students**

This series contains the official student record contained in an integrated student information system (ISIS). It contains Admission Applications and Proficiency Testing, Letter of Recommendations, Directed Study and Thesis Pre-authorization Forms, Credit Evaluations and Re-evaluations, Wisconsin Residency determination and supporting documentation, Dean's Academic and transfer forms, Foreign Language Exam forms, Grade Change forms and Grade Problem Cards, Pass/Fail Option forms, Major Declaration forms, Disciplinary or conduct actions forms, Withhold of public information form (FERPA), Student Authorization for Disclosure in Education Records, Study abroad course and grade evaluations, Degree summary with attached correspondence and related forms, Degree Audits, Copy of the Transcript, Copy of the permanent card, Identity change, legal summons, subpoenas and related correspondence, ROTC forms, Course change request forms, Enrollment letters and other supporting information from Registrars office, and Transcripts from other colleges or universities. Other formats may include microfilm, Images, and data in the Data warehouse.

**Retention Period:** 10 years from date of receipt of degree or date of last attendance and destroy confidentially

**PII? Yes**

**Confidential? Yes**

**UWSTU050 Graduate School: Thesis/Dissertations/Directed Study**

Theses and Dissertations written as part of the requirement for a conferred degree. Some programs allow for Directed Study or a Thesis.

**Retention Period:** CR + 6, then transfer to Library or University Archives per policy of the individual institution.

**PII?** No

**Confidential?** No

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU051 Grievances, Exam/course related (not grade disputes)**

Paper or electronic forms recording student grievances about courses, coursework, exams, instructor and include student name and number, term/semester, course number name of instructor and signatures by student, faculty or staff.

**Retention Period:** EVT+3 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU052 Hold or Encumbrance Authorizations**

Limitations placed on a student's account due to late payment, late registration, or other reasons stated by the institution due to nonpayment of fees, library fines, parking citations, etc. An encumbrance can prohibit students from registering for classes, affect the release of their transcripts, or delay the reception of their diplomas.

**Retention Period:** EVT+ 6 years then destroy confidentially (EVT= fiscal year of creation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU053 Honors Program Applicant Files, undergraduate**

This record series includes Honors Program applicant files and applications, grade point averages, scholarship and award materials, and statistics.

**Retention:** EVT + 5 years then destroy confidentially (EVT = date of application)

**PII?** Yes

**Confidential?** Yes

**UWSTU054 Instructional Materials including materials in course management systems**

Examinations, coursework, assignments, etc. as retained by academic departments to serve as source documents for submitted official grades. This series includes course support instructional materials in any format including those found in course management systems, such as Desire2Learn (D2L).

**Retention Period:** 1 year after end of semester in which grades are submitted years then destroy confidentially.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU055 Internship Agreements**

Agreements, also known as memorandums, between the University, individual departments or colleges or the UW Board of Regents and external businesses or agencies governing potential supervised practical training or service learning experiences of university students. Internship agreements DO NOT concern individual students but rather acknowledge the business or agency's willingness to accept interns in the future. Agreements may include a list of the responsibilities and expectations of the agencies, the University offices and the students; as well as any general provisions or information germane to the execution of the learning experience.

**Retention Period:** EVT + 1 year then destroy (EVT= expiration of agreement)

**PII?** No

**Confidential?** No

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU056 Internship Contracts**

Signed agreements governing supervised practical training or service learning experiences of university students. Often internship contracts are made between academic departments/colleges and external agencies but may involve another university department. Contracts stipulate expectations of a student's responsibilities, the learning outcomes to be covered as well as the logistical aspects of the program. Retention period is identical to that for tests and other instructional materials that are similarly used to determine a student's final grade.

**Retention Period:** Original: EVT + 1 year then destroy confidentially. (EVT= date of end of internship as determined by the University)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU057 Major Declarations, Changes, Certification of Second Major, Minors**

Electronic or paper documents detailing the student's declaration or change of majors or the addition of a second major or minor. Records contain the date of the change, required authorizations, the parameters of the addition or change including the new requirements for completion. Major declaration, change and the addition of a second major or minor may all be contained in one document or they may be accomplished via several forms. Practice varies between departments and schools.

**Retention Period:** EVT+5 years then destroy confidentially. (EVT = graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU058 Name Change Authorizations**

Forms and subsequent records in any form documenting a name change request and action initiated by a student.

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU059 Petitions, Exceptions to academic rules**

Paper forms submitted by the student requesting an exception be made to academic rules regarding required classes, etc. Forms include student name and ID number, term/semester, course number name of instructor and signatures by student, faculty or staff.

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU060 Registration Forms**

Forms completed by students at the time of registration in paper, electronic or online formats. These forms contain student name and number, term or semester, class number and title and number of credits.

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU061 Schedules--Individual student schedule of classes**

Electronic or paper schedule issued to students recording the classes in which they are enrolled, credits, grading option, location and meeting times of classes, and including student name, class, major and identification number.

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of schedule creation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU062 Student Teacher Field Experience File**

Records assembled through the evaluation of student teachers conducting their field work. Records may contain but are not limited to: written evaluations of field supervisors and cooperating teachers; remediation plans; recommendation letters; signed agreements with districts; correspondence; copies of transcripts and other student records. Records kept during a probationary period of new teachers to aid in their professional development plans. Note: For retention guidelines for necessary tuberculosis or other medical tests that field experience may require, see the Health Services General Record Schedule.

**Retention Period:** EVT + 7 years then destroy (EVT= Graduation or semester of last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original

**UWSTU063 Study Abroad Program Files**

These records consist of a series of databases or paper files which are maintained for multiple years. The data provides a continuous list of study abroad program names, student names, number participating, dates of the program, course registration, medical information, names of roommates, biographical information and other information.

**Retention Period:** EVT+1 year then destroy confidentially (EVT= end of program)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU064 Syllabi and/or individual Course Calendars**

Record series includes the written summary of individual class objectives, topics covered, requirements, necessary texts and equipment, grading and evaluation procedures and other class-specific policies created by an instructor for students. An official copy of the syllabus should be kept by the department for official retention as detailed below. Other copies may be kept by instructors for administrative, personal use for a time specific to each college, department or individual's needs for the purposes of re-accreditation, course modification and review, tenure/personnel decisions, etc.

**Retention:** Official Department Copy: 10 years after last day of course then transfer to archives \*

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed for college/departmental or personal use.

\*The determination of archival value of syllabi will be made by each institution's archives.

**UWSTU065 Transcripts, official**

Official student academic transcripts showing name, years of attendance, courses attended, grades, major and further academic achievements.

**Retention Period:** Permanent

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU066 Transcripts, student requests**

Documentation in any format recording student requests for official copies of their university transcripts

**Retention Period:** EVT+1 year then destroy confidentially (EVT = date of request)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU067 Transfer Credit Evaluations**

Forms that evaluate the credits an individual student previously earned at another institution based on transfer equivalencies (UWSTU091) and used to determine actual student credit transfers

**Retention Period:** EVT+5 years then destroy confidentially (EVT = date of evaluation)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU068 Withdrawal Authorizations**

Documentation includes forms completed by students in order to officially withdraw from all classes after the last day to withdraw from individual classes. Form includes identification information, the agreement to pay the withdrawal fee, and an explanation of the extraordinary non-academic reasons for the step.

Documentation also includes the records of the decision of the granting authority.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **International Student Records**

### **UWSTU069 Arrival-Departure Records, (enrolled students) (I-94) (copy)**

The UW agency keeps a copy or image of the I-94, not the original. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States with nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU070 Arrival-Departure Records, (not enrolled) (I-94) (copy)**

The UW agency keeps a copy or image of the I-94, not the original. Form I-94 must be completed at the time of entry to the United States by foreign citizens that are being admitted into the United States in a nonimmigrant visa status. Form I-94 documents a lawful admission to the U.S. in a specific status and any defined expiration of that status in the United States.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU071 Certificate of Eligibility for F-1 Visa Status, (enrolled students) (I-20)(copy)**

The UW agency keeps a copy or image of the I-20, not the original. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

### **UWSTU072 Certificate of Eligibility for F-1 Visa Status, (not enrolled) (I-20)(copy)**

The UW agency keeps a copy or image of the I-20, not the original. The I-20 is a form used to apply for a non-immigrant student visa (F-1 visa). The I-20 form is a certificate of eligibility for nonimmigrant (F-1) student status issued by the school that has admitted to student. It is a requirement for the F-1 Visa. The UW agency provides the I-20 to students who have been accepted to attend class. The student is required to keep the original.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU073 Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (enrolled students) (copy)**

The UW agency keeps a copy or image of the DS-2019. This is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS), database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU074 Certificate of Eligibility for Exchange Visitor J-1 Status Form DS-2019, (not enrolled) (copy)**

The UW agency keeps a copy or image of the DS-2019. The DS-2019 is a multi-purpose document issued by a U.S. government-approved institution (or organization) certifying that admission into a program has been accepted. Program participants use the DS-2019 to apply for an exchange visitor (J-1) non-immigrant visa. The Student and Exchange Visitor Information System (SEVIS), database, processes the information and produces a copy of the DS-2019 that is sent back to the school. The student is required to keep the original.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU075 Passport Page showing passport number, (enrolled students) (copy)**

The UW agency keeps a copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU076 Passport Page showing passport number, (not enrolled) (copy)**

The UW agency keeps a copy or image of the passport photo page to verify the passport number, country of citizenship, birthplace, birth date, and accurate spelling of the name of the student.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU077 Statement of Educational Costs, (enrolled students)**

The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII? Yes**

**Confidential? Yes**

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU078 Statement of Educational Costs, (not enrolled)**

The UW agency provides a copy of the statement of educational cost to the students. The statement indicates university contact information, estimated expenses for tuition, fees, living expenses, health insurance and instructions for submitting financial verification form.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU079 Statement of Financial Responsibility and supporting documents, (enrolled students)**

Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU080 Statement of Financial Responsibility and supporting documents, (not enrolled)** Copies of financial documents include bank letters showing sufficient funds on deposit for at least the first year's expenses and legal names of sponsors with appropriate signatures and dates. The UW agency may keep the original documents or copies or images of them.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU081 United States Permanent Resident Card (Green Card) copy, (enrolled students)**

The UW agency keeps a copy or image of the Permanent Resident Card, not the original. The card has previously been called the Allen Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.

**Retention Period:** EVT + 5 years then destroy confidentially (EVT = date of graduation or last attendance)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

**UWSTU082 United States Permanent Resident Card (Green Card) copy , (not enrolled)**

The UW agency keeps a copy or image of the Permanent Resident Card, not the original. The card has previously been called the Alien Registration Receipt Card and is has not always been green in color. The card provides evidence of admissibility to the United States as a lawful permanent resident.

**Retention Period:** EVT + 1 year then destroy confidentially (EVT = date of submission)

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed. Do not keep copies longer than the original.

## **Publications, Statistics and Policy**

### **UWSTU083 Catalog, graduate and undergraduate**

Official institutional course catalog in paper or electronic format providing overview of admissions policies, course offerings and degree requirements as well as minor and certificate requirements.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU084 Class Schedules/timetables (institutional)**

Official list of courses offered each semester, with information regarding course numbers, names and credits; instructors; times; and course location in any format. This may differ significantly from the publication available to students at the time of registration.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU085 Correspondence, policy-setting**

Policy-setting correspondence within enrollment services units or between them and university administration.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU086 Course File, master**

Official courses offered throughout the history of the Institution

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU087 Enrollment and Class Lists**

Reports generated by Enrollment Services during any given semester reflecting student enrollment rosters, class size, graduation lists.

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU088 Enrollment Verifications and Certifications**

Records used to verify student enrollment for purposes such as loan applications, insurance discounts, and Social Security benefits.

**Retention Period:** EVT +1. (EVT = completion of verification or certification) Destroy confidentially

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy confidentially when no longer needed.

**UWSTU089 Grade Reports/statistics**

Reports of official grades awarded, degrees conferred, grade lists, academic standing, grade point averages, degree statistics

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU090 Honors Lists**

Lists of students who have achieved academic distinction, including but not limited to the Dean's List

**Retention Period:** CR + 6 years, then transfer to University Archives.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU091 Transfer Equivalencies**

Aggregate transfer credit equivalency information, comparing course subject area, content, difficulty, level, and credit hours collected to evaluate and determine transferrable course credits from other institutions.

**Retention Period:** Until superseded. Keep until superseded and destroy

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

## **FERPA-Related Records**

### **UWSTU092 Requests for and Disclosure of Personally identifiable Information**

Records in any form of third-party requests for information, which require a student's signed and dated written consent for disclosure of information (see UWSTU097), and documentation of the subsequent disclosure of the information, if granted.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU093 Requests for Corrections to Records and Formal Hearings**

Student-initiated Requests for corrections to records and for formal hearings regarding the amendment of the academic record, based on the student's right to request to have records corrected that he or she believes to be inaccurate, misleading or in violation of their privacy rights. Requests to change and/or to challenge the information deemed erroneous or misleading must be made in writing and directed to the dean of the relevant college or the director of the appropriate office so that a hearing can be scheduled.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU094 Requests for Nondisclosure of Directory Information**

Documentation supporting a request to withhold items from public records, including the "Request to Withhold Student Information" form, where applicable.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

### **UWSTU095 Statement on Contents of Records regarding Hearing Panel Decisions**

Statement written by a student who finds the decision of the formal hearing regarding the academic record unsatisfactory. The statement of reasons for disagreeing with the decision is placed in the student's file.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU096 Waiver of Right of Access to Confidential Recommendations**

The waiver to right of access for a letter of recommendation is allowed for three purposes: (1) admission to another educational institution; (2) employment; (3) receipt of an award or honor. These are the only areas in which waivers are allowed. A student's signature on a waiver is voluntary and is not required as a condition for admission, receipt of financial aid form, or receipt of any other services or benefits from the University. Students who sign the waiver will, upon request, be notified of the names of all persons making confidential recommendations and such recommendations will be used solely for the purpose for which they were specifically intended. Revocation of waivers must be in writing to be effective.

**Retention Period:** Permanent or until terminated by the student

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU097 Written Consent for Records Disclosure**

The student's written, signed, and dated consent to the disclosure of personally identifiable information about a student or the inspection of the student's records. It must contain three elements: the specification of records to be released, the identity of the party to whom the records are to be released; the reason for the release.

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

**UWSTU098 Written Decisions of Hearing Panels**

Decisions resulting from a formal hearing regarding a student-initiated request for amendment of the student's educational records. In most cases the decision of the dean or director is final. If the student finds the decision unsatisfactory, they may place a statement in their file setting forth any reasons for disagreeing with the decision. Related to series UWSTU093 and UWSTU095

**Retention Period:** Permanent.

**PII?** Yes

**Confidential?** Yes

**Copies:** Destroy when no longer needed.

## **Federal Disclosure Records**

### **UWSTU099 Athletic Participation/EADA Document**

These records are provided both to students in paper or electronic format to disclose data about Equity in Athletics and to the Office of Postsecondary Education (OPE), Federal Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Schools contribute documents and athletics data that are submitted annually as required by the Equity in Athletics Disclosure Act (EADA), via a Web-based data collection, by all co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics programs.

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU100 College Costs, Accreditation, Textbook information, Transfer Credit Policy**

These records are provided both to students and the Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. These disclosure records are organized in two broad categories: I. Non-Loan-Related Disclosure Requirements: Availability of Institutional and Financial Aid Information, Student Financial Assistance, General Institutional Information, Teacher Preparation Program Report, Health and Safety, Student Outcomes, Intercollegiate Athletic Program, and Voter Registration II. Disclosure Requirements Relating to Education Loans: HEA disclosure requirements that are related to Title IV, HEA program loans, and private education loans.

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

### **UWSTU101 Graduation/Completion Transfer Out data**

The records include data and reports supplied to the Department of Education (ED) and to students fulfilling Student Right-to-Know legislative requirements. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. Reporting to ED is accomplished via systems such as the Integrated Postsecondary Education Data System (IPEDS). IPEDS collects data on postsecondary education in the United States in seven areas: institutional characteristics, institutional prices, enrollment, student financial aid, degrees and certificates conferred, student persistence and success, and institutional human and fiscal resources. The completion of all IPEDS surveys is mandatory for institutions that participate in or are applicants for participation in any federal student financial aid programs and other programs. (See records retention information 34 CFR 668.24).

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

**UWSTU102 Institutional Information**

These records and information are disclosed to students (including prospective students) and reported to the Federal Department of Education. The source and background for these reports are data retained in worksheets, spreadsheets, charts, surveys, email, web-linked data and narrative reports, all of which are to be considered records belonging to this series. The information collected includes, but is not limited to: cost of attendance including fees and books, refund policy, withdrawal procedures, study abroad programs, and name of accrediting agencies (See 34 CFR 668.43)

**Retention Period:** 3 years after required disclosure. Destroy or transfer to Archives

**PII?** No

**Confidential?** No

**Copies:** Destroy when no longer needed.

## **University of Wisconsin-Milwaukee Online Program Application for State of Iowa Authorization**

### **Undergraduate Major in Art History (College of Letters & Science)**

Art History is a rich academic discipline that examines civilizations through their most eloquent cultural achievements. Art History demands analytical, creative thinking and develops a variety of communication and organizational skills, ideal preparation for a wide range of career options.

The Art History curriculum at UWM offers students a wide selection of courses in both the Western (including ancient, medieval, renaissance, baroque, American, and modern art) and Non-Western traditions (including Asian, pre-Columbian, Oceanic, and African art). While Art History courses are both challenging and intellectually stimulating, they can be among the most pleasurable of a student's college career. Art History courses are conducted with a full range of visual aids, such as color slides, digital images, photos, and films, which have been digitized for online presentation.

Online classes in the Art History program are taught using Desire2Learn (D2L), a Web-based course management tool that is widely used at UWM. The use of D2L will facilitate meeting the course objectives. Frequent quizzing and other regular student-instructor interactions are facilitated by D2L. Likewise, discussion forums on D2L allow participation by all class members (and the instructor) while also permitting students to be more thoughtful and deliberate in their responses.

### **Curriculum**

#### **Course of Study: Major**

The major in art history consists of 30 credits in the department. All majors must complete 6 credits in ArtHist 101 and 102, and they are advised strongly to take 3 credits in Arthist 104 or 105. In addition, students in their senior year must complete 3 credits in an internship (ArtHist 489 or 691) or an independent study (ArtHist 699), approved by the student's major advisor, to satisfy the L&S research requirement. Well-qualified students who receive permission to enroll in a graduate seminar will complete the research requirement through that course.

#### **Course of Study: Minor**

The minor in art history must be declared between completing 45 and 75 degree credits. It requires at least 18 credits in the department, including ArtHist 101 and 102. Nine of the remaining 12 credits must be taken at the 300 level or above in residence at UWM. A minimum 2.5 GPA must be maintained in all ArtHist courses attempted at UWM. In addition, students must attain a 2.5 GPA in all minor credits attempted, including transfer work.

#### **Courses in Other Fields**

It is recommended strongly that all students majoring in art history acquire a broad liberal arts education, including strong competence in English composition, a knowledge of one or more foreign languages, and at least 12 credits of college-level history. Students also are encouraged to

take work in related subjects such as art studio, classics, anthropology, history of music, literature, and philosophy.

### **Undergraduate Major in Communication (College of Letters & Science)**

The discipline of communication is the study of human symbolic behavior. In addition to helping students learn to communicate more effectively, communication courses teach students how to analyze human communication in the wide range of communicative situations that people experience daily. These communicative situations include interpersonal, intercultural, organizational, small group, instructional, mediated, and rhetorical/public ones. Communication in these various settings may be oral, written, nonverbal, and/or visual. As America diversifies and its economy expands the emphasis on teamwork and service, excellent communication skills are increasingly important for a professional career in any field as well as for a more fulfilling life.

Communication courses are designed to help students learn both to communicate more effectively and to analyze human communication behavior in instructional, interpersonal, intercultural, group, organization, and rhetorical and public settings. Our graduates' improved ability to communicate and to critically analyze the communication of others makes them in high demand in business, government, and education.

The department's curriculum consists of courses in five broad areas:

- **Organizational/Professional Communication**  
Organizational/Professional Communication probes communication issues posed by the challenges facing 21st-century profit and non-profit organizations: management issues, changes created by technological innovation, communication training, and teams. This specialty provides advanced training to those who seek the Masters as either a destination degree or as a stepping-stone to doctoral organizational, technological, or small group communication studies.
- **Intercultural/Global Communication**  
Intercultural/Global Communication focuses on communication relationships across cultures and nations as well as among diverse groups within a single culture. Courses on the theoretical aspects of global and cultural communication are complemented by those featuring cultural adjustment and training issues or communication about globally shared problems (i.e., AIDS).
- **Interpersonal Communication/Conflict Management**  
Interpersonal Communication/Conflict Management examines interactions with others as unique humans, rather than as members of groups, cultures, or publics. Interpersonal Communication is fundamental to managing marriages, friendships, and superior/subordinate relationships. Conflict mediation and the study of social influence are central to this specialty.
- **Rhetorical/Public Communication**  
Rhetoric/Public Communication analyzes Communication's operation in public fora, including politics, popular culture, social movements, and the courts. Its theoretical and

critical perspectives range from classically-grounded argumentation, persuasion, and traditional public address to postmodern and post-postmodern approaches consistent with recent developments in media technology as well as in feminism, cultural, and critical theories.

- **Health Communication**

Health Communication examines communication issues and theoretical perspectives that provide insight into relationships and processes that influence multiple levels of health care. Courses address issues such as the affect of illness on individuals and their relationships, caregiver and patient relationships, and the role of social support. They also explore cultural and diversity issues in health care, organizational relationships and leadership styles, the influence of popular culture on health beliefs and practices, and the development and implementation of health campaign messages.

The communication program helps students become more skilled at understanding and using communication in business, education and social settings. The curriculum focuses on writing, speaking, listening and interpersonal skills. Specific courses may focus on major areas such as:

- Public communication - public speaking, persuasion;
- Decision making - conflict management, group discussion, meeting facilitation;
- Human relationships - interpersonal, intercultural, and male/female communication;
- Organizational communication - business and professional communication, interviewing techniques, analysis of communication in organizations;
- Communication education - teaching speech communication, communication needs assessment, training and development.

## **Curriculum**

### **Course of Study**

Students may declare a major or minor in communication after completion of Commun 101 (Introduction to Interpersonal Communication), 103 (Public Speaking), 105 (Business and Professional Communication), and a total of 15 credits toward the degree. For admission to the major or minor, students must earn at least a B- grade in each of the three core courses, Commun 101, 103, and 105. Prospective majors and minors are advised strongly to be competent in written and oral language skills prior to seeking admission to the program.

Graduation with a major or minor requires a cumulative GPA of at least 2.50 in all communication courses attempted at UWM as well as a 2.50 GPA in all major credits attempted, including transfer work. All courses in the major or minor must be taken for graded credit.

### **Major**

A major in communication consists of at least 36\* credits in communication courses, including Commun 101, 103, 105, and either 335 (635) or 370. At least 18 of the 36\* credits must be numbered 300 or above, 15 of these taken in residence at UWM. The remaining 24 credits may be selected from across the communication curriculum. A maximum of 6 credits earned in any combination of the following courses may count toward the minimum number of credits required for the major in communication:

- 199 Independent Study
- 288 Research Practicum

296 UROP Apprenticeship  
298 Internship in Communication, Lower Division  
597 Practicum in Teaching Communication  
588 Research Practicum  
698 Internship in Communication  
699 Advanced Independent Reading

The College requires that students complete a research experience in their major. The Department of Communication has structured Commun 335 and 370 to satisfy that requirement. In these courses, students must produce a written final research paper that involves conducting independent research in addition to evaluating research in the field and integrating it with their findings.

### **Minor**

A minor in communication consists of at least 18 credits in communication courses. Nine credits numbered 300 or above must be taken in residence at UWM in addition to completing Commun 101, 103, and 105.

### **Undergraduate Major in Political Science (College of Letters & Science)**

The UWM Political Science Department is nationally recognized for research and teaching excellence. Our faculty members have published books with leading university presses and scholarly articles in the discipline's most prestigious journals.

The department places great emphasis on the quality of its teaching and consistently receives very positive student ratings. Our undergraduates have received advanced degrees from Harvard Law School, Stanford University and many other prestigious institutions. Those who received their PhDs from our department teach at dozens of leading U.S. universities.

The Department of Political Science offers a comprehensive curriculum designed to provide a thorough understanding of politics while providing a foundation for careers in government, law, education, business, and other fields. In addition to courses on political ideas, behavior, and institutions at the local, state, national, and international levels, the curriculum is divided into four areas of study:

#### **American Politics**

American politics involves the study of U.S. political institutions at the national level (e.g., Congress, Presidency, Judiciary), state and local government and politics, political parties, interest groups, policy making, elections, public law and the judicial process, constitutional interpretation, and the field of public administration.

#### **Comparative Politics**

Comparative politics studies political systems of nations outside the United States, including those in Western and Eastern Europe, Latin America, Asia, the Middle East, Africa, and Russia.

### **International Relations**

International relations focuses on American foreign policy, international organizations (e.g., the United Nations), international economics, war and peace, and international law.

### **Political Theory**

Political theorizing means questioning the assumptions underlying both politics and political science. Courses in political theory are designed to help students understand the ideas in terms of which political experience is interpreted by those who are engaged in politics and also by those who study it. Political theory therefore includes the history of political ideas, the writings of major theorists, and theories of history and the social sciences.

### **Curriculum**

#### **Course of Study: Major**

Majors are required to complete a minimum of 30 credits in political science, of which at least 15 must be in upper-division courses (numbered 300 or above) taken through UWM. The following courses must be included among those taken for major credit:

1. Pol Sci 103 (Introduction to Political Science) or 104 (Introduction to American Government and Politics);
2. At least one course beyond the 100 level in each of the five areas of political science: American Politics, Comparative Politics, International Politics, Political Theory, and Political Methodology;
3. Pol Sci 500 (Capstone Course in Political Science). This course satisfies the L&S requirement for a research experience in the major.

Majors must attain a 2.5 GPA in all political science courses, including transfer work, and a 2.5 GPA in political science courses taken at UWM.

#### **Course of Study: Minor**

Minors are required to complete a minimum of 18 credits in political science, of which at least 9 must be in upper-division courses (numbered 300 or above) taken at UWM. Minors must complete courses in at least two of the following four areas: American Politics, Comparative Politics, International Politics, and Political Theory. Students must attain a 2.5 GPA in all political science courses, including transfer work, and a 2.5 GPA in all political science courses taken at UWM.

### **Undergraduate Major in Psychology (College of Letters & Science)**

Psychology is the science of behavior. Courses in psychology provide an understanding of the social and biological bases of behavior, proficiency in scientific methods and statistics, knowledge of the factors influencing human and animal behavior, insight into the applicability of psychological principles to everyday problems, and familiarity with many core areas of knowledge, including conditioning and learning, personality, social behavior, psychopathology and therapy, human development, health, stress and coping, gender, race and ethnicity, sensation and perception, language, and individual differences. Psychology is a fundamental component of a liberal arts education. Individuals who have majored or minored in psychology at the

University of Wisconsin-Milwaukee have found employment in a wide variety of occupations in business, education, or the social services or have gone on to graduate or professional schools.

The Psychology Department offers a solid foundation in the philosophical, theoretical, historical and scientific aspects of psychology. Students learn how to apply basic psychological principles to everyday problems. They also acquire skills to help throughout their career and life - critical thinking, conducting and interpreting research, analyzing problems and writing.

Perhaps the best indicator of our success is the accomplishments of our graduates. UWM's undergraduate and graduate psychology majors have been extraordinarily successful in research and scholarship. Our students compete nationally for scholarships and awards. Working with faculty, they publish cutting-edge research. They consistently secure postgraduate positions in industry, government, and at some of the country's most prestigious universities. Our graduates work as marketing and finance executives, personnel managers, research and development specialists, psychologists, counselors, lawyers, physicians, professors, and administrators. The Department of Psychology at UW-Milwaukee was founded in 1956. The department is home to 25 full-time faculty as well as adjunct professors, instructors, clinical and academic staff, 72 graduate students, and over 200 undergraduate majors.

We offer graduate and undergraduate training programs in clinical and experimental psychology. Our clinical training program is accredited by the [American Psychological Association](#) (APA). Within experimental psychology, we offer training in several areas of research concentration including behavior analysis, health psychology and neuroscience within a traditional broad academic psychology program.

## **Curriculum**

### **Course of Study: Major**

To be accepted as a major in psychology, students must have a mean GPA of at least 2.62 in Psych 101 and Psych 210. The College requires that students attain at least a 2.5 GPA on all credits in the major attempted at UWM. In addition, students must attain a 2.5 GPA on all major credits attempted, including transfer work. The undergraduate major consists of 31 credits in psychology, at least 15 of them at the advanced level (300 or above) taken in residence at UWM. The major also requires two psychology advanced laboratory courses, and either (a) two psychology systems courses or (b) one systems course and one foundations course. The College requires that students complete a research experience in their major. The Department of Psychology has structured its advanced laboratory courses (Psych 502, 505, 514, 654, 656, 660, 677) to satisfy that requirement. In these laboratory courses, students run multiple experiments, collect and analyze data quantitatively, and write up the results in a standard journal article format, integrating the results with a critical survey of relevant professional literature. In addition, students orally present their research results to their colleagues.

### **Course of Study: Minor**

To be accepted as a minor in psychology, students must have completed Psych 101. The undergraduate minor consists of 20 credits in psychology, at least 9 of them at the advanced level (300 or above) taken in residence at UWM.

The minor also requires any two additional psychology courses at the 300 level or above, one of which must be a systems course. The College requires that students attain at least a 2.5 GPA on all credits in the minor attempted at UWM. In addition, students must attain a 2.5 GPA on all minor credits attempted, including transfer work.

For the teaching major, see the School of Education section of this catalog.

### **Undergraduate Major in Sociology (College of Letters & Science)**

Sociology is the study of human behavior as it occurs in and is affected by the fact that people live within groups. The sociologist studies the processes of group emergence, persistence, and disintegration; patterns of interaction between major groups; major social institutions; and the components of personality determined by group membership. Some courses emphasize basic knowledge and methodological procedures; others emphasize application of this knowledge to the problems of American society and other societies.

UWM's sociology students learn to analyze social interactions and social patterns, using research techniques to address diverse social problems, including crime, deviance, social inequality, family violence, and racial or ethnic prejudice. Studies may range from interpretation of the minute gestures of communication to examination of the dynamics of family life, urban poverty and global social change.

#### **Noteworthy**

The UWM Department of Sociology is well known for its specialties in urban inequalities and social problems. The faculty has a reputation in the University for having outstanding teachers. In the Milwaukee community, the department is highly respected for its research partnerships with community organizations. Books and articles by UWM's sociology faculty are read throughout the world.

#### **About the Field**

Sociologists study all aspects of social life, exploring relationships, groups, organizations and societies. They're concerned with how people are motivated by their interdependence with others, whether in friendships, families, churches or governments. They study the effects of participation in or identification with groups defined by shared culture, class, occupation, gender, ethnicity or sexual orientation.

#### **Curriculum**

##### **Course of Study: Major**

Students must complete at least 15 upper-division (numbered 300 and above) credits in the major in residence at UWM. The College requires that students attain at least a 2.5 GPA on all credits in the major attempted at UWM. In addition, students must attain a 2.5 GPA on all major credits attempted, including transfer work.

The major in sociology requires a minimum of 30 credits. At least 15 credits must be in upper-division (300-level and above) sociology courses taken through UWM. With the approval of the

undergraduate advisor, students who have completed an elementary statistics course in another discipline may be exempted from the Sociol 261 requirement.

### **Course of Study: Minor**

Students must complete at least 9 upper-division (numbered 300 and above) credits in the minor in residence at UWM. The College requires that students attain at least a 2.5 GPA on all credits in the minor attempted at UWM. In addition, students must attain a 2.5 GPA on all minor credits attempted, including transfer work. The minor in sociology requires 18 credits.

### **Undergraduate Major in Information Science and Technology (School of Information Studies)**

Information science, on which the Information Science and Technology program is based, is the study of the organization, storage, retrieval, dissemination, and use of information. Information technology (IT) is the collection of tools that make it possible to access and use information. The major in Information Science and Technology prepares graduates who will help individuals and organizations effectively use information resources and information technology. Some graduates will go directly into jobs in business and industry sectors that rely heavily on information as a raw material or as a product. Other graduates may go on to graduate study in library and information science, information resources management, computer science, or telecommunications.

### **Curriculum**

**Related Area of Study.** Each student will work with his/her advisor to select general electives, including related areas of study that are appropriate to his/her career goals and to complete the 120 total credit requirements for the BSIST degree. Because of its interdisciplinary and cross-functional nature, the BSIST program allows students to apply the study of the concepts and tools of information science, information architecture, and information technology to one or more related areas of study. The related area of study is a set of courses outside of the BSIST major, normally a minor or certificate in another field of study, typically including 18-22 credits. In some cases, students may choose to study two related areas as part of their BSIST program.

### **Related Areas of Study Selected List**

- Computer Science
- Health Care Administration
- Biological Sciences
- General Business
- Library & Information Science
- Philosophy
- International Studies
- Intelligent Systems
- Communications
- Mass Communication & Journalism

With the help of their advisor, students may also choose to create and customize their own associate area of study. This may be credit-bearing courses that students will take to prepare for

certification examinations such as Microsoft certifications, CISCO, etc., or a customized selection of courses chosen by students that will sharpen their skills in one or more selected areas of study.

**Career Opportunities.** The major in Information Science and Technology will give students a head start on any number of careers in the information industry:

- Information Architect
- Business Information Coordinator
- Network Manager
- IT Consultant
- Web Designer
- Technology Trainer
- Multimedia Specialist
- Human-Computer Interface Designer
- Software/Systems Developer
- Technical Writer
- Database Developer
- Digital Library Specialist
- E-Commerce Web Administrator

#### **Admission to the BSIST Program**

Standard UWM admission policies for freshmen and transfer students apply. Students may begin the program as freshman pre-majors or after completing several semesters as undeclared or other majors. They may begin as transfer students from another accredited college or university or as students returning to get a second degree.

**Completing the Degree.** The BSIST degree includes a total of 120 credits as follows:

**Area I:** UWM Distribution Requirements:

General Education Requirements (GER) (21 credits). Note that General Education requirements can be fulfilled concurrently through online coursework at UWM through transfer of credit from other institutions.

**Area II:** 27 required credits in the IR major:

**Area III:** Information Studies Electives (15 credits). Student will take 5 additional Information Studies courses at the 300, 400, 600 level or equivalent coursework.

**Area IV:** BSIST Cross-functional Electives (15 credits).

**Area V:** General Electives, including Associate Areas of Study (42 credits).

To continue and graduate in the BSIST program, each student should maintain a grade point average of at least 2.50 in the major and a cumulative grade point average of at least 2.0 on all credits counted toward the degree.

### **Minor in IST Option**

For undergraduate students in other degree programs outside SOIS, the School of Information Studies also offers an undergraduate minor in Information Science and Technology (IST). Fulfillment of the minor entails completion of 18 credits.

### **Undergraduate Major in Community Education (School of Education)**

The need for flexible Bachelor's degree completion options for adult and returning students is nationally recognized. Ours is the only department on the University of Wisconsin-Milwaukee campus specifically oriented to these students. Our BS program was created in the 1970s to provide professionals to work in a broad range of community organizations in response to a call for such a program from residents of low-income communities in our city. Over time, our mission expanded to include preparing students intending to pursue a post-baccalaureate k-12 teaching license, training child care professionals in response to increasingly stringent state requirements, preparing mid-level administrators for community-based organizations, educating youth workers for positions in group homes and elsewhere, and providing skills for community organizers. Areas of study include:

- Child Care\*
- Youth Work+
- Urban Education
- Alternative Education/At-Risk Students
- Policy and Leadership in Community Based Organizations\*
- Community Organizing and Social Action+

\*Transcript-Designated Sub-Major. +Certificate Program.

Most of our focus areas are fairly informal, allowing students to create a degree program that reflects their own particular interests, bringing together our breadth of offerings with a range of elective options. In fact, in creating more focus areas, we have intentionally tried to strike a balance between creating coherent options to help focus students' degree programs and retaining the flexibility that has attracted students from a range of different backgrounds to our program. Because of our focus on helping adult students complete their degrees, our program includes a number of credit transfer and credit earning options. The curriculum includes 42 lower division electives and 15 upper division electives, allowing those who bring a diverse range of credits from other university experiences into their program, speeding time to degree. (It also allows traditional students to complete concurrent minors or even majors in other fields.) We provide an opportunity for students to pursue lower-division credit for prior professional experience through a testing process, and experienced professionals often achieve 15 or more credits through this avenue. To recognize skills learned in associates degree programs, we recently developed a policy to provide up to 42 lower division credits for credits in relevant AAS degrees that would not otherwise transfer to UWM. And we have also recently agreed to accept college-level credits on military transcripts that would not otherwise be accepted by UWM.

Recognizing the need for flexible course offerings for adult working students who often also have children, for many years we offered all of our courses at night or on weekends. Over the

last few years we have offered increasing numbers of online courses, and now offer enough courses for students to complete the entire major online.

Overall, our program serves a unique population in the UW System, with more than 50% of our student body made up of underrepresented students of color, most from the Milwaukee area. Nearly all of our students are adult, transfer, or returning. It is important to note that our nontraditional students have been most vocal about their desire for online offerings. The department is not only unusual in the diversity of our students: seven out of our eleven faculty are people of color. Many of our faculty are well-known nationally for their research, representing an unusually broad range of expertise.

### **Target Audience**

The target audience for the Community Education program is adult, returning, and transfer students. Many of our students have attended college elsewhere and come to us with a range of credits from these programs. A large number of our students already have full-time jobs in the broad area of “community education” and are looking for degrees that will help them advance in their careers. The option to seek credits for prior professional experience is an important draw for these students.

Student characteristics:

- An average age of nearly 35
- 75% underrepresented students of color, mostly African American
- A large number of students who are also parents
- A preponderance of students who work full time

Traditionally, students in the program work in community-based organizations or government, in child-care centers, or as aides and other non-licensed personnel in k-12 schools. The program also attract students who have tried a number of different options in college but never really found a “home” until they discovered our department. Our focus on the urban context and on questions of inequality and discrimination in nearly all of our courses is very attractive to students of color and students from low-income backgrounds. Further, the diversity of our students and faculty means that older students and students of color often find that our classrooms and online discussions provide a highly supportive environment.

In general, the target audience for our full-online curriculum is the same as we have always served. It has provided a new and more flexible option for a diverse student body with many complex demands on their time. Many if not most of these students will continue to mix and match online and face to face courses, but it is still important that we offer a full-online option both for recruitment purposes and for those students who simply cannot physically come to class. (Anecdotally, faculty report that we have more students with significant disabilities in our online option.) At the same time, it allows us to serve a broader range of Wisconsin residents, bringing our unique offerings to a wider audience.

**Prior Professional Educational Experience.** A student who has been accepted as a major in Community Education may earn Prior Professional Educational Experience (PPEE) credit that will be counted toward the Community Education degree. Students must demonstrate

competence by completing examinations. Credit is awarded in 3-credit blocks, if the student earns a grade of C or better, on each of the 14 essay examinations that s/he takes. The specific competencies are listed below:

#### Community Perspectives on Human Resource Programs

- Resource Development
- Local Community Systems
- Political/Economic Analysis
- Personal Growth Competency
- Philosophies of Change
- Group Process Skills
- Leadership Issues
- Research Skills
- Change Strategies
- Educational Advocacy
- Administrative Skills
- Social Problem Analysis
- Conflict Resolution

Community Education majors wishing to demonstrate their competencies for these credits are required to enroll in the competency examination course (Ed Pol 100, Community Education I) during their first or second semester of study. Students will be apprised of deadlines and procedures once they are enrolled in the course. The student may earn a maximum of 42 PPEE credits. These credits may be applied only to a Community Education degree and only as lower division electives.

#### Curriculum

**Course of Study: Major.** Students take a common core of required introductory courses to help them learn how to evaluate the educational needs inherent in community social problems, devise appropriate change strategies, and improve their skills as advocates and educators. Students will have the opportunity to relate their programs of study to their community work. A minimum of 120 credits distributed within specific categories is required for graduation.

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#### Master of Library and Information Science (School of Information Studies)

The MLIS program prepares librarians and information professionals to manage change in an urbanized, technologically oriented and knowledge-based society. Its systematic course of study enables individuals with a strong service orientation to apply principles of library and information science, to use current methods and tools, and to recognize the value of research.

#### Curriculum

##### Credits and Courses

The minimum degree requirement is 36 graduate credits, 30 of which must be in library and information science and up to 6 of which may be in related areas. Students who have already completed a master's or doctoral degree in a field other than library science may have the library

and information science master's program reduced to 30 credits. Under special circumstances, up to 6 of these credits may be from another field in a closely allied area with advisor consent.

Students who have completed library science courses at the undergraduate level may, upon request, have their coursework reviewed to determine whether the content was the equivalent of that in required courses in the School of Information Studies Program. However, the establishment of such equivalencies will not reduce the total number of credits required for the master's degree in library and information science, but merely enable the student to avoid unnecessary repetition.

The number of credits needed for each of the coordinated degree programs is 12 credits less than the sum of credits of the two programs if taken separately. All degree requirements of each component program, however, must be satisfied. This includes makeup courses for deficiencies, required courses, and graduation proficiency requirements. The MLIS component of each coordinated program includes 30 credits of SOIS courses including the 12 credits of required courses. These courses (or their equivalent) must be completed by full-time students by the end of their second semester; for part-time students, two of the courses must be completed by the end of the second semester, and all four by the end of the fifth semester for coursework in the School of Information Studies.

#### **Archival Studies Concentration**

The Archival Studies concentration requires 15 credits of coursework planned in consultation with the student's advisor. Credits for the concentration count as electives for the MLIS.

Exception: If a student is working in an archival repository and can show sufficient archival experience, he/she may substitute an additional selected course for L&I SCI 790.

#### **Information Organization Concentration**

The Information Organization Concentration requires a minimum of 15 credits of coursework taken from the list of qualifying courses below. The student's concentration program must be approved by the SOIS Information Organization Curriculum Coordinator. A fieldwork experience of 1-3 credits with a focus on information organization is required of students without practical experience.

#### **Public Library Leadership Concentration**

The Public Library Leadership Concentration requires 21 credits of coursework planned in consultation with the student's advisor. Credits for the concentration count as electives for the MLIS.

#### **Proficiency Requirement in Library and Information Science**

This course of study requires students to demonstrate proficiency in the field of library and information science. There are two options for completing the proficiency requirement: passing a comprehensive examination or completing and successfully defending a thesis.

### **Comprehensive Examination**

Students choosing the comprehensive examination option must successfully pass a written comprehensive examination. A student who fails the examination the first time may repeat it once. However, a student who fails the examination may not select the thesis option.

### **Thesis Option**

Students choosing the thesis option must take at least three credits of thesis coursework in addition to the 36 credits required for the comprehensive examination option, making the minimum credits required for the thesis option 39 credits. However, only 3 credits of thesis coursework may count towards the total degree credit requirement of 39. Those who already have a graduate degree must complete a minimum of 33 credits for this option.

Students who choose the thesis option in the coordinated master's degree programs also need to take an additional 3 credits of thesis coursework. Thus, while total degree credits vary among the coordinated master's programs, the Master of Library and Information Science component of each requires 33 credits of SOIS course work, three of which would be taken as thesis credit. Students pursuing thesis options in both programs will be required to fulfill each program's thesis requirement and complete two separate theses.

Students in the thesis option also must take a minimum of three credits of research methods. More may be required by individual circumstances, but only the first three credits may count toward degree credit requirements. Either 540-890, Research Methods in Library and Information Science, or a comparable course chosen in consultation with the major professor, can contribute towards satisfaction of this requirement. Students must complete the five core courses in addition to the research methods requirement before defense of the thesis proposal can occur.

Students must register for a variable credit thesis research course L&I Sci 540-898: Master's Thesis (1-3 credits), during every semester of thesis work.

Students may select the thesis option at any point in their course of study, but are encouraged to make this decision and form their thesis committee as early as possible to avoid the necessity of taking additional coursework. The faculty advisor assigned to each student upon admission may serve as the student's thesis advisor, but is not required to do so. It is the student's responsibility to enter into a mutually agreed upon advising relationship with a thesis advisor in SOIS, who then serves as chair of the thesis committee.

Likewise, a student may withdraw from the thesis option and pursue the comprehensive examination option; however, the student would need to meet the registration and other requirements for the comprehensive examination set forth in SOIS policies and procedures as published in the SOIS Bulletin.

Students must pass an oral examination in defense of the thesis. The thesis defense may be repeated once.

## **Doctor of Nursing Practice (College of Nursing)**

There are two entry options for the Doctor of Nursing (DNP) Practice Program: Program for individuals with a bachelor's degree in nursing and a current Registered Nurse license, and Program for individuals with an advanced practice master's degree in nursing and a current Registered Nurse license.

The Online DNP (Post-Master's) program is an excellent option for those with an advanced practice nursing focused Master's degree who want to achieve the highest academic preparation in clinical nursing.

Students are admitted as a cohort and progress with the scheduled online course offerings as part-time students. This 28 credit program includes a required 4 credit clinical residency (460 clock hours).

Practitioners with a Doctor of Nursing Practice degree have the experience and expertise to meet the healthcare needs of the future. They have the advanced practice knowledge and leadership skills to strengthen healthcare delivery, patient outcomes and system management.

The DNP program is offered to provide the highest academic preparation in clinical nursing. This is accomplished through core courses required of all students (30 credits) and completion of requirements for one of four clinical tracks. The following tracks are available:

### **Advanced Practice Nursing**

- Family Nurse Practitioner
- Clinical Nurse Specialist (CNS) with options for focus in
  - Adult
  - Childbearing
  - Pediatrics
  - Psych-Mental Health
- Community Health
- Nursing Systems

Students in each of these areas will complete 21 credits in specialty theory and electives, 9 credits of specialty practicum and a 4 credit residency.

### **Curriculum Credits and Courses**

Minimum degree requirements are 64 graduate credits beyond the bachelor's degree.

### **Residency**

Both the post baccalaureate and post master's curriculum include a 4-credit residency experience that will include the required capstone clinical project. This residency experience will include 460 additional clinical hours in the student's specialty focus area and will include an emphasis on the evidence-based practice, leadership and system competencies of the DNP prepared graduate.

### **Time Limit**

Students in the post baccalaureate DNP program must complete all degree requirements within seven years of the first enrollment semester as a degree student. Students in the post master's DNP program must complete all degree requirements within five years of the first enrollment semester as a degree student.

### **Doctoral Preliminary Examination**

The student must pass a doctoral preliminary examination to qualify for formal admission to candidacy for degree. The doctoral examination is comprised of a written portfolio and an oral component, taken in that sequence, with each component requiring a passing grade for successful completion. The examination is an integrative experience that is designed to validate the student's mastery of the content of the DNP curriculum and must be completed prior to beginning the residency experience.

### **DNP Clinical Project**

The candidate will complete a final comprehensive clinical project as part of the residency experience which demonstrates the ability to implement the principles of evidence-based practice and translation under the direction of the major professor.

The candidate must, as the final step toward the degree, pass an oral examination in defense of the clinical project. A candidate who does not pass this examination may apply for reexamination within one year from the initial examination date. This reexamination may occur only one time. A candidate who does not pass this examination within program time limits may be required to undergo another comprehensive preliminary examination and be readmitted to the program and/or candidacy.

### **Doctor of Philosophy in Nursing (College of Nursing)**

The UWM College of Nursing PhD program prepares doctoral students as scientists who generate knowledge to advance nursing. They are skilled researchers who, using their grounding in the discipline of nursing, conduct inquiry to further clinical, policy, education, and healthcare delivery needs in a variety of settings. Graduates are ready for careers in education, research, practice, and to assume leadership positions. Students work closely with expert faculty, who investigate clinically relevant phenomena using a variety of research methods. Although this program is nearly identical to the on-campus PhD program there are minor differences. Students are admitted to the online option as a cohort and must progress consistently with the scheduled course offerings. Online courses are offered every two years and must be taken in sequence.

### **Curriculum**

The foundation for the academic program in nursing is comprised of three areas: the development of nursing knowledge, the application of that knowledge, and the context of health systems and social policy. Successful completion of 49 graduate credits will complete the doctoral degree.

### **Course of Study**

Minimum degree requirements are 61 graduate credits beyond the bachelor's degree, at least 31 of which must be earned in residence at the University of Wisconsin-Milwaukee. The College of Nursing requires a minimum of 49 graduate credits beyond the master's degree in nursing or master's graduate core courses.

Specialization is achieved through an approved program of study and includes program elements of minor field course work, supervised research experiences, dissertation, and the direction of faculty advisors. The student specializes in a particular area of nursing practice and the social context within which it occurs. The plan for this is developed in consultation with the major professor. Minimum requirements for all formal coursework other than dissertation research can be expected to take at least two academic years of study.

Students admitted without a master's degree in nursing must complete 12 credits of master's program graduate core courses before beginning doctoral level nursing courses.

Post baccalaureate students admitted to the doctoral program will not be granted a master's degree in nursing unless all requirements for the master's degree in nursing are met.

### **Master of Science in Administrative Leadership (School of Education)**

The Department of Administrative Leadership offers a graduate program of studies with three emphases: educational administration and supervision, adult and continuing education leadership, or higher education administration.

The emphasis on educational administration and supervision prepares the student for a career as a school district administrator, elementary, middle, or secondary school administrator, director of special education and pupil services, school business manager, or curriculum director. Through this program of studies, the student can fulfill professional education requirements for administrative and supervisory licenses in Wisconsin and most other states.

The emphasis on adult and continuing education leadership prepares the student for positions of leadership in post-secondary programs including vocational and technical education, university extension, continuing professional education, in-service training and human resource development, adult basic education, adult literacy, and educational leadership and program development in health, religious, manpower and other agencies and community educational programs.

The emphasis on higher education administration prepares the student for careers in higher education including such options as student advisors, managers of support programs for traditionally underrepresented students, student housing specialists, student programming specialists, business managers, and specific administrative positions at all levels of higher education organizations.

## **Curriculum**

### *Emphasis on Educational Administration & Supervision*

#### **Credits and Courses**

Minimum degree requirement is 33 graduate credits, 27 of which must be in education and 6 of which may be in related fields. Credit distribution must be: 18-24 credits in educational administration and supervision; 9-15 credits in related electives, of which 6 credits may be earned through a thesis or master's paper.

The student plans an individual program of studies in consultation with a major professor. If the student intends to apply for the Specialist Certificate upon completion of the master's degree, the program of studies may satisfy Specialist Certificate admission requirements.

#### **Thesis or Master's Paper**

Thesis or Master's Paper Optional. See Credits and Courses above.

#### **Final Portfolio**

As a capstone requirement, students who begin the program fall 2011 and thereafter must develop and submit a comprehensive portfolio for review by faculty. The student must pass both the written part of the portfolio and the oral portfolio defense.

#### **Comprehensive Examination**

Students who began the program before Fall 2011 have the option of passing a written and/or oral final comprehensive examination as the capstone requirement.

#### **Time Limit**

The student must complete all degree requirements within seven years of initial enrollment.  
Emphasis on Adult and Continuing Education Leadership

#### **Credits and Courses**

Minimum degree requirement is 33 graduate credits, 24 of which must be in education and up to 9 of which may be in related fields. Credit distribution must be: 15 credits in adult education; 9 credits in foundations; and 9 credits in related electives, of which 6 credits may be earned through a thesis or master's paper. The student plans an individual program of studies in consultation with the major professor. If a student intends to apply for a Specialist Certificate upon completion of the master's degree, a program of studies can be arranged so that a portion of the credits earned toward the degree will also partially or completely satisfy admission requirements for a course of study leading to the Specialist Certificate, as detailed below.

#### **Thesis or Master's Paper**

Thesis or Master's Paper Optional. See Credits and Courses above.

#### **Final Portfolio**

As a capstone requirement, students who begin the program fall 2011 and thereafter must develop and submit a comprehensive portfolio for review by faculty. The student must pass both the written part of the portfolio and the oral portfolio defense.

### **Comprehensive Examination**

Students who began the program before Fall 2011 have the option of passing a written and/or oral final comprehensive examination as the capstone requirement.

### **Time Limit**

The student must complete all degree requirements within seven years of initial enrollment.  
Emphasis on Higher Education Administration

### **Credits and Courses**

Minimum degree requirement is 33 graduate credits, 27 of which must be in education and 6 of which may be in related fields. Credit distribution must be: 12 credits in the core area of higher education administration, 9 credits in the focus area of higher education administration, and 12 credits of foundation and elective courses.

The student plans an individual program of studies in consultation with a major professor.

### **Thesis or Master's Paper**

Optional.

### **Final Portfolio**

As a capstone requirement, students who begin the program fall 2011 and thereafter must develop and submit a comprehensive portfolio for review by faculty. The student must pass both the written part of the portfolio and the oral portfolio defense.

### **Comprehensive Examination**

Students who began the program before Fall 2011 have the option of passing a written and/or oral final comprehensive examination as the capstone requirement.

### **Time Limit**

The student must complete all degree requirements within seven years of initial enrollment.

### **Master of Science in Cultural Foundations of Education (School of Education)**

The M.S. in Cultural Foundations of Education provides students with a comprehensive understanding of the social forces that affect urban schools and communities. Our program is for people who want to look deeply at the challenges facing urban areas in the 21<sup>st</sup> Century and are willing to explore creative solutions.

The Department of Educational Policy and Community Studies offers a graduate program for educators who wish to expand their knowledge base in dealing with policy and practice issues, and enhance their ability to analyze underlying assumptions affecting urban education.

This program provides graduate students with a deeper understanding of urban educational issues in the cultural context of community and society. An assigned faculty advisor will assist students through the program, balancing structure and flexibility.

Our Graduates Work in:

- Child Care
- Government
- Community Centers
- Public Health Agencies
- Non-Profit Organizations
- Public and Alternative Schools

### **Curriculum**

The master's degree in Cultural Foundation of Education consists of a core of four 3-credit required courses, and 18 elective credits: 9 in the Department and 9 in the University. Up to 9 credits of non-Departmental graduate credit may be transferred into the program.

### **Paper or Thesis**

All students in the Cultural Foundations of Education program must complete either a paper or a thesis in addition to an exit interview as part of their degree requirements. The selection of either the thesis or the paper should be made by the student in consultation with his/her advisor.

### **Online Master's and Certification in Deaf and Hard of Hearing (DHH) Education (School of Education)**

The purpose of this Master's Program is to prepare special education professionals to meet the needs of children, pre-K through 12<sup>th</sup> grade, who are Deaf and Hard of Hearing (D/HH). The program builds upon competencies and experiences of current teachers with certification in special education (any area and/or cross-categorical) and develops competencies specifically needed to support learning and development in children with hearing loss.

As a distance education program:

- a) All coursework (**excluding** sign language) is offered on-line;
- b) Teaching Experiences during the academic year can be arranged and supervised in the students' geographic area (one required summer teaching experience);
- c) Students have access to program advisement from their geographic area.

There are some face-to-face meetings in Milwaukee that will be scheduled for orientation and special presentations. Students will be given advanced notice to allow travel time for students coming from across the state. We will use internet video conferencing for out-of-state students for these meetings.

The Deaf and Hard of Hearing (DHH) Teacher Certification Program prepares educators to work with children and youth who are deaf and hard of hearing. Students admitted to the program can earn certification to teach children who are deaf and hard of hearing in Kindergarten through 12.

The program requirements for certification will depend upon students' educational background and previous teacher certification. Individuals admitted to the program choose between two program options:

- Certification only: Students enrolls in certification program in D/HH at the post baccalaureate level (undergraduate fees). Certification courses and supervised field experiences are required with no additional coursework toward the Master's degree.
- Masters + Certification: Students begin certification program in D/HH at the post baccalaureate level and move into the Graduate Program to complete 30 graduate credits. Additional coursework at the graduate level is required to complete the Masters Degree.

### **Curriculum**

The D/HH Master's Program certification focus courses begin in the summer. There is a general sequence of courses that builds knowledge and skills, one semester to the next. However, you may start taking core courses in the Master's Program upon admission. A two-year program of study includes between 4 and 7 credits of coursework each semester. All of the courses are on-line; teaching experiences in your geographic area except for a summer TE in Milwaukee.

### **Graduate Certificate in State and Local Taxation (Sheldon B. Lubar School of Business)**

The online Graduate Certificate Program in State and Local Taxation provides students with the knowledge and skills they need to successfully pursue or advance careers within corporate tax departments, CPA firms, law firms and state revenue departments. To this end, the curriculum is designed to provide students with the ability to:

- Identify and resolve state and local tax issues.
- Conduct research regarding state and local tax issues.
- Recognize tax planning opportunities in state and local transactions.
- Understand the major policy considerations in designing state and local tax systems.

### **Curriculum**

Students who wish to earn a Graduate Certificate in State and Local Taxation must complete the required 12 graduate credit hours with an overall GPA of 3.00 or better. The four required courses can be taken in any sequence, and students can enter the program in either the fall or spring semester. A maximum of one three-credit course from another college or university may be considered for transfer to the Certificate program. There is a time limit of three years from initial enrollment for completion of the Certificate program. The University of Wisconsin-Milwaukee will award a Graduate Certificate in State and Local Taxation upon completion of the program requirements.

Each of the four courses in the Certificate program addresses state and local tax issues from a national perspective, focusing on the general principles and common patterns found in state and local tax systems nationwide.

Multistate Income Taxation. Constitutional restrictions, basic and advanced nexus principles, combined and consolidated reporting, unitary business principle, basic and advanced apportionment principles, UDITPA and the MTC, nonbusiness income, passive holding companies and tax planning, definition of taxation income, foreign earnings, regular corporations, S corporations, partnerships, limited liability companies, individual income taxes.

Property Taxation. Constitutional issues, real versus personal property, exemptions, valuation methods, highest and best use, valuation of specialties, leaseholds, contaminated property, mechanics of unit valuation, equalization, federal remedies, industry specific issues, personal property taxes, intangible property, natural resources, administrative procedures, statute of limitations, audit issues, record retention.

Sales and Use Taxation. Constitutional issues, nexus, taxable transactions, exemptions, exemption certificates, interstate sales, gross receipts taxes, services and intellectual property, construction contractors, manufacturers, repairs of tangible personal property, maintenance contracts, drop shipments, leasing, advertising and promotional items, computer hardware and software, maintenance contracts, electronic commerce, prepaid phone cards, procurement cards.

Managing State and Local Tax Audits. Statute of limitations, pre-audit activities, waivers, sampling methodologies, voucher review issues, self-audits, reverse audits, refund claims, appeals process, penalties, assessments, power-of-attorney, auditing of electronic data, record retention, filing process, responsible person statutes, property tax issues, sales and use tax audit issues, income tax audit issues, property tax audit issues, tax amnesties, voluntary disclosure.

The courses in the Certificate program are offered in an online format. Therefore, students can complete the program from anywhere. Each week, students will work through carefully designed modules that include assigned readings, discussion questions and case studies. Students will also download and listen to lectures, complete homework assignments and work on group projects with their classmates. Examinations and research projects are also essential components of each course. Professor-to-student and student-to-student interaction is made possible through the use of online message centers, e-mail, threaded discussion and chat rooms. Because simultaneous participation is not necessary, students can ask questions and contribute to discussions at any time during the week. Each student has access (at no additional charge) to a comprehensive online library of state tax reference materials to assist them in completing class assignments.

### **Graduate Certificate in Professional Writing and Communication (College of Letters and Science)**

The Departments of English and Communication jointly offer a Graduate Certificate in Professional Writing and Communication. The certificate appeals to students beyond the B.A. level who seek professional training and education to advance their careers.

#### **Innovative Curriculum**

The Certificate offers an interdisciplinary curriculum that will enable students to develop exceptionally strong writing and communication skills in the following areas:

- Technical writing, information development, and document design
- Communication across organizations and technical operations
- Communication theory and organizational communication
- Group communication and teamwork
- User interface design and web design
- Instructional design and training program development
- Project management and client requirements documentation

- Usability testing, evaluation, and measurement
- Technical skills (such as HTML, XML, and scripting languages)

Students can specialize in these areas through individual and team projects that turn theory into practice, critically evaluate communication contexts, analyze audience needs, manage projects, and solve communication and writing problems.

### **Curriculum**

Students must complete 15 credits of course work and earn a minimum cumulative GPA of 3.0 in the courses that apply to the Certificate.

With the consent of the Certificate Coordinator and subject to the Graduate School transfer policy, students who have completed appropriate courses for graduate credit at other institutions may transfer up to three credits into the Certificate Program, provided that the courses were completed within the last five years with a grade of B or better.

Students who within the past five years have successfully completed courses equivalent to these required English courses may, with the approval of the Certificate Coordinator, substitute alternate English graduate courses.

Students who intend to enroll in both the Certificate program and a graduate degree program must apply for admission to both the Certificate program and to the graduate degree program of their choice. With the approval of the graduate coordinator of the student's graduate program, up to six credits completed in the Certificate also may satisfy graduate program requirements. Students not concurrently enrolled in a UWM graduate degree program later may transfer credits completed in the Certificate to a UWM graduate degree program, subject to Graduate School transfer policy and subject to the guidelines and approval of the graduate coordinator of the respective degree program. Students seeking admission to the Certificate and to graduate degree programs are advised to seek the advice of graduate coordinators of each program.

### **Graduate Certificate in Multicultural Knowledge of Mental Health Practices (School of Education)**

The Multicultural Knowledge of Mental Health Practices certificate is a 15-credit program designed to provide basic knowledge of and guidelines for practice with diverse groups. It is geared towards students who are currently in graduate programs or at the post-master's level, and are interested in additional training in this area. This program is designed for students and current professionals in counseling, education, social work, psychology, business, and other health-related fields who are working with diverse populations. The certificate program will fulfill continuing education requirements through coursework for licensure or recertification. COUNS 704 may be taken as an elective for graduate students in any program, as the first course in the certificate program, or for any non-degree students interested in the subject matter.

## **Curriculum**

To earn the certificate, students must complete 704 and 705 with a grade of B or better, and their choice from among 740-745 with a grade of Satisfactory. The program must be completed within three years of initial enrollment in the certificate program.

Note: All certificate students are required to complete COUNS 704 and 705. Students may not transfer credits into the certificate program.

### **Certificate in Therapeutic Recreation (College of Health Sciences)**

According to the US Department of Labor, "Employment of recreational therapists is expected to increase 15 percent from 2008 to 2018, faster than the average for all occupations. Job growth will stem from the therapy needs of the aging population." Given the projected need for recreation specialists, the College of Health Sciences at UW-Milwaukee has created a certificate program in Therapeutic Recreation (TR) available to a broad range of individuals including students, and TR and other human service professionals in the community. In addition, individuals who are certified with the National Council for Therapeutic Recreation Certification (NCTRC) may wish to complete certificate coursework to comply with continuing education requirements.

The on-line certificate focuses on the development of knowledge and acquisition of skills and abilities in the areas of health and TR. In preparation for the nationally recognized certification examination, coursework covers topic areas included in the NCTRC Job Analysis categories. Courses present the concepts of health, wellness, disease and illness in relation to quality of life for individuals with disabilities. Specific skill development in the areas of assessment and facilitation techniques is also taught and complemented with an ongoing focus on emerging issues in the field of therapeutic recreation.

## **Curriculum**

### **Note:**

- *A minimum cumulative grade point average of 2.5 must be maintained on all the required coursework.*
- Recommended sequence of coursework completion is listed above.
- All courses are taught online.
- Completion of this certificate program allows the individual to meet one portion of the academic coursework required for the credential as a Certified Therapeutic Recreation Specialist with NCTRC. Additional requirements are needed to fully qualify for the credential.

### **Certificate of Advanced Study in Archives and Records Administration (School of Information Studies)**

The Certificate of Advanced Study (CAS) in Archives and Records Administration is designed to help working professionals to update their knowledge in core areas of their responsibilities or to develop another specialty in a library-information area. It will enable students to either alter the direction of a career path or to enrich, update, and strengthen their skills and their knowledge of their field. A Master of Library and Information Science degree or a master's degree in a closely related field such as computer science, educational technology, or history with a minimum of a 3.0 grade point average is required for admission.

### **Curriculum**

The CAS candidate will complete 15 credits of course work, planned in conjunction with the Archival Studies Program Director as an individually designed program suited for the needs and professional objectives of the student.

- A minimum of 12 credits must be taken in the School of Information Studies.
- L&I SCI 650: Introduction to Modern Archives Administration is a required course and prerequisite for most CAS courses.
- Up to 3 credits may be taken in another school or department of the University of Wisconsin-Milwaukee with the prior approval of the Archival Studies Program Director, in an approved area (Ex: Administrative Leadership, Anthropology, Business Administration, Computer Science, Curriculum and Instruction, Geography, History, Political Science, Urban Affairs, and Urban Planning).
- A maximum of three graduate credits may be transferred from another accredited university provided the courses are relevant to the candidate's professional objectives and are included as part of the total approved program.
- No thesis is required, but students may obtain up to 6 credits in independent study which is included as a part of the total approved program.
- A grade point average of 3.0 (on a 4.0 scale) must be maintained.
- The program must be completed within four years from the date of admission.

### **CAS in Archives & Records Administration Curriculum**

Many professionals who work in or manage archival programs received little or no formal graduate-level education in archives and records administration prior to the beginning of their careers. A large number of those who did receive such education were enrolled during a time when the archival sequence consisted of little more than an introductory course, a seminar, and a fieldwork experience. There were no core courses in functional areas as there are for students in a mainstream library and information science program. In addition to the general shortage of coursework, the rapid changes in information and preservation technology as well as ethical and legal issues have made it difficult for working professionals to stay abreast of the latest developments and trends.

The following courses are designed to help bridge this gap and are recommended for consideration by those enrolled in the Archives and Records Administration CAS:

### **Certificate of Advanced Study in Digital Libraries (School of Information studies)**

The Certificate of Advanced Study (CAS) in Digital Libraries is designed to help working professionals update their knowledge and develop specialty relating to the acquisition, organization and maintenance of digital content, virtual collections and services. It will enable students to either alter the direction of a career path or to enrich, update, and strengthen their skills and their knowledge of their field. A Master of Library and Information Science degree or a master's degree in a closely related field such as computer science or educational technology with a minimum of a 3.0 grade point average is required for admission.

### **Curriculum**

The CAS candidate will complete 15 credits of course work, planned in conjunction with his or her advisor, and approved by the Dean of the School of Information Studies as an individually designed program suited for the needs and professional objectives of the student.

- The certificate will be awarded upon completion of 15 credits in approved courses with an overall grade point average of 3.0 (on a scale of 4.0).
- A minimum of 12 credits must be taken in the School of Information Studies.
- Up to 3 credits may be taken in another school or department of the University of Wisconsin-Milwaukee.
- A maximum of three graduate credits may be transferred from another accredited university provided the courses are relevant to the candidate's professional objectives and are included as part of the total approved program.
- No thesis is required, but students may obtain up to 3 credits in independent research which is included as a part of the total approved program.
- Those who have completed appropriate coursework as part of the UWM MLIS degree must complete at least 9 additional credits to earn the certificate.
- The program must be completed within a period of 3 years from first enrollment.

### **Youth Work Credit Certificate (School of Continuing Education)**

The Youth Work Certificate is the first interdisciplinary program for the study of the principles of youth work in the United States. The program is available to students in Social Work, Educational Policy and Community Education, Exceptional Education and Educational Studies. It is ideal for students who want to learn more about adolescence and working with youth in a variety of settings, including large and small community based programs, group homes, foster care and residential treatment centers. The focus is on youth who are troubled or at high risk, but much of the learning applies to youth in general and younger children as well.

The two major benefits are that students:

- Gain a greater understanding of and skills for working with youth
- Access opportunities for a fulfilling career in the emerging youth work profession

### **Curriculum**

#### **Notes**

Students who begin working toward the Certificate early in their coursework usually will be able to fulfill the requirement of their major program without increasing the number of credits needed for graduation.

## **Certificate in Child Care Administration (School of Continuing Education)**

The Credential Program for Child Care Administrators offers an interdisciplinary 18-credit sequence of six courses leading to the Wisconsin Professional Credential for Child Care Administrators. The six seminar-type courses offer up-to-date information on child care administration. The courses feature active involvement through presentations, discussions, information sharing, individual projects and group activities.

The Registry, Wisconsin's Professional Recognition System, awards the credential. The Credential Program courses are offered in a variety of formats designed to meet the needs of busy child care professionals and are offered in convenient and easily accessible locations or online.

The Certificate in Child Care Administration is earned alongside the Administrator Credential. Successful completion of our 18-credit sequence of six courses gives you the ability to earn both the Certificate in Child Care Administration, which is awarded by the Center, and the Wisconsin Professional Credential for Child Care Administrators, which is awarded by The Registry, Wisconsin's Professional Recognition System. Note: Students must complete all six Administrator Credential courses through the Center in order to qualify for the Certificate in Child Care.

The goal of both the Certificate and Credential Programs is to improve the quality of early care and education programs by offering:

- Up-to-date information on child care administration and organizational management
- Practical information that administrators can put to use in their childcare program right away
- Current concepts and "best practices" in administration, management and leadership
- Activities and experiences that improve the knowledge base, skills and competencies of administrators, family child care providers and teachers
- A community of learners that exchanges ideas and shares resources while building a professional network of support
- Face-to-face, blended, and online formats, whichever is more suited to your needs, interests and learning styles
- Courses that can be taken for either undergraduate or graduate credit

### **Curriculum**

- Administration & Supervision in Early Childhood Programs
- Operations Management in Early Childhood Programs
- Financial Management & Planning in Early Childhood Programs
- Early Childhood Programs & the External Environment
- Best Program Practices for Children & Families in Early Childhood
- Leadership in Early Childhood Programs

## **Library Media Specialist Certification (School of Information Studies)**

The University of Wisconsin-Milwaukee offers a complete program to attain certification from the Wisconsin Department of Public Instruction as a school library media specialist. In the state of Wisconsin, this program requires that the student has, or is eligible for, a classroom teaching license in another field before application for the Initial Library Media License (902) can be made. The MLIS degree is required when the candidate applies for the second level of the certification, the Professional 902 License, no later than 5 years after the Initial license begins. In addition to the coursework specified under requirements, all certification candidates will be required to maintain an ePortfolio which demonstrates their proficiency in the Content Standards for Initial Licensure (SOIS ePortfolio Guidelines). Students who currently hold a 901 license and are completing coursework for the 902 will be asked to prepare a modified portfolio as they complete their required courses.

### **Curriculum**

**REQUIREMENTS: 902 Initial License**

The following courses are required for Certification at the 902 Initial level.

Library & Information Science:

- 501 Foundations of Library and Information Science
- 511 Organization of Information
- 520 Managing Library Collection
- Reference/Instruction (Choose at least ONE):
  - - 521 Introduction to Reference Services and Resources OR
    - 691 Special Topics - Information Literacy Instruction
- 571 Information Access and Retrieval
- 591 Research in Library and Information Science
- 711 Cataloging & Classification
- 645 Library Materials for Children
- 646 Library Materials for Young Adults
- Technology (Choose at least TWO):
  - - 670 Production and Utilization of Instructional Technology
    - 685 Electronic Publishing and Web Design
    - 691 Spec Topics: Gaming and Information Literacy
    - 786 Multimedia
- 642 School Library Media Programs and Resources
- 644 School Library Practicum
- Portfolio approval - 902 Initial Standards

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**REQUIREMENTS: 902 Professional License**

The initial Library Media License is not renewable and must be replaced by the Professional License within five years. Movement to the professional level requires:

- three years teaching experience
- the MLIS degree
- the following courses
  - 745 Library Services for Children and Young Adults
  - Management (Choose at least ONE):
    - - 524 Management of Libraries and Information Services OR
      - 746 Administration of School Library Media Systems
    - CURRINS 701 Curriculum Planning (or equivalent)
    - Portfolio approval (902 Professional standard)
    - a Professional Development Plan (completed in employing school district)

We may only certify candidates who already hold a Wisconsin teaching license. Students in states other than Wisconsin must consult with their own licensing agencies to determine whether working with our program will meet that state's licensure requirements.

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**REQUIREMENTS: 91 Instructional Media Supervisor**

Administrative rules and content standards for this license are found at the DPI web site <http://dpi.wi.gov/imt/lmsuplic.html>

Anyone entering this program must have 3 years experience as an instructional library media specialist and a Master's degree in library media.

Required coursework:

Library and Information Science:

- 746 Administration of School Library Media Systems
- 644 School Library Practicum (administrative)
- Portfolio approval

Administrative Leadership:

- 702 Educational Administration: A Survey of Theory and Practice
- 712 Supervising Instructional Personnel
- 812 Educational Personnel Administration

If you have already completed any of the above courses as an undergraduate or post-baccalaureate student, confer with your assigned faculty advisor about utilizing these courses to meet the Wisconsin certification requirement.

### **1<sup>st</sup> 60 Credits Online General Education Program (College of Letters & Science)**

UWM's College of Letters and Science offers a completely online freshman and sophomore undergraduate curriculum that provides the necessary foundation courses to complete the University's General Education Requirements. These courses are offered in a fully online format and can lead to the completion of a degree in conjunction with one of UWM's online majors.

#### **Requirements**

The **competency requirements** assure basic student competencies in English composition, mathematics, and foreign language. The GER mathematics and English composition requirements should be completed early in the academic career to ensure acquisition of critical skills for subsequent coursework. Many UWM schools/colleges require completion of the competencies prior to advancing to the professional portion of the major. Completion of the relevant competency is also a prerequisite for some intermediate and advanced courses.

The **distribution requirements** provide a broad body of knowledge in the arts, humanities, natural and social sciences as a foundation for specialization. Students need to complete these requirements for graduation.

## Competency Requirements

### English Composition

Students can complete the English composition requirement with one of these options:

- earning a grade of "C" or higher in English 102\*
- transferring a grade of "C" or better in a course equivalent to English 102 or a higher level expository writing course
- earning an appropriate score on the English Placement Test (EPT)

### Mathematical Skills

Students can complete the mathematics requirement with one of these options:

- earning at least three credits with a grade of "C" or higher in Mathematical Sciences 105, 106, 175 or equivalent\*
- achieving a placement code of at least 30 on the mathematics placement test

### Foreign Language Requirement

Students can complete the foreign language requirement with one of these options:

- completing with passing grades at least two years of high school level instruction in a single foreign language prior to enrollment at UWM
- completing with passing grades at least two semesters (minimum of six credits) of college-level instruction in a single foreign language (note that currently, online students will need to take these classes at another institution and transfer them in—online classes in foreign languages are in development at UWM.)
- demonstrating foreign language ability equivalent to two semesters of college-level instruction by means of a satisfactory score on an approved placement, proficiency, departmental or other appropriate examination

## Distribution Requirements

Students can satisfy the distribution requirements by successfully completing courses in the following areas:

- **ARTS:**  
Three credits in a course about the history, philosophy, theory, or practice of the creative and interpretive arts (e.g., visual arts, dance, music, theatre, creative writing).
- **HUMANITIES:**  
A total of six credits in at least two courses.

- **NATURAL SCIENCES**  
A total of six credits in at least two courses. At least one course must include laboratory or field experience involving the generation and testing of data, and the application of concepts and knowledge to the solution of problems.
- **SOCIAL SCIENCES:**  
A total of six credits in at least two courses.
- **CULTURAL DIVERSITY:**  
Three credits in a course relating to the study of life experiences of African Americans, Hispanic/Latino Americans, American Indians or Asian Americans. Many, but not all, courses which satisfy Cultural Diversity also satisfy one of the required distribution areas.

### Course Options in the First 60 Credits

(See Undergraduate Catalog for course descriptions.)

#### Humanities

##### Africology

- 100 Black Reality: Survey of African-American Society
- 102 Survey of African-American Literature
- 111 Introduction to African-American History to 1865
- 112 Introduction to African-American History, 1865 to the Present
- 210 The African-American Novel
- 220 Introduction to Statistics in Africology
- 250 Black Women and White Women in the Contemporary United States

##### Art History

- 101 Ancient and Medieval Art and Architecture
- 102 Renaissance to Modern Art and Architecture
- 103 History of Architecture
- 104 African, New World and Oceanic Art and Architecture
- 105 Asian Art and Architecture
- 111 Entertainment Arts: Film, TV, and the Internet
- 241 Introduction to Baroque Art
- 250 Introduction to American Art
- 261 Modern Art
- 358 Modern Painting I: 1850-1900

##### Classics

- 170 Classical Mythology
- 171 Classical Mythology: An Audio-Visual Supplement
- 201 Introduction to Greek Life and Literature
- 304 The Graeco-Roman World

##### Comparative Literature (Comp Lit)

- 133 Contemporary Imagination in Literature and the Arts
- 135 Experiencing Literature in the 21st Century
- 207 World Literature in Translation: Antiquity through the 1600s
- 208 World Literature in Translation: The 17th to the 21st Century

##### English

- 111 Entertainment Arts: Film, TV, and the Internet
- 150 Multicultural America
- 209 Language in the United States
- 215 Introduction to English studies
- 223 American Writers to 1900
- 251 Fantasy in Literature
- 263 Introduction to the Novel
- 269 Literary Forms and Genres
- 276 Introduction to American Indian Literature
- 279 Introduction to Latino/a Literature
- 281 Introduction to African-American Literature
- 290 Introduction to Film Studies
- 295 Women and Film
- 372 Survey of American Indian Literature
- German
  - 111 German Life and Civilization: Part I
  - 115 Seminar in Advanced Topics in Scandinavian Culture
- History
  - 132 World History Since 1500
  - 150 Multicultural America
  - 202 The Ancient World: The Roman Republic and Empire
  - 235 English History to 1688
  - 243 History of Women in American Society
  - 267 The History of Latinos in the United States
- Jewish Studies
  - 101 Jewish Culture in America: History, Literature, Film
  - 247 Topics in Jewish Literature, Art, Culture
  - 261 Representing the Holocaust in Words and Images
- Journalism and Mass Communication
  - 113 Internet Culture
  - 214 Advertising in American Society
  - 260 Contemporary Non-Fiction Media
  - 361 Media Ethics
- Linguistics
  - 100 The Diversity of Human Language
  - 200 Aspects of Language
  - 210 Power of Words
- Philosophy
  - 101 Introduction to Philosophy
  - 111 Informal Logic--- Critical Reasoning
  - 204 Introduction to Asian Religions
  - 232 Topics in Philosophy
  - 235 Philosophical Aspects of Feminism
  - 243 Moral Problems
  - 244 Ethical Issues in Health Care
- Women's Studies

201 Introduction to Women's Studies: A Humanities Perspective

Natural Sciences

Astronomy

103 Survey of Astronomy

Atmospheric Sciences

109 Thunderstorms, Tornadoes and Hurricanes

Biological Sciences

103 Topics in Modern Biology

Geography

120 Our Physical Environment

125 Introduction to Environmental Geography

Geosciences

105 Earth, Air, Fire and Water

106 The Earth Environment

150 Introduction to Ocean Sciences

Mathematical Statistics

215 Elementary Statistical Analysis

Psychology

254 Physiological Psychology

Social Studies

Anthropology

101 Introduction to Anthropology: Human Origins

102 Introduction to Anthropology: Culture and Society

103 Digging Up the Past: Approaches to Archaeology

104 Lifeways in Different Cultures: Survey of World Societies

105 Introduction to Linguistic Anthropology

203 Religions of Hunting-Gathering and Horticultural Societies

250 Women's Roles in Cross-Cultural Perspectives

304 Violence and Warfare in Prehistory

307 World Archaeology: Foundations of Civilization

311 The World of the Ancient Maya

325 Japanese Culture and Society

328 Comparative Studies of Music, Race, and Gender in Nationalism

568 Introduction to Anthropological Statistics.

Communication

101 Introduction to Interpersonal Communication

105 Business and Professional Communication

350 Intercultural Communication

Economics

103 Principles of Microeconomics

104 Principles of Macroeconomics

Geography

105 Introduction to Human Geography

- 110 The World: Peoples and Regions
- 114 Geography of Race in the United States
- 350 Conservation of Natural Resources

Global Studies

- 101 Introduction to Global Studies I: People and Politics

History

- 151 American History 1607-1877
- 152 American History 1877 to the Present

Journalism and Mass Communication

- 101 Introduction to Mass Media

Linguistics

- 212 Language and Gender

Political Science

- 104 Introduction to American Government and Politics
- 105 State Politics
- 106 Politics of the World's Nations
- 175 Introduction to International Relations
- 213 Urban Government and Politics
- 215 Ethnicity, Religion and Race in American Politics
- 243 Public Administration
- 255 Great Issues of Politics

Psychology

- 101 Introduction to Psychology
- 205 Personality
- 260 Child Psychology

Sociology

- 101 Introduction to Sociology
- 103 World Society
- 104 Introduction to Social Psychology
- 150 Multicultural America
- 233 Social Inequality in the United States
- 241 Criminology
- 250 Sex and Gender
- 323 Perspectives on Latino Communities

Urban Studies

- 250 Exploring the Urban Environment
- 360 Perspectives on the Urban Scene

Women's Studies

- 200 Introduction to Women's Studies: A Social Science Perspective

**Online Minor in Architecture  
(School of Architecture and Urban Planning)**

The Minor consists of 18 credits in architecture courses. The first four courses listed below are mandatory. All credits in the Minor must be completed with an overall grade point average of at least 2.75 and no courses may be taken on a credit/no credit basis.

**DRUG-FREE CAMPUS****No:** S-19.5**Date:** 1997 --Rev.(2)  
(Original 7/3/89)

**Authority:** Federal Drug-Free Workplace  
Act of 1988, Drug-Free Schools  
and Communities Act of 1990, and  
UWM Administration

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UNIVERSITY OF WISCONSIN - MILWAUKEE  
STANDARDS OF CONDUCT AND UNIVERSITY SANCTIONS  
CONCERNING ILLICIT DRUGS AND ALCOHOL

The University of Wisconsin System and the University of Wisconsin - Milwaukee prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities.

The use or possession of alcoholic beverages is prohibited on university premises, except in faculty and staff housing and as expressly permitted by the chief administrative office or under institutional regulations, in accordance with s. UWS 18.06(13)(a), Wis. Adm. Code and UWM's Guidelines for Serving Alcoholic Beverages (S-5), *Selected Academic and Administrative Policies*. Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s. UWS 18.06(13)(b), Wis. Adm. Code.

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs ("controlled substances" as defined in ch. 161, Wis. Stats.,) is prohibited in accordance with s. UWS 18.10, Wis. Adm. Code.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under s. UWM 17.06(1)(c), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on university property or the worksite or during work time, up to and including termination from employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules, faculty and academic staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Further, violations of ss. UWM 18.06(13) and 18.10, Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code.

Employees who are convicted of any drug statute violation occurring in the workplace must notify their dean, director or department chair within 5 days of the conviction if the employees are employed by the university at the time of the conviction.

PROCEDURES FOR REPORTING CONVICTIONS  
DRUG FREE CAMPUS POLICY

The UWM Drug-Free Campus Policy, S-19.5, (August 1990), incorporates the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1990. The Drug-Free Workplace Act requires any employee who is convicted (including a plea of *nolo contendere*) of any drug statute violation occurring in the workplace to notify his or her dean, director or department chair within 5 calendar days of the conviction if employed by the university at the time of the conviction. This notification must be in writing.

Within 10 calendar days of receiving information from any source about a conviction the university must notify the federal funding agency if the employee worked on any activity covered by the grant or contract. This includes both direct charge and indirect charge employees. The following steps explain the internal administrative procedure for reporting convictions to the federal funding agency:

1. Dean, director or department chair obtains knowledge (from any source whatsoever) about a drug statute conviction at the workplace. (Consult Legal Affairs if there is a question about whether a particular location is considered a "workplace.")
2. Dean, director or department chair shall contact immediately the Dean or Associate Dean for Research and Sponsored Programs of the Graduate School to transmit the relevant information. This contact shall be by telephone, followed by written confirmation.
3. The Dean or Associate Dean of Research and Sponsored Programs of the Graduate School shall obtain written confirmation of the conviction if the information was obtained by the dean, director or department chair from any source other than the convicted employee.
4. The Dean or Associate Dean of Research and Sponsored Programs of the Graduate School shall determine whether the convicted employee worked on any activity related to a federal grant or contract.
5. If the convicted employee worked on an activity related to a federal grant or contract, the Dean or Associate Dean of Research and Sponsored Programs of the Graduate School, within 10 calendar days of the conviction, must notify in writing the appropriate federal funding agency. The notification should be sent via certified mail and copies sent to the Vice Chancellor and Legal Affairs.
6. The Vice Chancellor shall ensure that appropriate internal discipline and/or rehabilitation is implemented for the employee following applicable due process requirements or collective bargaining agreement provisions and in compliance with the Wisconsin Fair Employment Act.

*University of Wisconsin-Milwaukee*

UNDERGRADUATE STUDENT HANDBOOK

2012-2013



## Dean of Students Office

[dos.uwm.edu](mailto:dos.uwm.edu)

Mellencamp Hall 118  
414.229.4632  
414.229.6793 fax

The Dean of Students Office serves as an advocate for students at UWM. Students come to our office to seek help resolving problems with other offices on campus or to seek support in times of crisis. We assist students with navigating University offices and processes and finding appropriate resources. We also work with students to resolve fee and fine appeals and support students who need to withdraw for medical reasons. Additionally, the Dean of Students Office promotes students' rights and responsibilities by addressing student conduct on campus and in the surrounding communities. Contact our office if there is an incident you would like to report. If you need someone to listen, help, or lend a hand, the Dean of Students Office is your first stop.

### Student Conduct

[dos.uwm.edu](mailto:dos.uwm.edu)

Most students are legally adults and are expected to be aware that UWM does not assume custodial responsibility for its students' personal actions. Each student is responsible for his or her own behavior.

The Board of Regents has designated certain kinds of conduct (Academic and Non-Academic) as subject to University discipline.

#### ACADEMIC MISCONDUCT

UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14). The most common forms of academic dishonesty are cheating and plagiarism.

##### Cheating includes:

- Submitting material that is not yours as part of your course performance, such as copying from another student's exam, allowing a student to copy from your exam; or,
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam; or,
- Obtaining and using unauthorized material, such as a copy of an examination before it is given; or,
- Fabricating information, such as data for a lab report; or,
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or,
- Collaborating with others on assignments without the faculty's consent; or,



- \* Cooperating with or helping another student to cheat; or,
- \* Other forms of dishonest behavior, such as having another person take an examination in your place; or, altering exam answers and requesting the exam be re-graded; or, communicating with any person during an exam, other than the exam proctor or faculty.

**Plagiarism includes:**

- \* Directly quoting the words of others without using quotation marks or indented format to identify them; or,
- \* Using sources of information (published or unpublished) without identifying them; or,
- \* Paraphrasing materials or ideas of others without identifying the sources.

**Internet use:**

The above includes the use of internet materials. Students are responsible for abiding by the internet policies of UWM and the UW System. For complete information, go to [uwm.edu/uis/campus/policies/computing\\_policy.cfm](http://uwm.edu/uis/campus/policies/computing_policy.cfm).

**Internet plagiarism:**

Students should be aware that UWM has two software programs designed to catch internet plagiarism. Students who plagiarize will at the very least have a permanent notation in the Dean of Students' Office which may result in future job or educational chances being jeopardized. Repeat offenses may result in suspension or expulsion.

Academic integrity means honesty concerning all aspects of academic work. Students are encouraged to consult with faculty to develop:

- \* Correct procedures for citing sources of information, words, and ideas.
- \* Ways to properly credit collaborative work with project team or study group members.
- \* Strategies for planning and preparing for exams, papers, projects, and presentations.
- \* Alternative procedures for quiz/exam conditions in classroom environment where cheating has been observed.

If a student is charged with academic misconduct, there are specific procedures, including the right of appeal, which must be followed by UWM. Sanctions imposed by the University in response to academic misconduct range from reprimands to expulsion. Further details concerning the procedures on academic discipline may be obtained from the dean's office in your school or college and from "Conduct Regulations and Disciplinary Procedures" at [dos.uwm.edu](http://dos.uwm.edu).

**Grievance/Appeals**

Each academic department has established grievance procedures for handling such matters as complaints pertaining to grades, treatment by faculty, academic action, as well as appeals of decisions concerning these matters. Information about the procedures is available from the department office, school college or dean's office.

For information concerning grievance procedures pertaining to non-academic matters, contact the Dean of Students Office, located in Mellencamp Hall 118 or call 414.229.4632.

**NON-ACADEMIC MISCONDUCT**

Examples include, but are not restricted to:

- \* Conduct which constitutes a serious danger to the personal safety of other members of the University community.
- \* The sale or delivery of a controlled substance as defined by the Wisconsin Uniform Controlled Substance Act (Ch.161, Stats.), or the possession of a controlled substance with the intent to sell or deliver.
- \* Conduct that seriously damages or destroys University property or attempts to do so.
- \* Stalking or harassment.
- \* Conduct that obstructs or seriously impairs University-run or University-authorized activities.
- \* Unauthorized possession of University property or property of another member of the University community.
- \* Knowingly making a false statement to any University employee or agent on a University-related matter.
- \* Violation of UWM's "Computer Use Policy."

**Prohibited Behavior While on University Property**

Chapter UWS 18 of the Wisconsin Administrative Code entitled "Conduct on University Lands" contains the rules and regulations governing the behavior of all persons present on any UW System campus including all real property subject to the control of the University and/or the UW System Board of Regents.

These rules cover a wide range of prohibited acts including both individual and group behavior on University property. These regulations include provisions concerning:

- |                                   |   |
|-----------------------------------|---|
| * Traffic and parking regulations | * Use of sound amplifying equipment                                     |
| * Use of ID cards                 | * Unauthorized demonstrations, picketing, rallies, and other assemblies |
| * Possession of University keys   | * Vandalism   |
| * Alcoholic beverages and drugs   |   |
| * Carrying firearms               |   |
| * Unauthorized peddling           | * Other prohibited acts   |

In addition, Chapter UWS 18 provides that any person convicted of any crime committed on campus involving danger to property or persons will be prohibited from entering University property for a period of two years from the date of conviction.

For a complete listing of all policies documented in Chapter UWS 18, "Conduct on University Lands," along with non-academic disciplinary procedures, go to

the Office of Student Life Web page at [osl.uwm.edu](http://osl.uwm.edu) and select UW Policies. The following is specific information on a few major regulations. The information provided may not include all provisions but is intended as general information only.

### Smoking

UWM's Smoking Policy (No: S-49) states that UWM prohibits smoking in ALL Buildings, University vehicles and parking structures and within thirty (30) feet of all building entrances, air intakes, operable windows or other designated areas.

### Weapons

No person may carry, possess or use any dangerous weapon on University lands or in University buildings except with the written approval of the chief administrative officer or for law enforcement purposes. No person may display or portray as real any object that resembles a dangerous weapon on University lands or in University buildings or facilities except with the written approval of the chief administrative officer. Dangerous weapons may be confiscated and removed from University lands by police.

### Vandalism

No person may break, tear up, mar, destroy or deface any notice, tree, shrub, flower or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter, destroy or damage in any way any other property, real or personal, within the boundaries of any University lands.

### Bicycles

No person may park or store his or her bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks. Bicycles shall be parked so as not to obstruct the free passage of vehicles and pedestrians.

### Skate Boards, Roller Skates and Roller Blades

No person may skateboard, roller skate, or use roller blades or any other similar wheeled device in University buildings. UWM provisions designate all areas exterior to campus buildings and structures as areas where roller skates and roller blades may be used with regard for pedestrian and vehicular traffic. The use of skateboards is not allowed on any property at UWM.

### Hate/Bias Incident Reporting

In the last few years, there has been an increased focus on the reporting of hate and bias motivated incidents on university campuses across the nation. UWM defines a hate or bias-motivated incident as any disruptive conduct (oral, written, graphic or physical) that is against an individual, or individuals, because of their actual, or perceived, race, color, national origin/ancestry, religion, sex, age, disability, sexual orientation, gender identity/expression, veteran and National Guard status, marital status, pregnancy, political affiliation, or arrest/conviction record.

## Sexual Conduct Policies

The University of Wisconsin-Milwaukee prohibits sexual assault, sexual harassment, and other sex offenses (forcible and non-forcible) on University property or in conjunction with University activities. Wisconsin statutes define these offenses, which are described in this section for informational purposes only.

### SEXUAL HARASSMENT

As defined in s. 111.32 (13) and by S-47 UWM's Discriminatory Conduct Policy (Including Sexual Harassment), is a form of sex discrimination which includes unwelcome sexual advances, requests for sexual favors, and other written, graphic, verbal or physical conduct of a sexual nature which unreasonably interferes with an individual's work or educational performance or which creates a working or learning environment that is intimidating, hostile or offensive. In as much as UWM is committed to fostering the development of learning and work environments characterized by professional and ethical behavior, it discourages consensual amorous and/or sexual relationship where there is a power differential (power is unequal), such as between instructor and student, TA and student or employee and supervisor. Harassment between equals is also possible.

*The penalties for sexual harassment may include any of the following: letters of warning, oral or written reprimand, job reassignment, suspension up to and/or including termination. Contact the UWM Office of Equity/Diversity Services at 414.229.5923 for information, to learn more about sexual harassment policy and law or to file a complaint. The UWM Women's Resource Center (414.229.2852, Union WG93) is available to provide information and support for UWM campus members experiencing harassment.*

### SEXUAL ASSAULT

As described in State Statute 940.225 and 48.02, is ANY sexual contact or sexual intercourse with a person without the consent of that person.

Consent is defined as words or overt actions by a competent person indicating freely given agreement to the sexual contact or intercourse.

Consent is not recognized (legally valid) if given by someone who is under the influence of an intoxicant (including alcohol) such that they are incapable of giving consent; someone who is less than 16 years of age; someone who is unconscious or unable to communicate; or someone suffering from mental illness or defect.

Acquaintance rape and date rape (also referred to as non-stranger rape) are the most common forms of sexual assault. National research on campus sexual assault estimates that between 80-90% of survivors knew their assailant.

**Confidential help is available on and off campus.** Free walk-in personal support, counseling and advocacy services are provided at the UWM Women's Resource Center, located on the ground floor of the Union in room WG93. Free mental health counseling and free or low cost medical services (i.e. emergency

contraception, pregnancy testing, STD & HIV testing) are available to students at the UWM Norris Health Center.

\* For immediate help after an assault (available 24/7), you can call the police at 911 (9-911 from an on-campus phone) and/or the Sexual Assault Treatment Center of Greater Milwaukee, 414.219.5555.

Sexual assault is a criminal offense and the police are primarily responsible for law enforcement and investigation of criminal complaints. The UWM Dean of Students Office (414.229.4632), is responsible for enforcement and investigation of complaints of sexual misconduct involving students. If on campus disciplinary action is taken, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both shall be informed of the outcome of that proceeding. The penalties for sexual assault depend on the details of the crime. The UWM Dean of Students Office, by law, maintains anonymous records of sexual assaults experienced by students and must be notified by anyone who is an UWM employee and learns of such an incident.

**For support and information about options for action, contact:**

**ON CAMPUS:**

- 414.229.2852 ..... UWM Women's Resource Center
- 414.229.4627 ..... UWM University Police Department
- 414.229.4716 ..... UWM Norris Health Center
- 414.229.4632 ..... UWM Dean of Students Office
- 414.229.6589 ..... UWM University Housing Administrative Offices
- 414.229.4116 ..... UWM LGBT Resource Center

**OFF CAMPUS:**

- 414.219.5555 ..... Sexual Assault Treatment Center of Greater Milwaukee (SATC), 24-hour confidential help and information line; specially trained staff for evidence collection
- 414.671.7325 ..... The Healing Center, support and advocacy for survivors
- 414.271.2656 ..... The Anti-Violence Project at the Milwaukee LGBT Community Center

If you have been sexually assaulted, as soon as you can, get to a safe place and seek caring assistance. What happened is not your fault. Prompt medical attention is recommended to help assure your health and well being. If seen within 96 hours of an assault, Sexual Assault Treatment Center (SATC) professionals can provide sensitive, specialized services including medical and legal evidence collection. You can go directly to the SATC anytime, day or night and are under no obligation to notify authorities, file a police report, or agree to evidence collection. For more information about what to expect from a post-assault exam or the evidence collection process, call SATC at 414.219.5555.

## CONSENSUAL RELATIONSHIPS POLICY

Professional risks are associated with consensual romantic and/or sexual relationships where a definite power differential between the parties exists. These relationships are of concern for two primary reasons:

### A. Conflict of Interest

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other staff and students. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student.

### B. Abuse of Power Differential

In a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences remains. Individuals entering into such relationships must recognize that:

- \* The reasons for entering such a relationship may be a function of the power differential;
- \* Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and,
- \* The individual with the power in the relationship will bear the burden of accountability. For more information, contact the Office of Equity/Diversity Services at 414.229.5923.

*Inasmuch as UWM is committed to fostering the development of a professionally ethical environment free of discriminatory attitudes, consenting amorous or sexual relationships between instructor and student are unacceptable.*

## Family Educational Rights and Privacy Act (FERPA)

Dean of Students Office  
Mellencamp Hall 118  
414.229.4632

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- \* The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- \* Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the

record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

#### **Disclosures Allowed Under FERPA:**

- FERPA allows the release of education records without the consent of the student or her or his parents to authorized representatives of the attorney general for law enforcement purposes.
- FERPA permits disclosure to an alleged victim of either a crime of violence or a non-forcible sex offense the final results of any disciplinary action taken against an alleged perpetrator.
- UWM has the discretion to disclose the final results of any disciplinary proceeding undertaken against a student who is an alleged perpetrator of a crime of violence or a non-forcible sex offense if as a result of that disciplinary proceeding UWM has determined that the student in fact committed the crime or offense. However, the definition of "final results" is limited solely to the name of the student, the violation committed, and any sanction imposed by UWM on that student. Only where a victim or witness has provided written consent may UWM disclose the name of that student.
- UWM may disclose to a student's parent or legal guardian information regarding any drug or alcohol violation (whether pursuant to federal, state or local law, or institutional policy) where the student is under 21 and UWM has determined that the student has committed a disciplinary violation.
- FERPA prohibits the University from disclosing your whereabouts. If you wish family or friends to know how to reach you in an emergency, please provide them with a copy of your schedule of classes and campus work hours/location.

## **Office of Equity/Diversity Services**

362 Mitchell Hall  
414.229.5923

No student may be denied admission to, participation in, or the benefits of, or be discriminated against in any service, program, course or facility of the University of Wisconsin-Milwaukee because of race, color, creed, religion, sex, sexual orientation, national origin, disability, ancestry, age, pregnancy, marital status, or parental status. Discrimination is also prohibited based on political affiliation or belief, arrest or conviction record or disabled veteran or Vietnam era veteran status. If you feel you have been discriminated against, contact the Office of Equity/Diversity Services.

## **Safety on Campus**

#### **To protect yourself in public places:**

- Avoid working or studying alone in a building at night.
- When walking at night avoid dark, vacant areas.
- Be alert to your surroundings. If you notice that you are being followed or that someone is acting suspiciously, head quickly for a lighted area or a group of people.

#### **When walking:**

- Stay in well-lit areas, walk midway between curbs and buildings and stay away from alleys and bushes.
- Walk with confidence.
- Do not hitchhike.
- Use B.O.S.S. or the transit system when traveling after dark.

#### **To protect personal property:**

- Join "Operation Identification." All materials are available, at no cost, through the University Police.
- Do not leave purses, wallets or backpacks unattended.
- Never loan equipment or keys to anyone, nor have keys unnecessarily duplicated.
- Don't carry extra credit cards or money.

#### **When leaving the residence hall living area for the day or night:**

- Keep doors locked, even if you are away for only a few minutes.
- Secure or remove valuable items from desktops.
- Double check locks.

#### **To protect yourself when driving:**

- Drive on well-traveled streets.
- Never pick up hitchhikers.
- Park in well-lit/designated parking areas.
- Keep all doors and windows closed and locked.
- Look inside your vehicle before entering.
- If someone tries to enter your stopped vehicle, accelerate and leave the area immediately.
- If stopped by another vehicle, lock your car and sound your horn for help.

#### **Safeguard against predatory drugs:**

- Don't accept drinks from someone you don't know well. Verify the integrity of a drink by opening the can or bottle yourself.
- Alcoholics Anonymous 414.771.9119
- Al-Anon 414.257.2415
- Cocaine Anonymous 414.445-5433
- Detox (Kettle Moraine) 414.342.6200
- Families Anonymous 414.384.8051
- First Call for Help 414.547.3388
- Impact Program 414.276.8487
- Milwaukee County Crisis Line 414.257.7292 (24 hr.)
- Narcotics Anonymous 1.800.240.0276

## UNIVERSITY POLICE

Located in the Sandburg West tower, enter from Maryland Ave.

In an emergency, dial 9-911 from any campus phone. Dialing 414.229.9911 from a cell phone or outside line will also connect you to the University 911 system. For a non-emergency, dial 414.229.4627

The UWM Police Department has uniformed Police Officers, Detectives, Security Officers and S.A.F.E. walkers patrolling the campus and surrounding neighborhood and work closely with the Shorewood and Milwaukee Police Departments.

## S.A.F.E. PHONES

A network of S.A.F.E. phones throughout campus place a direct 911 call to the campus police. These phones are mounted in yellow boxes on poles and are topped by a blue light. To use the phone, open the door to the box and press the red button. Equipment installed in 2004 is ADA compliant and includes Braille instructions.

## S.A.F.E. ALERT EMERGENCY NOTIFICATION SYSTEM

S.A.F.E. Alert allows students, faculty and staff to register to be notified via text message or email in the event of a campus emergency. S.A.F.E. Alert is completely voluntary, and will be used for emergency contact purposes only. Emergency purposes include credible, life-threatening incidents that present imminent danger. At no time will it be used to distribute advertising or other unsolicited content. S.A.F.E. Alert is only available to members of the UWM campus community. Subscribers to S.A.F.E. Alert will pay no fees for the service, other than normal fees charged by their mobile service provider for receiving text messages. For more information or to sign up go to [SAFE.uwm.edu](http://SAFE.uwm.edu).

## LOST AND FOUND

Located in the Union Information Center, Union ground floor (street level). Items are kept one month. Valuables are immediately turned over to the University Police. The Library also maintains a "Lost and Found."

## SNOW EMERGENCIES

Listen to WTMJ Radio 620 am for official word on class cancellations or call the SNOJOKE hotline at 414.229.4444. Class cancellations rarely happen.

## Tuition & Fees

[uwm.edu/bfs/depts/bursar/](http://uwm.edu/bfs/depts/bursar/)

UWM tuition and fees are set by the UW-System Board of Regents.

No paper bills will be sent to currently registered students. An online statement of fees/tuition is available on your PAWS account. To view your online account, payment due dates, or make payments online, select the "Finances" section on PAWS at [paws.uwm.edu](http://paws.uwm.edu). Students are responsible for paying their fees/tuition by the due date specified on PAWS. All PAWS charges may be paid online through your PAWS account. Credit card or "webCheck", options are available. A convenience fee may be charged on your online payment. The UWM Installment Payment Plan is also available for the fall and spring semesters to students who do not pay their tuition and fees, in full, by the due date.

All students are required to sign a University Credit Agreement. Please see the Bursar's website, for more information about tuition and fee due dates, the Installment Payment Plan and the University Credit Agreement.

**Please note:** Fee and tuition deadlines occur earlier than "change of registration" deadlines. Please see the Schedule of Classes ([schedule.uwm.edu](http://schedule.uwm.edu)) for specific dates regarding refund deadlines.

## Career Development Center

[cdc.uwm.edu](http://cdc.uwm.edu)

Mellencamp Hall 128  
414.229.4486

The Career Development Center helps UWM students and alumni:

- choose satisfying majors and careers
- build career skills
- make successful career transitions

**Career Counselors** help students better understand their interests, skills, and values and how they connect to UWM majors and careers in making intelligent choices.

They also help students clarify career directions as well as work through uncertainties and obstacles while applying for internships and jobs. Job search tasks like resume writing, employer targeting, self-marketing, and interviewing can then be accomplished with more confidence — and greater success.

**Career Resource Assistants (CRAs)** are trained student peer advisors who help other students learn about CDC services, resources for choosing a major and career direction, researching careers, resumes, interviewing, and successful job/internship searching.

**Career Information Library, Media Center, and Computer Mini-Lab** is a hub of activity for student advising, information-giving, and self-directed research. The facility contains print, media, and Web-based resources.

**Successful Career Transitions** (Ed. Psych 301) is a two-credit course for juniors and seniors to help clarify career plans and prepare successful job search strategies. Goal setting, employer research, resume and cover letter development, using the Web, networking and interviewing are all covered in the course.

**The CDC Website** (*cdc.uwm.edu*) is a virtual career center providing tools, information, and links to help students in all aspects of academic/career planning; internship development, and successful job hunting.

**Workshops** on a variety of topics like Resume Writing, Job-Seeking, Networking and interviewing are offered in classes and for student organizations. The career workshop **Interests, Values & Skills** along with **Researching Majors & Careers** is offered each spring in the Career Development Center.

**Express Lane** provides opportunities to speak with CDC staff for 10-15 minutes on a first-come, first-served basis on resume writing, brief job search, interview questions, and beginning steps in career planning.

**PantherJobs** is a Web-based technology connecting students with employers—the easiest and most effective way to obtain career resources through UWM. Resources include job postings for campus, part-time, summer, internship, and full-time opportunities; campus interviewing; resume referral; and researching employers and industries.

**PantherNet** is a Web-based network of UWM alumni and friends who are willing to meet with students and/or provide career and employment information. The network is available through PantherJobs.

**The All Majors Career Day** (fall), **Campus Opportunities Fair** (fall), **Diversity Career Day** (spring) and **Just in Time Recruitment Fair** (spring) provide excellent opportunities for students to meet employers, increase career awareness, and apply for specific opportunities.

Students in the Sheldon B. Lubar School of Business and the College of Engineering and Applied Sciences are encouraged to use and participate in services from their Career Services office.

## Registration

The **Schedule of Classes** (fall, UWinterM, spring and summer) provides extensive information about registration, course restrictions, changing your registration, withdrawing from ALL your classes, dropping classes, fees/tuition, admission, and records. Course information can be found at *schedulla.uwm.edu* and is updated regularly.

**Course Descriptions** are in the undergraduate and graduate catalog or online at: *uwm.edu/catalog*.

### **Panther Access to Web Services/PAWS** *paaws.uwm.edu*

PAWS provides students access to a variety of services such as changing your address, reviewing your grades, checking for "holds" (designated as negative service indicators on your record) and registering for classes. Once you are logged on, a full menu of services will appear. If you run into difficulty using PAWS, contact the Help Desk by calling 414.929.4040 or by filling out the web form at *GetTechHelp.uwm.edu*.

### **Avoid Late Fees—Register EARLY!**

Students who initially register after the late registration date published in each semester's Schedule of Classes will be assessed a \$50 late registration fee. If you register after the tuition due date, you will be responsible for both the \$50 late registration fee AND the administrative assessment for late payment of fees/tuition.

## Campus ID Cards

Every UWM student who takes courses on campus must have a Campus ID Card. The ID Card is necessary in order to use the Libraries, Kloische Center and Pavilion, and many other campus services and facilities. Some departments require the ID Card for taking exams or using lab facilities. Your ID Card will also provide you with special rates to UWM athletic games and fine arts performances.

There is a \$10 charge for an initial or replacement Campus ID Card. The University is not responsible for replacement cost of cards due to damage that occurs when cards are altered from their original format (e.g. punching a hole in the card).

The ID office is located in Mellencamp Hall 274.

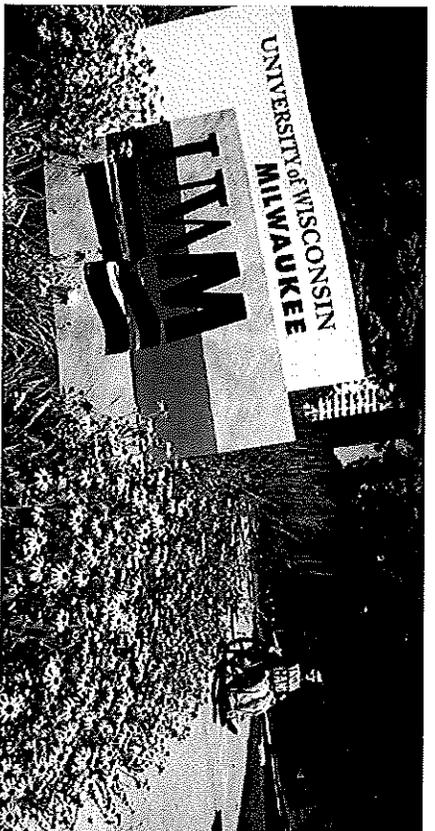
### **ID CARD ACCOUNT OPTIONS:**

There are two service accounts available on your ID Card for use at various outlets across campus. There are no service charges.

1) **Gold Account** – allows you to make purchases at the Bookstore, buy food (tax-free to students) at UWM dining outlets, and purchase tickets to athletic events and performances. For residents of Sandburg Hall, your Gold Account can be used to purchase laundry, vending, and copying services. Money can be placed on your Gold Account at the UWM Bookstore Information Desk, the Panthercard office or any University Housing service desk.

2) **Resident Account** – allows residents of Sandburg to use the Dining Services Meal Plan. Information is available at the Sandburg Hall Service Desk or online at *university/housing.uwm.edu*.

Contact University Housing at 414.929.5141 for more information on the Resident Account and the Gold Account. Contact University Housing at 414.929.4065 for more information about the Resident Account.



## Transcripts

A transcript is a copy of your UWM record. UWM offers both official and unofficial transcripts.

- \* Official transcripts are mailed directly from UWM to the receiving institution.
- \* Unofficial transcripts are issued to the student and are stamped "Issued to Student." Unofficial transcripts may not be considered acceptable by receiving institutions. Institutions may require transcripts be mailed directly from UWM.
- \* If you wish to request undergraduate transcripts, provide your name, student number, and the date or semester you last attended UWM. Sign your request and include a check or money order payable to UWM. Transcripts are \$10 per copy. Transcripts will be mailed within three days (except during peak periods).

### UNDERGRADUATE TRANSCRIPTS

**Drop off signed requests:**  
Mellencamp Hall 274

**Online requests:**  
[transcripts.uwm.edu](http://transcripts.uwm.edu)

**Fax signed requests to:**  
Enrollment Services at 414.229.6940. Then call 414.229.3800 (touch 1, then touch 7) to provide credit card information for the transcript fee.

**Mail signed requests to:**  
Undergraduate Transcripts  
UWM Enrollment Services  
P.O. Box 729  
Milwaukee, WI 53201

Requests sent to UWM via "express mail" should be addressed to:

Undergraduate Transcripts  
UWM Enrollment Services  
Mellencamp Hall, Rm 274  
2442 E. Kenwood Blvd.  
Milwaukee, WI 53211

**Unofficial Undergraduate Transcripts:**  
Go on PAWS, click "Other Academics," then click "Request Unofficial Transcript." An unofficial transcript will be emailed to your UWM email account.

### GRADUATE TRANSCRIPTS

Requests can be found at [graduateschool.uwm.edu](http://graduateschool.uwm.edu).

**Drop off signed requests:**  
Mitchell Hall 261

**Fax signed requests to:**  
Graduate Student Services at 414.229.6967. Then call 414.229.6569 to provide credit card information for the transcript fee.

**Mail signed requests to:**  
Graduate Student Services  
P.O. Box 340  
Milwaukee, WI 53201

### Unofficial Graduate Transcripts:

Unofficial transcript requests, free of charge, may be submitted to our office using any of the aforementioned methods. Current students can get unofficial transcripts from PAWS.

## Financial Aid Office

[financialaid.uwm.edu](http://financialaid.uwm.edu)

Mellencamp Hall Room 162  
414.229.4541  
[finaid@uwm.edu](mailto:finaid@uwm.edu)

Campus employment opportunities (both federal work study and non-federal work study) are available through the Career Development Center. Select PantherJobs under Quicklinks on their website, [cdc.uwm.edu](http://cdc.uwm.edu)

Please refer to the financial aid website for further information about verification, special students, financial aid award letter, promissory note, completion of credits, student employment, scholarships, disbursement of aid, frequently asked questions, eligibility requirements and rights and responsibilities.

**Applying for Financial Aid:** A Free Application for Federal Student Aid (FAFSA) must be submitted to be considered for financial aid. Applicants must be accepted for admission into an eligible program at UWM before they will be evaluated for financial aid. Financial aid must be applied for each year.

The FAFSA is always free. However, there are people who offer help in completing the FAFSA for a fee. Applicants should be cautious anytime a fee is required.

The FAFSA is available in two formats: paper and electronic. The approximate time to process a FAFSA is three to eight weeks. The Financial Aid Office recommends applying for aid using FAFSA on the Web ([fafsa.gov](http://fafsa.gov)) as it is faster (10-14 days) than using the paper version. It is also more accurate, as it is designed to catch errors. A worksheet can be downloaded from the site to use as a working copy. A PIN issued to the student from the Department of Education is needed to electronically sign the application. A PIN can be acquired at [pin.ed.gov](http://pin.ed.gov). Students will use this PIN for many transactions during their academic careers. A parent of dependent students should also request their own PIN.

### Deadlines and Important Dates

Most financial aid is awarded on a first-come, first-served basis and many programs have limited funding. It is best to submit a FAFSA as soon as possible after January 1st preceding the start of the academic year for which aid is requested. The priority filing date at UWM is March 1st for the fall semester.

The FAFSA filing campaign runs from Jan. 1st to March 31st each year. Watch for information in the Union the second week of February.

**UWinterim and Summer:** Financial aid awards are based on two semesters of enrollment, fall and spring. Students attending UWinterim and/or summer classes will be awarded aid based on remaining academic year eligibility. Please refer to the "Apply for Financial Aid" link on the financial aid website for details.

The Study Abroad Grant application deadline is mid-October for UWinterim trips and mid-March for summer trips.

Additional important dates and deadlines can be found in the calendar pages of the planner section of this handbook.

### STUDENT AID REPORT (SAR)

Approximately three to 10 days after filing the electronic FAFSA, the applicant will receive a **Student Aid Report (SAR)**. This report is emailed or mailed from the federal processor. It summarizes all the information provided on the FAFSA. **Keep** this report and **review** it for accuracy. Corrections can be made online, using a Department of Education PIN number at [www.fafsa.gov](http://www.fafsa.gov). If you did not use the IRS Data Retrieval Tool when you originally filed the FAFSA, you should go back into your FAFSA and use this tool two weeks after filing your taxes electronically; eight weeks if you file your taxes via paper. Not all corrections are acceptable. Updates to household size, number in college, asset information, and marital status are only allowed if the answer was incorrect at the time of application. Please contact the Financial Aid Office before making any changes to these items.

Each school on the FAFSA is sent an electronic copy of the SAR. In some cases, additional information will be required. Students should watch their email and

PAWS accounts for any requests or items in their "To Do" list. Even if additional documentation isn't required, processing times typically take at least three to four weeks. An email is sent once financial aid eligibility has been determined.

### TUITION REMISSIONS/WAIVERS, FELLOWSHIP AND RESEARCH ASSISTANTSHIPS

Fellowships, as well as some tuition remissions or waivers, can affect the need-based aid in your financial aid package. Teaching and Project Assistantships (TAs/PAs) no longer affect your eligibility for federal aid. However, the University still reports these resources to the UW System. If you are receiving a tuition waiver, fellowship or research assistantship from the University and it does not appear in your PAWS financial aid award, please notify our office immediately. Although TAs and PAs are no longer considered a financial aid resource, the earnings should be listed as untaxed income on the next year's FAFSA if you file.

It is important for the department awarding you the tuition remission to post the remission/waiver to your PAWS account in a timely manner. If your other financial aid funds are disbursed prior to your remission/waiver being processed, these will automatically be applied to your tuition account balance. You may not receive any expected refund check until after your tuition remission/waiver has been processed.

## Neighborhood Housing Office

[nho.uwm.edu](http://nho.uwm.edu)

Student Union WG85  
414.229.6999  
414.2293.3134 (fax)  
[housing@uwm.edu](mailto:housing@uwm.edu)

The UWM Neighborhood Housing Office (NHO) provides direct outreach and advising to help students find quality off-campus housing and roommate(s) through education, referral, and support. We promote healthy living and civic responsibility to connect students with UW-Milwaukee and the surrounding neighborhoods.

The NHO maintains an online listing service of rental units, individuals who are looking for roommates, rooms for rent, subleases, and general off-campus living information located at [neighborhoodhousing.uwm.edu](http://neighborhoodhousing.uwm.edu). These properties are not inspected or approved by the University.

### SEARCHING FOR HOUSING TIPS

\* Decide first if you want a roommate, how much you can afford to pay for rent and bills, and what necessities you need (off-street parking, dishwasher, on-site laundry, etc.). This will help narrow your search. Avoid looking at places that will not meet your needs or suit your budget.

- If you decide to share a rental unit with a roommate(s), be aware that the City of Milwaukee Occupancy Ordinance states that no more than three unrelated individuals can live together in a single rental unit unless the landlord has a rooming house license.
- Be aware that if you are living with a roommate(s), each co-tenant is, by law, individually as well as jointly liable for all money owed to the landlord. This means the landlord can hold any one of the co-tenants responsible for all money owed.
- Understand when to start looking for a place! The rental market around UWM and the metro Milwaukee area is wide open. This means that there are plenty of affordable housing options year round. You should start looking for rental units only two to three months before you want to move in. Signing a lease too early could cost you! Do not sign a June, July or August lease until AFTER spring break.
- Housing on the East Side tends to be more expensive the closer you are located to the campus. Leases and/or rental agreements are generally set for 9-month or 12-month periods. All other periods (monthly or 3-month) are also negotiable with the landlord.
- Have the University Legal Clinic review your lease. They are located in Union 357. Their website is [uwm.edu/studentorg/alc](http://uwm.edu/studentorg/alc).
- Check your Landlord, Property Management Company, and the property address out on Wisconsin Circuit Court Access at [wcca.wisconsin.gov](http://wcca.wisconsin.gov) and with the Department of Neighborhood Services at [city.milwaukee.gov/departments/neighbor316.htm](http://city.milwaukee.gov/departments/neighbor316.htm). Landlord ratings are also available on the NHO website. We can help you run a background check on your landlord.
- For any safety concerns contact the Milwaukee Police Department at 414.933.4444 or the UW-Milwaukee Police Department at 414.229.4697.

## PARKING

Living outside of walking distance to campus is common for UWM students. The NHO can assist you with getting to know the UWM neighborhoods, greater Milwaukee area, campus resources, etc. Here are some additional tips to remember as a student living off-campus:

- Use UPARK and UPASS for free options when coming to campus.
- The City of Milwaukee has many parking restrictions. Visit their website at [city.milwaukee.gov/mpu/divisions/administrative/parking/ParkingServices.htm](http://city.milwaukee.gov/mpu/divisions/administrative/parking/ParkingServices.htm).
- For the City of Shorewood visit [villageofshorewood.org](http://villageofshorewood.org).

## COMMUNITY OUTREACH AND ASSISTANCE TO STUDENT TENANTS (COAST) LEADERS

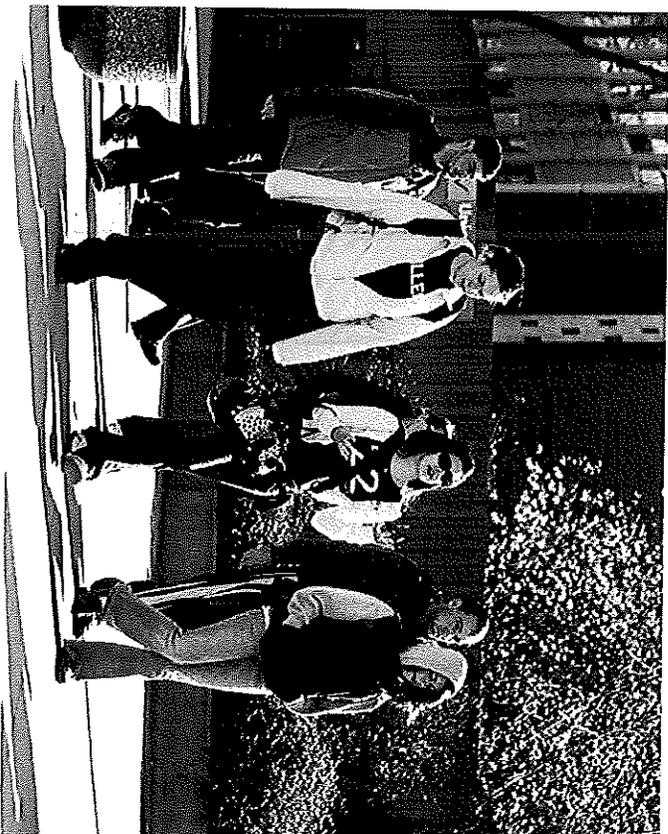
COAST Leaders are students hired, trained, supported, and supervised by the Neighborhood Housing Office to serve as a peer educator and resource for identified student neighborhoods. COAST Leaders are not in a position to set rules or guidelines for their street's residents or enforce local or community laws. COAST

Leaders will however have the opportunity to program, network, and communicate with their surrounding neighbors (including student tenants, landlords, and long-term residents) to create a stronger sense of community for all. COAST Leaders can assist you with any off-campus housing questions and referrals. Contact [csldtrs@uwm.edu](mailto:csldtrs@uwm.edu) for more information.

## NEIGHBORHOOD RELATIONS

UWM lies at the center of a lively mix of neighborhoods on Milwaukee's upper East Side, each with its own personality and distinctive blend of housing, shops, restaurants, parks, and nightspots. Located just a few blocks from Lake Michigan, these neighborhoods are home to many UWM faculty, staff and students. Because of the special nature of these neighborhoods, UWM joins with students and community members to help preserve their character. Successful living in this area requires respect, communication and cooperation. It means working together to ensure that all members of the community respect the rights and diversity of their neighbors. Along with these rights come responsibilities.

If you have questions or concerns about neighborhood relations, would like to be involved with neighborhood outreach, or would like to check out additional resources for those living or visiting off campus, please visit [neighborhood.uwm.edu](http://neighborhood.uwm.edu) or contact UWM Neighborhood Relations at 414.229.4451.



## Student Accessibility Center (SAC)

sac.uwm.edu

Mitchell Hall 112  
414.229.6287

*For more information or to schedule an appointment, please contact SAC or view our website.*

The Student Accessibility Center (SAC) provides services to students with disabilities to ensure accessibility to academic programs. SAC offers the following accommodations: counseling, evaluation referral, disability-related information, adaptive technology counseling and equipment, and interpreter services for academically-related purposes. SAC does not offer disability evaluation and/or testing, personal services, or attendants.

In order to ensure timely provision of requested services, students are strongly encouraged to provide SAC with the appropriate documentation and requesters for accommodation as early as possible for a course, workshop, program or activity. Reasonable accommodations may include registration assistance, including priority registration, referrals and general advising.

### **What should I do if I suspect I have a disability and want to receive accommodations?**

If you have a disability you must provide documentation of that disability to SAC. A qualified professional who is licensed or certified to diagnose the disability in question must supply this documentation. An appointment should be scheduled with a SAC counselor to review the documentation and the need for services. Each program has its own Disability Documentation Policy. The SAC counselor will complete a Verified Individual Services and Accommodations form, or VISA, which you can use to show instructors and faculty.

### **Are there any campus services that could assist me with determining if I have a disability?**

Yes, Norris Health Services may be of assistance for mental health disabilities, and the UWM Psychology Department Training Clinic provides an assessment for learning disabilities and attention disorders, which is available to students registered at UWM. The Clinic can be reached at 414.929.5521. There is a reduced student fee charged for this assessment.

### **What kinds of accommodations are available?**

Academic accommodations include, but are not limited to, testing accommodations, interpreters, captioning, note taker services, alternative textbook services (e.g., books on tape, electronic text, Braille text), and supportive counseling. SAC assists students with issues and situations related to advocacy, accessibility, on-campus housing, transportation services, and attendant care. SAC is a resource for information including, but not limited to, tutoring services, study skills and time management, community resources, disability awareness, and various University services.

## University Housing

universityhousing.uwm.edu

facebook.com/UWMUniversityHousing

twitter: @UWMResHalls

### **Main Office**

3400 N. Maryland Ave.  
Monday - Friday: 7:45am to 4:30pm  
414.229.4065 or 1.800.622.0286

### **Sandburg Main Desk**

414.229.6123

### **Cambridge Commons Service Desk**

414.935.6900

### **RiverView Service Desk**

414.229.3595

### **Kenilworth Square Apartments Service Desk**

414.229.0512

University Housing offers students the chance to live in five unique facilities: Cambridge Commons, Kenilworth Square Apartments, Purin Hall, RiverView Residence Hall, and Sandburg Halls

Approximately 4,200 residents are part of the University Housing community. In most halls, a student staff member lives on each floor/house and is available as a resource for students. As a member of our community, you have the opportunity to be involved in the Student Housing Administrative Council (SHAC) and the National Residence Hall Honorary (NRHH). These organizations serve to represent and recognize students in the residence halls and provide valuable leadership opportunities for residents who choose to get involved.

### **Our communities include the following amenities:**

- \* Fitness Center
- \* Movie theater
- \* 24-hour security
- \* Cable television
- \* Grind coffee shop
- \* Cafeteria
- \* Late-night fast food restaurant
- \* Laundry
- \* High-speed Internet in each room
- \* Study lounge

If you do not currently live on campus and are interested in housing, please contact our office at 414.229.4065 or email us at [contract-group@uwm.edu](mailto:contract-group@uwm.edu).

# University Legal Clinic (ULC)

ulc.uwm.edu

Union 357  
414.229.4140

The University Legal Clinic offers free information and consultation to currently enrolled UWM students. Major services provided by paralegals and consulting attorneys include information to protect and enforce your rights in matters relating to divorce, child custody, personal injury, criminal and traffic offenses, landlord/tenant, and more. The attorneys on staff can also be retained at a student discount rate through the LAWS (Lawyers Assisting Wisconsin Students) Program.

*Note: They cannot do any counseling over the phone.*



## Access to Success (A2S)

[accessstosuccess.uwm.edu](http://accessstosuccess.uwm.edu)

Access to Success (A2S): a series of campus-wide initiatives designed to help students achieve greater success, especially during their first year. The goals and actions of Access to Success are embraced by the entire UWM community and include a continuum of initiatives starting with recruitment and culminating in graduation. Several of these initiatives are described below.

### FIRST YEAR LEARNING COMMUNITIES

The best way for many students to have a successful first semester in college is to enroll in a course designed to challenge their intellectual curiosity and ability while also preparing them for college and their intended major. Your advisor can assist you in selecting the First Year Learning Community that is most suitable for you.

### TUTORING, SUPPLEMENTAL INSTRUCTION AND TEAM TEACHING

There are lots of services available to you from PASS, the Panther Academic Support Services, and from programs across campus that coordinate tutoring with PASS. Free tutoring services are available for more than 80 100- and 200-level courses, including math, English, and large lecture courses. Tutoring is also available to you using Desire 2 Learn (D2L), an online program.

Supplemental Instruction (SI) is offered to help you in courses that may seem difficult. SI sections are offered two or three times per week and are directed by an advanced student who plans the SI sessions with the course instructor.

You may also be interested in joining a study group. If so, the Team Teaching Program is a good starting point. This is a preceptor program designed to bring more personal attention to large lecture classes. Students within the class are selected as preceptors who lead study groups and assist the professor.

Please see the PASS section in this handbook for further information on these and other programs or contact them at 414.229.3796. Tutoring and supplemental instruction may also be offered by individual schools and colleges; be sure to check with your advisor to find out what is available for you in some of the more advanced courses in your major.

### WEB-BASED EARLY WARNING SYSTEM

Instructors of freshmen students are asked to assess their students' progress as of the fourth week of classes and let advisors know, via a Web report on PAWS, if freshmen performance is satisfactory or unsatisfactory. Should your instructor feel that you are behind in class performance, you will likely be contacted by your instructor and your advisor with suggestions for improving. Although not all instructors participate in this program, it is to your benefit to meet with your advisor early if you are having trouble in a course. They can assist you in finding the help you need to be successful.

## ACADEMIC ADVISING

Your best source of information and encouragement is your assigned academic advisor. Make an appointment early in the semester so that you are well acquainted with your advisor before the rush of registration begins for the next semester. Multicultural students are also encouraged to make use of UWM's Multicultural Student Services. Located on the first floor of Bolton Hall are the Offices of African American Student Academic Services, American Indian Student Services, the Black Cultural Center, the Roberto Hernández Center, and Southeast Asian American Student Academic Services.

*There are many other student resources and support services available to you as a student on the UWM campus. Several are outlined in this handbook; others are described online at [studentsuccessresources.uwm.edu](http://studentsuccessresources.uwm.edu).*

## Center for International Education (CIE)

**International.uwm.edu**

Garland Hall 102  
414.229.3757

Under the umbrella of the Center for International Education, UWM coordinates a variety of international teaching, research and outreach activities. CIE administers academic programs such as the International Studies and Global Studies majors as well as area and peace studies certificates; faculty research opportunities including conferences, publications, guest lectures and colloquia; overseas study, internship and exchange programs; international admissions and immigration advising; world affairs programs for the public and K-12 students; and professional development programs for K-16 teachers. Within CIE, four offices coordinate international programs and services:

- **Academic and Research Programs.** Garland Hall 102, 414.229.3757. This office administers the Global and International Studies degree programs, area and peace studies certificates, scholarly conferences and programs fostering faculty research.
- **Institute of World Affairs.** Garland Hall 114, 414.229.3290. The Institute is Wisconsin's World Affairs Council, providing public education and K-16 outreach programs on current issues in international affairs.
- **International Student and Scholar Services.** Garland Hall 138, 414.229.4648. This office provides admissions assistance, immigration advising and orientation to UWM's approximately 900 international students and scholars.
- **Study Abroad.** Pearse Hall 166, 414.229.5182. This office offers a wide variety of study abroad, internship, and exchange programs for UWM students while fostering faculty participation in study abroad and negotiating inter-institutional partnerships.

## First Year Center (FYC)

**[fyc.uwm.edu](http://fyc.uwm.edu)**

Bolton 120  
414.229.5385

Monday and Thursday: 9 am to 5 pm  
Tuesday and Wednesday: 9 am to 7 pm  
Friday: 9 am to 2 pm

The First Year Center (FYC) is the one-stop where you can find information about all of the valuable resources on campus. The mission of the FYC is to provide comprehensive services to new first-year and transfer students enrolled at UWM.

The FYC is also home base to the First Year Mentors and Student Success Advocates who meet one-on-one and maintain communication with their first-year students and assist in the development of targeted social and educational programming.

UWM provides each new first-year student with a Mentor as a first contact when you arrive on campus. The Mentor will introduce you to campus resources and help with the transition process. They will also be there during the semester to provide guidance and assistance. Be sure to maintain contact with your Mentor during the academic year as a way of enhancing your social and academic experience.

For details, stop in or check out our website at [fyc.uwm.edu](http://fyc.uwm.edu)!

### First Year Student Checklist:

- **Visit the First Year Center:** located in Bolton 120, this is a great place to socialize with students, attend events and get all your questions answered.
- **See your academic advisor:** your best source of information and encouragement.
- **Talk with your FYC Mentor:** a first contact when you arrive on campus and a personal advocate during your first year.
- **Meet a faculty member:** who shares your academic interests.
- **Sign up for tutoring:** individualized academic coaching for your courses.
- **Take advantage of Supplemental Instruction:** weekly review sessions especially designed for large lecture classes.
- **Seek out enhanced learning/research opportunities:** from the Honors College to Business Scholars to the Undergraduate Research Opportunity Program (UROP).
- **Go to the Multicultural Support Services Offices:** first floor of Bolton Hall.
- **Explore the opportunities:** get involved in student organizations and other co-curricular activities by visiting the Center for Student Involvement (Union 363) or online at [activities.uwm.edu](http://activities.uwm.edu).

## Graduation

[uwm.edu/secu](http://uwm.edu/secu)

Secretary of the University  
414.229.4163  
[secofunv@uwm.edu](mailto:secofunv@uwm.edu)

At the beginning of your final semester, you should apply for graduation on PAWS. This will allow you to receive mailings on what procedures you must complete for graduation, including fees, ceremony announcements, and cap and gown purchases. If you do not indicate when you plan to graduate, you will not be notified properly. The semester prior to graduation is also the time to begin work on your job search or application for Graduate School studies. Contact the Career Development Center for assistance in these areas. As you approach graduation, check with your advisor to make sure that you will be able to complete all necessary courses by your estimated graduation date.

- UWM holds graduation exercises twice each year. In mid-December there is one ceremony for all degree candidates. In mid-May there is a Graduate School Ceremony for Master's and PhD candidates and a Baccalaureate Ceremony for all Bachelor's degree candidates.

- All UWM students may order a cap and gown and graduation products online at anytime at [uwm.jostens.com](http://uwm.jostens.com) or by phone at 1.800.854.7464.

Visit [uwm.edu/secu](http://uwm.edu/secu) for graduation applications, fees and other commencement information.

## ALUMNI ASSOCIATION

[alumni.uwm.edu](http://alumni.uwm.edu)

414.906.4662

Once a Panther, always a Panther. Get involved with the UWM Alumni Association ...before you graduate!

Before long, you'll graduate from UWM, and when you do, you'll automatically be part of the UWM Alumni Association. We're a dues-free organization that works to keep our 130,000 graduates connected to the University and to each other.

There are many ways for you to be active with the Alumni Association, even before you graduate.

- Check out our website for news and upcoming events – [alumni.uwm.edu](http://alumni.uwm.edu).
- Volunteer your time to help at one of the many activities throughout the year. Call us at 414.229.4290 or email us at [alumni@uwm.edu](mailto:alumni@uwm.edu) to learn of upcoming events/programs at which you can assist.

## Graduate School

[gradschool.uwm.edu](http://gradschool.uwm.edu)

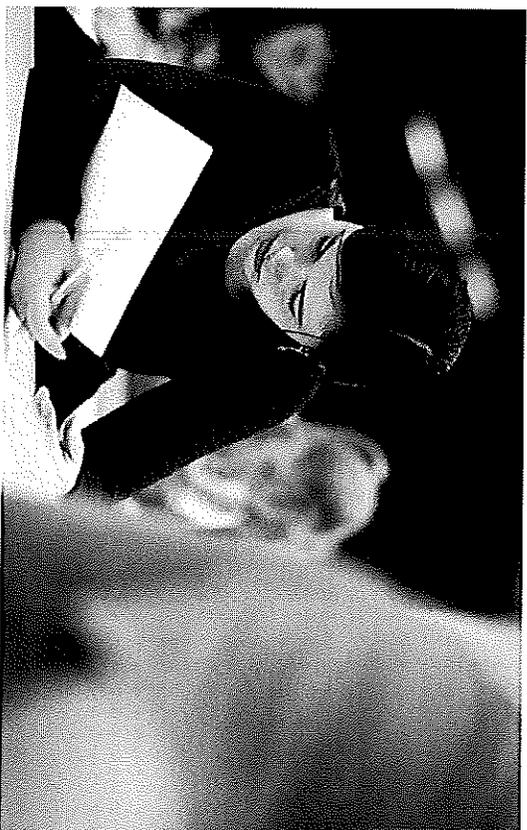
Mitchell Hall 248  
414.229.6569  
[gradschool@uwm.edu](mailto:gradschool@uwm.edu)

One of two doctoral degree-granting institutions in the University of Wisconsin System, UWM has earned the highest ranking possible from the North Central Association of Colleges and Schools, and is classified as an extensive doctoral/research university by the Carnegie Foundation for the Advancement of Teaching. The Graduate School offers a wide range of graduate studies in its 52 master's and 31 doctoral degree programs. There are traditional fields of study, as well as innovative professional and interdisciplinary programs, and most can be pursued on a full-time or part-time basis. To accommodate schedules of working students, late afternoon and evening courses are offered. Some program units also schedule weekend courses.

Graduate students are eligible to apply for several types of assistance available through UWM. To locate information about Graduate Fellowships or Teaching, Research and Project Assistantships, please contact the Graduate School. See the website for more details.

### Graduate Record Examination (GRE) Fee Waiver

Many students who receive financial aid are eligible for a waiver of the testing fees. For more information, contact the Financial Aid Office, Mellicamp Hall 162, 414.229.4541.



## Honors College

[uwm.edu/Dept/Honors/](http://uwm.edu/Dept/Honors/)

Honors House 154  
414.229.4658  
[honorwebp@uwm.edu](mailto:honorwebp@uwm.edu)

Open to students in every major and discipline, the program enhances the learning experience by offering the most talented and motivated students the personalized education of a small liberal arts college without sacrificing the unique opportunities available at a major research university. This is done by providing:

- Individual attention in seminars (limited to 15 students) taught by faculty members committed to excellence in undergraduate education.
- An active learning environment in which students are taught to think critically and improve their writing and speaking skills.
- Opportunities to engage in undergraduate research, either by working as a research assistant or by doing a senior thesis or project.
- Academic Advising and Support Services, including: individual Freshman, Sophomore, and Junior Reviews; a writing specialist to help students plan, write, and revise essays; assistance in preparing applications for fellowships and admission to graduate and professional schools; assistance in preparing the senior thesis or project.

## Institute For Service Learning

[uwm.edu/isl](http://uwm.edu/isl)

Holton Hall G26  
414.229.2348  
[isinfo@uwm.edu](mailto:isinfo@uwm.edu)

Service learning classes are designed to augment class lectures and textbooks while giving students the chance to leave campus and learn in a community setting. The ISL staff works with faculty, students and community partners to design mutually beneficial learning opportunities. Examples include:

- Education students designing curriculum and tutoring in local schools
- History students creating exhibits with area museums
- English students writing grants with local nonprofit organizations
- Conservation & Environmental Science students designing rain gardens with area youth

Last year 1,500 UWM students were placed in service learning assignments and many used them as stepping stones to future employment or to test whether a particular major or career was right for them. Contact the ISL office for more information and a list of service learning classes.

## Panther Academic Support Services (PASS)

[uwm.edu/pass](http://uwm.edu/pass)

Main Office: Bolton 180  
414.229.3726  
Student Success Center, Bolton Hall 120  
414.229.2779

Supplemental Instruction & Tutoring Service, Library East Wing and Library E154  
414.229.3610  
Sandburg (C210), Riverview and Cambridge Residence Halls – evening tutoring  
Academic Enrichment Center, Cunningham 147

Panther Academic Support Services (PASS) is here to help you succeed academically at UWM, especially in your introductory college courses. We use peer educators to guide you through your courses and serve as academic coaches. Learn the ropes from successful UWM students. Take advantage of our free services whether you want to earn an "A" or find a course a challenge.

PASS provides weekly tutoring sessions Supplemental Instruction (SI) review sessions. You can apply at our website or in any of our centers. You can also register for online tutoring on our website or check our website for walk-in assistance.

We offer tutoring and Supplemental Instruction for more than 125 100- and 200-level courses in all subject areas, especially in math, science, social science, humanities, and business. Services are free to all currently enrolled UWM undergraduates. Over 100 juniors, seniors and graduate students assist students with questions regarding their assignments, lectures, and class preparation.

### ACADEMIC RESOURCES

Resources are available to assist you with your course work, study strategies, and test preparation in Library E154 and Bolton 120:

- IBM compatible PCs, equipped with Microsoft Office, Internet access, and the Inspiration notetaking system.
  - Algebra DVD's and computer tutorials to master concepts in math 090, 095, and 105.
  - Resources to improve college study strategies for time management, stress reduction, note taking, memory techniques, test preparation, and test taking.
  - A collection of college study strategy handouts.
  - Software for foreign language practice.
- Please schedule an appointment online in Library E154 or Bolton 120 to meet with an academic coach.

### WALK-IN ASSISTANCE

Walk-in assistance is available for any course we tutor. Stop in for a schedule, call or visit our website at [uwm.edu/pass](http://uwm.edu/pass).

## SUPPLEMENTAL INSTRUCTION CENTER

Library WB42  
414.229.5743

Supplemental Instruction (SI) provides review sessions to students in 50 large lecture classes. The SI leader attends the lectures and offers group sessions each week. Please check [uwvm.edu/pass](http://uwvm.edu/pass) for SI schedules. You can sign up for any session, stop in for walk-in assistance, or contact the SI leader online.

## ONLINE TUTORING

Tutoring is now available using D2L for math, science, composition and many foreign languages. Students can participate in online discussions with a tutor about course material. To sign up for this service, send an email to [tutoring@uwvm.edu](mailto:tutoring@uwvm.edu) with a short message requesting D2L sign up and the course name/number.

## PRIVATE TUTOR REFERRAL SERVICE

This service is for UWM students who would prefer to hire a private tutor. Contact [pass@uwvm.edu](mailto:pass@uwvm.edu) or call 229-3726.

## STUDENT EMPLOYMENT AND VOLUNTEER OPPORTUNITIES

As a PASS tutor or SI leader, you will be able to help college students succeed by sharing your knowledge of a particular subject area with students who are enrolled in first- and second-year courses. Apply online at [uwvm.edu/pass](http://uwvm.edu/pass) under Student Employment. Students must be second semester sophomores, juniors, seniors or graduate students; earn at B+ or higher in the courses they wish to tutor and have a 3.0 GPA or above. Volunteers are also welcome to apply.

## Testing Center

[testingcenter.uwvm.edu](http://testingcenter.uwvm.edu)

414.229.4689

Mellencamp Hall B28

[destest@uwvm.edu](mailto:destest@uwvm.edu)

The Testing Center administers a variety of tests. Placement tests help determine which classes you are able to take in a given subject. Transfer and re-entry students may be required to take placement tests depending on previous course work and intended major. All new freshmen admitted to UWM are required to register for a New Freshman Testing Session. If your native language is other than English, it is recommended that you take the English as a Second Language-Placement in Composition Test (ESL-PIC). You can complete your English requirement by taking ESL writing courses instead of the writing courses offered through the English department. The College Level Exam Program (CLEP) is a series of examinations that allows you to earn college credit for what you already know.

For more information on testing, schedules, times, fees and online registration, visit our website at [testingcenter.uwvm.edu](http://testingcenter.uwvm.edu).

### Testing Center Hours:

Monday (except holidays): 10 am to 6:30 pm  
Tuesday - Thursday: 8 am to 4:30 pm  
Friday: 10 am to 2 pm

**Other Test Information:** For information on National testing (ACT, PRAXIS, TOEFL, LSAT) and other testing services offered through the Center, visit our website at [testingcenter.uwvm.edu](http://testingcenter.uwvm.edu).

**Accommodations:** Individuals seeking accommodations due to a documented disability are required to submit official documentation to the Student Accessibility Center identifying the disability and the requirements for testing.

**Day of the Test:** On the day of the test, a valid photo ID (driver's license, high school ID, state ID, or passport) is required, in addition to #2 pencils for paper-based testing, and money if a fee is required. A non-graphing calculator can be used on the math and chemistry placement tests.

## The Office of Undergraduate Research (OUR)

[our.uwvm.edu](http://our.uwvm.edu)

Bolton Hall 192

The Office of Undergraduate Research (OUR) pairs students with leading academic researchers here at UWM. Students are matched with faculty members based on shared interests and work side-by-side with their mentors on research projects. Students receive either credit or stipends for their work, and freshmen and sophomores participate in a special one-credit Undergraduate Research Opportunity Program (UROP) Seminar to discuss their research and learn more about the research community on campus and beyond. Through research activity, students develop relationships with faculty, network within a field of their interest, meet other student researchers, and can test potential career possibilities.

The OUR coordinates research opportunities that span the full spectrum of the campus community, including all colleges and departments. Get out of the classroom and experience undergraduate research! Go to [our.uwvm.edu](http://our.uwvm.edu) to learn more about these programs.

## UWM Libraries

[uwvm.edu/libraries](http://uwvm.edu/libraries)

2311 E. Hartford Ave.

414.229.4785

The UWM Libraries provides access to over 5.2 million cataloged items, including

books, journals, DVDs, CDs, maps, curriculum, archival and rare materials. The Libraries also provide access to thousands of e-resources, including digital collections, online journals, e-books, and subject databases, many with full-text articles to facilitate research. All resources are available from either the Libraries' homepage or the online catalog ([millib.wisconsin.edu/webb/searchBasic](http://millib.wisconsin.edu/webb/searchBasic)). Wireless access is available throughout the building.

The Daniel M. Soref Learning Commons (1st floor, west wing) offers students a comfortable environment in which to study, use library resources, and collaborate with colleagues. The Learning Commons contains over 200 computers, comfortable individual study space, group study space, group rooms (including a room with the latest technology to accommodate team-based assignments), two classrooms, and a café. During the fall and spring semesters, the Learning Commons is open overnight, Sunday through Thursday.

Research assistance is available on a walk-in basis or via a scheduled research consultation. Interactive tutorials, online guides, and tours of the Libraries are also available. In addition, 24-hour chat is available or you can text or IM a librarian with your question ([uwm.edu/libraries/ask](http://uwm.edu/libraries/ask)). Learn more at [uwm.edu/libraries/ask/instruction](http://uwm.edu/libraries/ask/instruction) or by visiting the Ask A Librarian Desk (1st floor, west wing).

Students may borrow materials from the Libraries with a current UWM ID card. Students may also borrow materials from other UW System libraries via the online catalog or from any other library by using Interlibrary Loan. For information on these services, see a reference librarian at the Ask A Librarian Desk.

The Media and Reserve Library (lower level, west wing) has DVDs and videotapes for check out, as well as course-related materials placed on reserve by faculty. Laptops may be checked out, with loan periods of either 4 hours or 2 days. Digital cameras and audio recorders are also available for checkout. The browsing Collection which offers more popular magazines and books, is also located in the Media Library.

Many faculty place materials on reserve for their class members to use. Paper reserve materials generally consist of library books, photocopies of articles or book chapters, lecture notes, and sample exams or videos. Materials are checked out with a current UWM ID. Instructors also place materials for your class on electronic reserve. E-reserve materials are accessed through the online catalog and are available 24/7 from any computer with an internet connection. Use your PantherID to access these materials off-campus.

The Libraries provide resources and services for UWM distance education students and faculty through its website at [uwm.edu/libraries/disted](http://uwm.edu/libraries/disted). You may also contact the Libraries' Distance Education Liaison at 1.877.893.8583 (toll free).

Scanners, printers, and copy machines are located throughout the building. Copiers and printers accept printcards which are available from dispensers in the Libraries.

Please call 414.229.5868 or visit [uwm.edu/libraries/hours/](http://uwm.edu/libraries/hours/) for the current schedule of library hours.

## American Indian Student Services (AISS)

[aiis.uwm.edu](http://aiis.uwm.edu)

[www.facebook.com/UWMIWAISS](http://www.facebook.com/UWMIWAISS)

Bolton Hall 195  
414.229.5880

From application to graduation, the American Indian Student Services (AISS) provides student-centered support. The goal of the program is to recruit American Indian students to UWM, and assist them with academic as well as non-academic needs throughout their attendance at the University so that they will eventually become an alumnus of UWM. AISS is a home away from home for many of our students...a place to relax on campus and get one-on-one support for your plans and your future.

A student does not have to be an enrolled member of a tribe to receive services. Any student who self identifies as American Indian, regardless of your field of study or your year in school, is encouraged to use our office and its services.

The Circle of Support services geared toward you include:

- Academic Advising
- Financial aid assistance
- Application assistance
- Referrals
- Information about scholarship, internship, and other opportunities
- Liaison between campus and tribes



## Black Cultural Center (BCC)

bcc.uwm.edu

Bolton Hall 176  
414.229.5566

The Black Cultural Center (BCC) is charged with assisting UWM academic and non-academic units in recruitment, retention and graduation of African American students. The BCC assumes broad responsibility for the creation of a supportive environment which promotes student leadership/development and empowers the campus community on issues of diversity and social justice. The BCC promotes full participation in the University's extracurricular life and enhances the sensitivity of the larger community to the needs, interests and culture of its students. At the same time, it recognizes the intellectual and social diversity of African American students and strives to provide a holistic experience through the following programs and activities:

- \* **Open every day from 8:30 am to 4:30 pm.** The Center is a place where students can study, relax or use the computer center, and student organizations can hold meetings and activities.
- \* **Advising and Referral Services.** The BCC staff helps students access and participate in various campus programs and activities, and/or refers them to academic advising, tutoring, mentoring and other services.
- \* **Making the Connection Program.** This program is held in late August and is designed to facilitate the transition of multicultural new freshmen to their first semester at UWM. At each session, students are given the opportunity to purchase textbooks, visit their classroom locations, tour multicultural and other support services, and get "connected" to campus and peers.
- \* **BCC Textbook Loan Program.** A number of textbooks are available for loan on a semester basis. Students must complete an agreement and pay a process fee. All books must be returned on time and in good condition. Please contact BCC for a list of available textbooks.
- \* **Workshops and Activities.** A series of educational/academic, social, cultural, career development, and leadership workshops and activities is implemented for students and the campus community. Many of these workshops and activities are held in the Black Cultural Center office and planned in collaboration with other departments.
- \* **Diversity Career Day.** This annual event is implemented in collaboration with the Career Development Center where over 80 employers and educational institutions are on campus to provide job, internship, and graduate/professional school opportunities.
- \* **The Black Graduation Celebratory.** This annual event is a day of recognition for the students of African descent and their success in receiving their Undergraduate, Masters and Doctoral degrees. We celebrate this day with family and friends, recognizing the student's achievements and encouraging continued success.

## Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center

lgbt.uwm.edu

Union WG-89 (west end of the ground floor, near the Terrace Café)  
414.229.4116  
414.229.7274 fax  
peerout@uwm.edu or uwm-lgbt@uwm.edu

The UWM LGBT Resource Center is a student-inspired & funded office.

### The LGBTRC:

- \* serves all UWM students; including LGBT students and their allies
- \* works to create an inclusive and diverse campus climate at UWM
- \* increases the visibility of LGBT culture, communities, and issues on campus
- \* educates through 1-on-1 interviews, guest lecturing, and in-class presentations
- \* hosts UWM's Safe Space Program
- \* supports the UWM LGBT Studies Certificate Program
- \* works to foster students' personal, academic, and professional growth
- \* hosts UWM's Lavender Graduation

### Get Involved!

The LGBT Resource Center looks forward to meeting and working with you! Drop by for an event or volunteer at one, find us on facebook, participate in or start a group, be a speaker, etc. How ever you want to get involved: joining a student organization, working at the LGBT Resource Center, or by being an in-class presenter; the LGBT Resource Center is here to assist.

## Multicultural Student Lounge

[uwm.edu/msc/programs\\_services/msl.cfm](http://uwm.edu/msc/programs_services/msl.cfm)

Union W198  
414.229.3731

The Multicultural Student Lounge is a place where students can attend workshops, study, relax and/or hang out with friends. It is also a place where student organizations can meet and hold activities. For more information or to reserve the Lounge for your meetings and events, please call 414.229.5834.

## Roberto Hernández Center (RHC)

[rhc.uwm.edu](http://rhc.uwm.edu)

Bolton Hall 183  
414.229.6156

The Roberto Hernández Center (RHC) is dedicated to serving Latino students at UWM as well as the Latino population of southeastern Wisconsin through a three-pronged mission: to provide academic services that promote Latino student success, to engage in outreach to the Latino community and beyond, and to support applied research pertinent to Latinos.

### ◦ Academic Services

The RHC serves Latino students by facilitating and supporting their academic, social and cultural experience at the University. Our bilingual staff assists students in successfully achieving their educational goals and leading a balanced student life.

### ◦ Latino Studies & Certificate

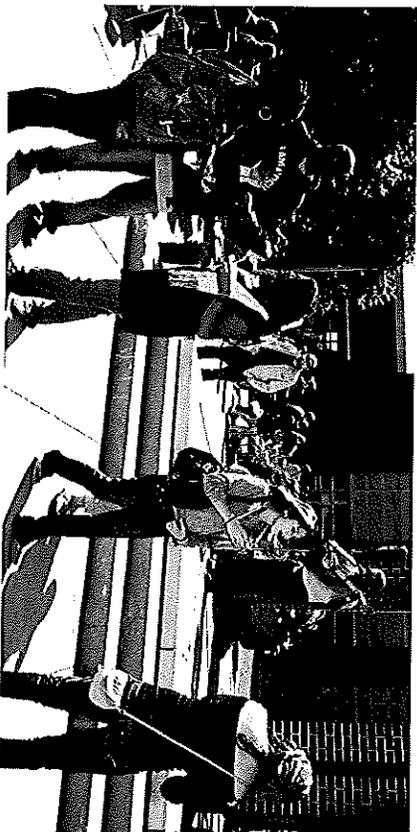
The RHC assists with students' instruction and completion of the Latino Studies course and the multidisciplinary Latino Studies Certificate Program, which enables students to analyze and evaluate the impact of U.S. Latino epistemologies, cultural complexities, histories, and life experiences on U.S. society.

### ◦ Outreach

The RHC serves as a liaison to the Latino community. We partner with community organizations to create needed programming and offer a variety of cultural and educational events and activities throughout the year.

### ◦ Research

The RHC conducts applied research related to Latino issues. We also support graduate students and faculty engaging in such research through our annual Grants Program for Applied Latino Research. In addition, we encourage students to pursue undergraduate research.



## Southwest Asian-American Student Services (SAASS)

[saass.uwm.edu](http://saass.uwm.edu)

Bolton Hall 160  
414.229.5282

The Southwest Asian-American Student Services (SAASS) program provides culturally sensitive support services that are essential for Southeast Asian-American (Cambodian, Hmong, Laotian and Vietnamese) students to achieve their educational and career goals. The services include academic advising, application for admission assistance, career planning assistance, financial aid assistance, personal counseling and more. The program also does recruitment activities that include recruiting from all Wisconsin school districts that have a significant population of Southwest Asians. To best serve students, the office works closely with the faculty, staff, and students at UWM, and Southwest Asian communities and leaders in Milwaukee and Wisconsin.

## The UWM Women's Resource Center

[wrc.uwm.edu](http://wrc.uwm.edu)

Union WG93  
414.229.2852

[wrmc@uwm.edu](mailto:wrmc@uwm.edu)

**Hours:** Mon. - Fri.: 9 am to 5 pm and by appointment

The UWM Women's Resource Center

- Works to promote the health and well-being of women students, and contributes to creating a welcoming and inclusive campus climate for all.
- Provides personal support, counseling, information, advocacy and support group services related to gender issues, sexual assault, harassment, stalking and relationship violence and more.
- Lends from a library of great resources for academic and personal use.
- Provides gender-related programming that informs and entertains.
- Offers students a quiet, safe place to relax.
- Presents opportunities for students to get involved and make a difference at UWM and beyond.

### EDUCATION

The WRC enhances awareness and understanding at UWM of the diversity of women's lives and experiences, and the role gender plays in everyone's life.

### SUPPORT

The Center promotes and supports the health and well being of women, and helps students to address their problems, recognize their individual and

collective power, and achieve their full educational, career, and personal potential at UWM and beyond.

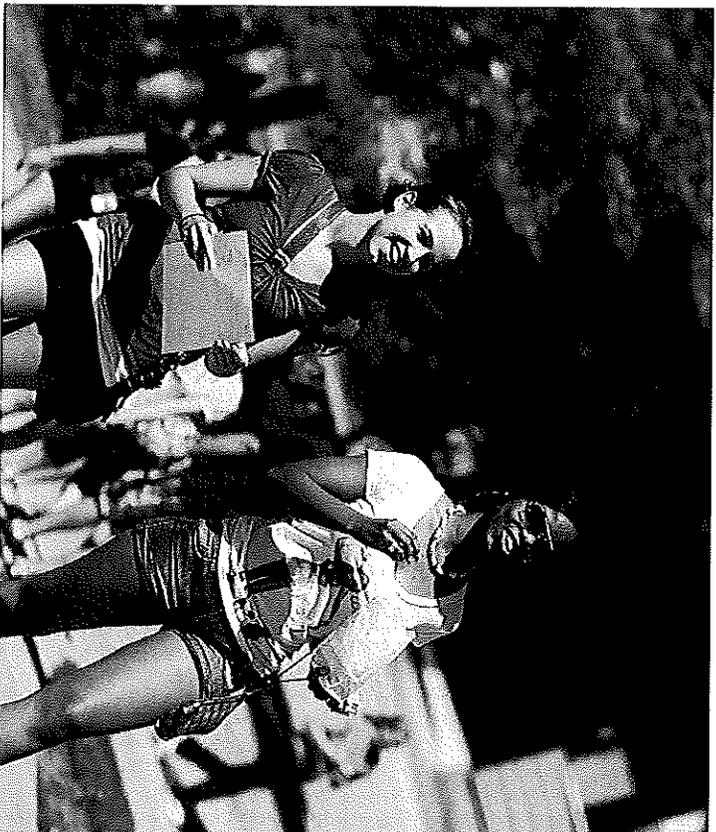
## ADVOCACY

The WRC builds partnerships and advocates for change to address the needs of women students at UWM, to ensure institutional attention to policies and practices that have an impact on women students, and to create a campus climate that enhances the quality of life for all members of the University community.

## INVOLVEMENT

The WRC provides opportunities for student involvement and leadership. Students engage with the WRC in diverse ways that include, but are not limited to, attending WRC programs and events; service learning; internship or practicum placements with the WRC; and working as an employee or volunteer for the WRC. Interested students will find opportunities to learn, build skills, network and make a difference!

The Women's Resource Center is committed to working in a culturally sensitive and compassionate way.



## Center for Student Involvement (CSI)

[www.involvement.uwm.edu](http://www.involvement.uwm.edu)

363 Union Building

414.229.5780

414.229.2443 (fax)

[activities@uwm.edu](mailto:activities@uwm.edu)

The Center for Student Involvement works closely with students to help them find their place on campus and get the most out of their time at UWM. Additionally, the staff oversees over 300 registered student organizations by providing members, advisors, and organization members guidance, support and training resources, help in navigating campus policies and procedures, and also the supervision of University segregated fee expenditures. If you are new to UWM, we can serve as your entryway into activities and involvement experiences beyond the classroom. In short, the staff is committed to meeting the unique needs of individual students and their student organizations.

### **The Center for Student Involvement staff can directly assist you with:**

- Finding an organization or activity that fits your interests and experiences
- Event and programming advising
- Developing leadership and organization management skills
- Connecting to leadership opportunities across campus and in the community
- Helping organizations with funding questions
- Interpreting and helping students navigate University regulations and policies

## INVOLVEMENT

The University supports student organization activity and recognizes it as an important component of student life at UWM.

### **Benefits of joining a student organization.**

- Meet and make new friends with common interests
- Pursue special interests or hobbies
- Pursue goals and activities related to your academic major
- Establish and broaden your social experiences
- Develop stronger leadership and communication skills
- Express support for and contribute to a cause you strongly believe in
- Clarify your career aspirations and strengthen your resume
- Enhance the quality of your UWM student experience

## STUDENT ORGANIZATIONS

There are over 300 student organizations, representing a wide range of interests and activities. Each organization, including a description of the group, contact information, and a sample of a few of each group's major events, is searchable on our website at [uwvm.edu/saa](http://uwvm.edu/saa).

If, after exploring the current student organizations available, you do not find an organization that fits your interests you may wish to consider starting a new student organization. It only takes four currently enrolled UWM students and a faculty/staff advisor, along with some commitment and energy, to start a new organization.

## STUDENT ORGANIZATION TRAINING AND RECOGNITION

The Center for Student Involvement offers training for student organizations and their advisors on a wide variety of topics. Many presentations are available in workshop format and on a "by appointment" basis. Recent topics include: Building a Budget, Officer Transitions/New Officer Training, Membership Recruitment and Retention, Marketing Events, and Major Event Planning. There are also a series of Achievement Awards that student organizations are nominated for each year in the spring.

## STUDENTS SERVING STUDENTS

A number of student organizations include in their mission a commitment to provide advising, counseling and referral services on the UWM campus. These organizations are run entirely by students for students. Contact the Center for Student Involvement at 414.229.5780 or [involvement.uwvm.edu](mailto:involvement.uwvm.edu) for more information on any of these organizations.

<b>Student Organization</b>	<b>Available for</b>
Adult Student Alliance .....	Students 25 years and older
American Indian Student Association .....	Support for Native Americans
Black Student Union .....	Support and advocacy for Black Students
Latino Student Union .....	Support and advocacy for Latino Students
Muslim Student Association .....	Support and advocacy for Muslim Students
Peer Health Advocates .....	Health related outreach and programs
Student Housing Administrative Council .....	Student advocacy for residence hall Students
Student Association .....	Student advocacy, University committees
Students of India .....	Support and advocacy for Indian Students
University Legal Clinic .....	Legal assistance for students
University Student Courses .....	Parking appeals, student grievances

## Center for Volunteerism & Student Leadership

[volunteer.uwvm.edu](http://volunteer.uwvm.edu)

Union W28

414.229.3161

414.229.4274 fax

- Individuals can come to the Center and explore volunteer opportunities at nonprofit agencies in the area.
- The Center will also help members of the campus community choose opportunities based on their interests, time availability, skills, and other factors that are important to them.
- If you are a member of an organization who would like to participate in a one-time activity for your group, the Center can help you identify an event or organization that you can work with.
- The Center also sponsors student leadership retreats and events.

## Panther Athletics

[uwmpanthers.com](http://uwmpanthers.com)

Athletic Department Offices:

Pavilion – 414.229.5158 (general number)

Ticket Office:

Pavilion Main Lobby – 414.229.5886

The UWM Panthers compete at the NCAA Division I level in 15 sports within the Horizon League. During the past several years UWM has earned numerous League championships and appearances in NCAA Division I national tournaments. Individual student-athletes and teams have earned special honors both athletically and academically.

The Kloische Center is the home of most sports including volleyball, women's basketball, men's and women's swimming, and men's and women's indoor track. Men's basketball competes at the US Cellular Arena downtown while the baseball team competes at Hank Aaron Field in Lincoln Park. Admission to athletic events is free to all UWM students with a valid UWM student ID.

For more information about the athletic events, ticket information, athletic news, and other links, please check out the official UWM athletic website listed above. Go Panthers!

## Religious Centers

UWM has more than 15 active religious student organizations. Contact information for these student groups is available at the Center for Student Involvement Union 363.

Seven religious centers are dedicated to serving UWM students. All of the Centers offer a variety of programs to meet student's spiritual and social needs:

- Campus Crusade for Christ  
Rev. Stephen M. Papez, [stev.papez@uscsm.org](mailto:stev.papez@uscsm.org)  
UWM Union 381B, 262.513.5803
- University Christian Ministries  
Rev. Alan McCalister, [amccalister@wi.rr.com](mailto:amccalister@wi.rr.com)  
2211 E. Kenwood Blvd., 414.962.5460
- Hillel Foundation-Milwaukee  
Heidi Rattner, [hrrattner@mkehillel.org](mailto:hrrattner@mkehillel.org)  
3035 N. Stowell Ave., 414.961.2011
- InterVarsity Christian Fellowship  
Jen Wojcysiak, [Jen.wojcysiak@gmail.com](mailto:Jen.wojcysiak@gmail.com)  
414.745.9468
- The Corner House: Lutheran Campus Ministry (ELCA)  
Christine Thompson, [pastorchris@touched-bythespirit.com](mailto:pastorchris@touched-bythespirit.com)  
3074 N. Maryland Ave., 414.962.9320  
[thecornerhouse-uwm.org](http://thecornerhouse-uwm.org)
- The Newman Center – Roman Catholic  
Fr. Mark Niehaus, [frmjniehaus@gmail.com](mailto:frmjniehaus@gmail.com)  
3001 N. Downer Ave., 414.964.6640  
[geocities.com/newman\\_center](http://geocities.com/newman_center)
- Wisconsin Lutheran Student Center, WELS  
Rev. Bill Limmer, [pasterbill@wisc.org](mailto:pasterbill@wisc.org)  
Ms. Paula Herbst, [paula@wisc.org](mailto:paula@wisc.org)  
2215 E. Kenwood Blvd., 414.963.2047

The Newman Center and University Christian Ministries offer counseling and support to students from all religions.

Students from other faith backgrounds may contact Laurie Marks, the UWM liaison to the Religious Centers at [lmarks@uwm.edu](mailto:lmarks@uwm.edu).

## Student Governance

Students at the campuses of the University of Wisconsin, including UWM, have statutory rights of participation in the governance of the University. They have primary responsibility for the formulation and review of policies concerning student life, services, and interests, and also contribute to the development of the University's academic and administrative policies.

Students carry on their policy development and decision-making responsibilities through their own governing organizations; and by participating as members of faculty and administrative committees.

### THE STUDENT ASSOCIATION (SA)

Union EG79  
414.229.4366  
[sa@uwm.edu](mailto:sa@uwm.edu)

The Student Association (SA) is the official student governing organization at UWM.

• The Executive branch of Student Association is comprised of the President and Vice President, both elected by the student body. The President then selects a cabinet of Directors and other officers who help with the day-to-day running of the Student Association. These officers each develop specific campaigns on a wide range of student issues. They also work together on large initiatives and projects that the Student Association takes up each year. The Executive Branch is also responsible for carrying out the policies and stances that the Student Association Senate approves each year.

• The Legislative branch is more commonly known as the Student Senate. There are 50 Senate seats representing each UWM school or college, plus five freshman senators. The Senate serves as the official voice of UWM students in all matters pertaining to student life, services, and interests. It formulates policies for SA, enforces University shared governance, allocates segregated fees, funds student organizations, and appoints students to serve on University committees.

• The Judicial branch is the University Student Court. The Student Court is composed of five student justices and handles cases relating to parking and vehicle regulations, student organization disputes, and rule offenses. For more information on the Student Court, including how to file complaints and how to become a member of the Court, stop by Union 392, call 414.229.5295, or visit [studentcourt.uwm.edu](http://studentcourt.uwm.edu).

• The Union Policy Board (UPB) is responsible for the formulation and monitoring of policies for the overall operation and usage of the Union. The UPB office is located in the Union 363.

## COMMITTEE REPRESENTATION

There are more than 200 positions available for students on University committees. Most student members of committees are appointed by the Student Association. Students can become part of these committees by completing an application in Union 363 or calling 414.229.4366.

\* Administrative Committees are constituted by the Chancellor or other University officials. Some administrative committees relate to University programs and services. Other administrative committees that include students screen candidates for vacant positions, handle appeals such as those related to state residency and financial aid, advise the Chancellor, or hear student misconduct cases.

\* Academic Unit Committees are formed within the schools and colleges. Students serving on these committees are concerned with curriculum, scholastic appeals, awards, and student grievances. Student members of these committees must be enrolled in the academic program or department corresponding to the committee.

\* Faculty Senate and Faculty Committees: The UWM faculty has its own governing body, called the Faculty Senate. Many faculty committees have student members; among them, the Academic Policy Committee, which deals with such things as grading practices and academic year calendars; the Athletic Board; the Library Committee; the Academic Program & Curriculum Committee which approves new programs and changes in curriculum; and the Physical Environment committee, which is concerned with buildings, grounds, parking, and transportation.

Students make a valuable contribution to the quality and focus of University decisions. All of the mechanisms that have been described help ensure a meaningful and proper role for students in campus governance. Contact the Student Association (SA) for more information.

## The Peck School of the Arts

The Peck School of the Arts offers 350 music concerts, theatre productions, film screenings and festivals, arts exhibitions and lectures and dance performances each year. The vast majority are right here on campus, many are free, and those that are ticketed offer discounts to students. Visit [arts.uwm.edu](http://arts.uwm.edu) for a schedule of events.

## Be On the Safe Side (B.O.S.S.)

[uwm.edu/boss](http://uwm.edu/boss)

Union Concourse

Be On the Safe Side provides walking escorts and van transportation to UWM as a core component of UWM's commitment to campus safety. B.O.S.S. functions to promote a safe environment for members of the UWM community to live, work, and study.

### Hours of operation:

6 pm to 4 am, seven days per week while school is in session. Special hours will be posted during class breaks, such as Winter Recess, Summer Recess, Spring Break, and Thanksgiving Break.

### To use the B.O.S.S. van transportation program:

Call 229.6503 or come to the office in the UWM Student Union Concourse.

### When using B.O.S.S., please:

- \* Present your UWM ID to the driver.
- \* Wear your seat belt.
- \* Be courteous to the drivers.
- \* Be respectful of the UWM neighborhood while waiting.

### Service area:

- \* Hampton Avenue (North)
- \* Lake Michigan (East)
- \* Brady Street (South)
- \* Seventh Street (West)

## Bookstore

[bookstore.uwm.edu](http://bookstore.uwm.edu)

Campus level of the Student Union  
414.229.4201

### Regular Hours:

Mon.-Wed.: 8 am to 6 pm  
Thurs.: 8 am to 5:30 pm  
Fri.: 8 am to 4:30 pm  
Sat.: 11 am to 3 pm  
Sunday: CLOSED

### Summer Hours:

Mon.: 8 am to 6 pm  
Tue.-Fri.: 8 am to 4:30 pm  
Sat.-Sun.: CLOSED

*Please call for special hours at the beginning of the semester and when classes are not in session.*

### Buying Books:

Course books are located on the lower level of the store. They are arranged by department, course and section number. Different sections of the same course may utilize different course materials and books, so don't forget to bring your course list with you. Course lists can be located on and printed from the PAWS website.

Online orders are usually accepted about one week before the in-store sales dates. Check our website for details.

#### **Selling Books:**

The best time to sell your books is during final exam week. Books needed for the next semester will be worth more during final exam week, but cash is paid throughout the year if you do decide to sell your books during the semester. Many students find course books valuable to use as reference materials after the course is completed. A UWM ID is required to sell books.

#### **Methods of Payment:**

MasterCard, Visa, Discover, American Express, and the UWM Gold Account are accepted for all purchases. Personal checks for merchandise are accepted with a valid driver's license or UWM ID. Parents' checks may be used for the purchase of books and supplies during the first three weeks of each semester; provided you have the same last name and/or address. You must present your UWM ID with a parents' check.

#### **Refund Policy:**

Photo ID and your cash register receipt are required for all refunds or exchanges.

## **Campus Technology Services**

### **technology.uwm.edu**

#### **ePantherACCOUNT**

All UWM students are assigned an ePantherACCOUNT with an ePantherID and password upon admission to UWM. To activate your ePantherACCOUNT, visit [epanther.uwm.edu](http://epanther.uwm.edu) and provide the requested information.

Your ePantherACCOUNT gives you access to ePanther Web-based services including PAWS (Panther Access to Web Services) used for course enrollment, grades, financial aid and other student services; D2L (Desire2Learn), the online course management service; pantherLINK, campus email and calendar service; pantherFILE for secure file storage and sharing; and the free UWM Survey Instrument. Your epantherID and password also provide access to the general-use Campus Computer Labs and the campus wireless network. For more information about campus technology services, visit [technology.uwm.edu](http://technology.uwm.edu).

#### **UWM Help Desk**

The UWM Help Desk answers questions about epantherIDs and passwords, campus technology services, PC and Mac computers, viruses and security, Microsoft Office Suite, and the Internet. Contact UWM Help Desk at 414.229.4040, toll-free at 877.381.3459 or use the online Web form at [GetTechHelp.uwm.edu](http://GetTechHelp.uwm.edu).

Walk-in services for the campus wireless services and SRS (Student Response System) clickers are also available in Bolton 225, Monday through Friday from 8 am-5 pm.

#### **pantherLINK Campus Email and Calendar Services**

pantherLINK, your UWM email and calendar account, is Web-based and accessible from any Internet connection at [pantherlink.uwm.edu](http://pantherlink.uwm.edu); or from the UWM home page ([uwm.edu](http://uwm.edu)). View your pantherLINK email on a regular basis as all official UWM email is delivered to your pantherLINK account. Do not forward your mail to another account as occasionally some mail providers block mail from UWM.

View your calendar where you'll see a personal calendar, course calendars and the "Important Dates and Deadlines" calendar. Select your favorite UWM and community events from the UWM Subscription Center with over 100 event calendars. Need help? Click on the UWM Help Zimlet with documentation and helpful how-to video tutorials.

#### **Campus Computer Labs (CCLs)**

General-use Campus Computer Labs (CCLs) have computers, as well as software, printers and scanners. Use of the CCLs is free but there is a charge for printing. PantherPRINT cards are available for purchase from dispensers in the CCLs. A map of CCL locations, phone numbers, hours, and software can be found at [ccl.uwm.edu](http://ccl.uwm.edu). To see the availability of computers in each CCL, visit [OpenComputers.uwm.edu](http://OpenComputers.uwm.edu).

#### **Web Kiosks**

Located throughout campus on the first floor of most academic buildings and in the Union, Web Kiosks can be used for a "quick check" of email, calendar and the Internet. Use of the Web Kiosks does not require a login. Locations of Web Kiosks can be found by visiting [WebKiosks.uwm.edu](http://WebKiosks.uwm.edu).

#### **Campus Wireless Service**

UWM currently has two wireless services: PROWLnet and UWM WiFi. PROWLnet is being replaced building-by-building throughout campus. Use of the preferred, secure "UWMWiFi" option requires device set up. Visit [UWMWiFi.uwm.edu](http://UWMWiFi.uwm.edu) for instructions, or visit the UWM Walk-In Help Desk in Bolton 225 or the IT consultant in the Library. Go to [CampusWiFi.uwm.edu](http://CampusWiFi.uwm.edu) for more information.

#### **pantherFILE**

pantherFILE is the campus Web-based service to securely store, maintain and share important electronic files. pantherFILE allows you to save files that are easily accessed 24/7 via a Web browser, on or off campus, with sharing options you choose for each file stored. Each UWM student is given 250MB of storage space. All files are securely stored and backed-up nightly. Access pantherFILE at [pantherfile.uwm.edu](http://pantherfile.uwm.edu) or from the UWM home page at [uwm.edu](http://uwm.edu).

#### **UWM Survey Instrument**

Check out the free online UWM Survey Instrument at [SurveyInstrument.uwm.edu](http://SurveyInstrument.uwm.edu) for use in your academic coursework and research. Use your ePantherID and password to compile and execute surveys and analyze survey data.

#### **Computer Purchases**

The UWM TechStore located in Bolton 225A retails discounted Apple, Dell and HP computers, as well as iPods, iPads, printers, and accessories. The UWM

TechStore is open Monday through Friday, 9:30 am-4 pm. Purchase using MasterCard or VISA. For additional information, visit [TechStore.uwm.edu](http://TechStore.uwm.edu).

#### Computer Repair

Is your hard drive fried? Need to have software installed? Computer got a virus? The UWM TechRepair facility is conveniently located in Bolton 218. Trained repair technicians can diagnose and repair your computer for a reasonable fee. Funded by the EdTech fee paid by students is free virus removal up to two times per semester. Visit [TechRepair.uwm.edu](http://TechRepair.uwm.edu) for more information.

#### Software Discounts

Discounted software is available through the Wisconsin Integrated Software Catalog (WISC) at [wissoftware.wisc.edu](http://wissoftware.wisc.edu). Discounts are available on Windows and Mac OS, Microsoft, Adobe, Macromedia, and other software.

#### Security

Security of data, computers and personal identification is very important. All students must adhere to UWM's Computer Policy and Guidelines. In addition, all students should be aware of the University's policy regarding the illegal use of copyrighted digital information. For additional information, the latest computer virus information, security news, tips and alerts, visit [security.uwm.edu](http://security.uwm.edu).

#### Free Anti-virus Software

All students are encouraged to protect their computers from viruses. Free anti-virus software for Macs and Windows-based PCs is available to all students.



Download the software by visiting [security.uwm.edu](http://security.uwm.edu), or have the software installed free at UWM TechRepair in Bolton 218.

#### IT Status Alerts

View the status of IT services and find information if a service is experiencing problems or is unavailable at [ITStatus.uwm.edu](http://ITStatus.uwm.edu).

#### Free Training for Campus IT Services

Take a free non-credit short course (2-3 hours) to learn about the features of campus IT services. Also available (for a fee) is training for popular software applications such as Microsoft Word, Excel, PowerPoint and Access databases. Visit [LearningTechniques.uwm.edu](http://LearningTechniques.uwm.edu).

## Children's Center

[uwm.edu/ccc](http://uwm.edu/ccc)

414.229.5384

Located on the northwest corner of Kenwood Blvd. and Maryland Ave. in the Kunkle Center, the UWM Children's Center serves the University with distinction through the provision of high-quality education programs for children and families; UWM students, and the professional child development community.

#### What we offer...

The UWM Children's Center brings kids to campus—a welcome sight as they scamper around their playground. The Center provides high-quality care for the children of UWM students, faculty, staff, and UWM Alumni Association members. Fees are reasonable. The Center utilizes flexible scheduling of children. Such scheduling accommodates traditional full-time schedules, varying full-and part-time schedules and the schedules of students.

When applying for financial aid, child care costs can be included in determining the amount of your need.

## Credit Union

[uwcu.org](http://uwcu.org)

Union first floor (campus level), west atrium  
1.800.533.6773

All UWM students qualify to join the UW Credit Union. The UW Credit Union offers complete financial services on campus including checking accounts, ATM/check cards, home/internet banking, direct deposit, savings accounts, money market accounts, certificates of deposit, student loans, personal and home loans, credit cards, Travelers Cheques, money orders, domestic/international wire transfers, and more.

## Parking & Transit

[parking.uwm.edu](http://parking.uwm.edu)

Ground floor (street level) of the Union  
414.229.4000

Bus schedules, route maps, and parking information are available.

### PARKING

Parking for automobiles is available to students in any public pay lot on campus (use the Pavilion or Student Union) and is subject to posted time restrictions and payment of the parking fee. Because parking on or near campus is **EXTREMELY** limited, use of alternative transportation is strongly encouraged.

Motorcycles, motorbikes, scooters may park in designated areas only. Parking elsewhere, including auto stalls, bicycle racks or on the grass is prohibited. An annual motorcycle permit is required.

Bicycles and mopeds may park at any bicycle rack on campus. They should not be brought into any building. Moped users who want to use a designated motorcycle parking area must purchase a permit.

**FREE-UPARK** satellite lot offers free off-street parking and frequent free shuttle bus service to UWM Monday through Friday during the fall and spring semesters.

Lot is located at:

- Capitol-Humboldt: just north of E. Capitol Dr. on N. Humboldt Blvd. (1125 parking spaces)

**FREE ON-CAMPUS PARKING** for students only at

- Northwest Quadrant Garage: Entrance off Hartford near N. Cramer or Maryland by Newport, (788 parking spaces)



### TRANSPORTATION

**FREE Bus Pass:** All UWM students paying segregated fees are eligible for a free University Bus Pass (UPASS). The UPASS can be used on any day, including weekends, holidays, and during UWM breaks. Passes are available beginning Monday, the week before classes start each semester.

The UPASS enables students to ride any Milwaukee County Transit System bus. Contact Parking and Transit for information 414.229.4000.

**UBUS** consists of six routes that are part of the Milwaukee County Transit System (MCTS), which provide direct, no-transfer bus service to UWM from throughout Milwaukee County. Your UPASS is valid on all routes.

**FREE Milwaukee County Transit System (MCTS) UPARK** consists of six Park and Ride lots with service directly to UWM during fall and spring semesters:

- Route 40U College Avenue Freeway Flyer at the southwest corner of the Park and Ride lot at I-94 and College Avenue
- Route 40U at Holt Park and Ride
- Route 44U at the Hales Corners Park and Ride lot at Hwy. 100 and I-43
- Route 44U at State Fair Park (enter the parking lot off 76th Street)
- Route 49U at the shopping center parking lot at Brown Deer Road and Hwy. 57
- Route 49U at the Park and Ride lot at Brown Deer Road and I-43

The Milwaukee County Transit System can be reached at 414.344.6711 or visit [ridenmcs.com](http://ridenmcs.com).

## Restaurant Operations

[aux.uwm.edu/dining](http://aux.uwm.edu/dining)

The UWM Restaurant Operations is comprised of many dining locations and outlets for your dining pleasure. Following is a list of our locations:

**The Atrium** (Food Court), located on the campus level of the Student Union, offers a variety of quick service food and beverages at a modest cost, surrounded by a variety of well-lit seating areas. The Atrium currently features Pizza Presto, Taco Bell Express, City Subs, Cedar Crest Ice Cream, Pacific Wraps, and the Flour Shop, which make up the inner core of the food court. Burger King Express is located at the east end of the food court. Check the Web for our hours of operation.

**The Terrace Café/Union Station**, located on the west end of the ground (street level) floor of the Student Union. The Terrace Café offers a wide variety of options. Featuring a fresh salad bar, daily lunch specials, made-to-order breakfast burritos, and many vegetarian options. Union Station is a convenience outlet that sells snacks, candy, ice cream, beverages, newspapers, frozen and packaged goods, and health aids. The Terrace Café/Union Station is open Monday through Thursday, 7:30 am to 9 pm, Friday 7:30 am to 8 pm, Saturday 9 am to 4 pm, and Sunday 11:30 am to 4 pm.

**The Gasthaus** is located on the Student Union's lower level. The Gasthaus features seven giant screen TVs with Direct TV programming, food made to order, full bar, and pool table. Open seven days a week at 11 am.

**The Kenwood Inn**, located on the south side of the third floor of the Student Union, is a cozy dining location, with a panoramic view of Milwaukee's skyline. The Kenwood Inn feature gourmet deli and vegetarian sandwiches, specialty salads, and homemade soups. The Kenwood Inn is open Monday through Friday 11 am to 2 pm.

**Grind**. Fresh brewed coffee, espresso drinks, and bakery are available all week at various campus locations. Find us in the Union (west wing), Daniel M. Soref Learning Commons, Sandburg Residence Halls (across from the Emporium), and in the Engineering and Mathematical Sciences (EMS) building.

**Sandburg Dining?** There are three food outlets, the Sandburg Café, the Palm Gardens Restaurant, and The Emporium in the Sandburg Residence Hall commons. The Sandburg Café, located on the 2nd floor of The Commons, is open from 6:45 am to 7 pm, and sells a wide range of food ala carte. The Palm Gardens, located on the north end first floor of The Commons, is a fast-food style restaurant open until midnight to serve those with late schedules.

**The Emporium** is a retail convenience store located in Sandburg Halls.

**Catering Services:** With careful planning, our staff will ensure a successful event. We will help you choose an on-site location, select an ideal menu, and develop an appropriate theme. Let us provide the perfect atmosphere to guarantee a memorable event. Our offices are located on the third floor of the Student Union, hours of operation are Monday through Friday 7 am to 5 pm.  
Phone: 414.229.5833.

## Student Union

[union.uwm.edu](http://union.uwm.edu)

General building hours:

Mon.-Sat.: 7 am-12 Midnight

Sun.: 8 am-12 Midnight

Summer hours: 7 am-10 pm

Hours vary during interims

The Terrace, a favorite study spot, is open until 2 am during the academic year. Building hours vary during UWinter™ and summer sessions.

The Union offers dynamic and diverse programs to meet students' social, recreational, intellectual and multicultural needs. For a schedule of current events, visit the Union online at [union.uwm.edu](http://union.uwm.edu) or pick up a copy of Preview, the Union's event calendar.

\* Relax in one of the 11 restaurants, two coffee houses, and six student lounges.

\* Be inspired by the ever-evolving variety of concerts, speakers, films, art shows, and craft centre classes.

\* Watch the big game on seven giant screen TVs in the Gasthaus, the University's sports bar.

\* Have fun in the Recreation Center while playing interactive video games, bowling, billiards, table tennis and more.

\* Maximize your efficiency by using the bookstore, credit union, copy center, computer lab and resource centers.

Union Recreation Center

[recenter.uwm.edu](http://recenter.uwm.edu)

Union Lower Level, WB37

414.229.4430

414.229.5511

The recreation center is the #1 hotspot on campus to meet all your recreational needs. We offer bowling, billiards, and table tennis for students and the public. We also have Xbox Kinect and Wii available for students with their ID card. Need a break from studying? Need a place to hangout? Come to the Rec Center and relax!

Union Adventure Center

[adventurecenter.uwm.edu](http://adventurecenter.uwm.edu)

Union Lower level, WB11

414.220.5513

The Adventure Center offers rental equipment and hosts a variety of outdoor activities throughout the year. For special events such as kayaking, horseback riding, paintball, and camping, as well as information on the U-Bike rental program, visit their website or stop by the Center for dates and registration deadlines.

Studio Arts and Craft Centre (SACC)

[craftcentre.uwm.edu](http://craftcentre.uwm.edu)

Union Ground Level, EG30

414.229.5535

SACC offers a diverse selection of workshops and classes throughout the year. Student membership for use of the Craft Centre facilities is prepaid by segregated fees. Visit their website to see the current class offerings.

Union Art Gallery

[unionartgallery.uwm.edu](http://unionartgallery.uwm.edu)

Union Campus Level, W199

414.229.6310

414.229.5830

UAG is dedicated to the exhibition of diverse, contemporary art. They present a broad range of visual art, exhibiting work in all mediums by local, regional, and national emerging and established artists. Visit their website to see current and upcoming exhibitions.

Union Theatre  
[uniontheatre.uwm.edu](http://uniontheatre.uwm.edu)  
Second level, East  
414.229.4070

The Union Theatre screens a broad spectrum of local, regional, and international films exploring a wide range of topics and promoting a variety of filmmakers from around the globe. The Theatre regularly hosts films at no cost. Visit their website for a full listing of film screenings.

The Union Information Center  
Union Concourse, street level  
414.229.4825

Have a question? The Union Information Center provides assistance with general information, lost and found, University telephone directory, for sale and services card listings, and the ride sharing board.



## Alcohol and Other Drug Abuse Prevention

[uwm.edu/makegooddecisions](http://uwm.edu/makegooddecisions)

Each year, students at UWM and universities nationwide are profoundly affected by problems related to the use of alcohol and other drugs. Substance use can cause interpersonal, academic, legal and health concerns. As a University, the safety, health, and well-being of our students are our top priorities. The University does not condone the illegal use of alcohol or other drugs. We aim to provide students with the information and skills necessary to make healthy decisions with regards to substance use and to foster a community where students look out for one another and act responsibly to prevent alcohol and other drug-related problems for themselves and their peers. It is important for all students to take the time to examine their own behaviors, experiences and motivations to ensure that they are making safe and responsible choices with regards to substance use.

### Campus Resources:

- **E-CHUG:** An online alcohol assessment and personalized feedback tool that is available to all members of the UWM community. Visit [e-CHUG.uwm.edu](http://e-CHUG.uwm.edu)
- **Alcohol and your College Experience (ACE):** Specifically designed for UWM students, the ACE program offers education and strategies for individuals who are at risk for experiencing or causing issues related to their personal alcohol use. The program includes a group alcohol skills class, brief screening, and individual feedback session. Visit [uwm.edu/ace](http://uwm.edu/ace) to register or email [aceclass@uwm.edu](mailto:aceclass@uwm.edu) for more information.



- **Counseling Services:** Norris Health Center's Counseling Department provides alcohol and other drug screening, assessment and treatment. Call Norris Health Center at 414.229.4716 to schedule an appointment.
- **Outreach and Training Programs:** Interactive presentations/training sessions for student leaders and other student groups who are interested in learning more about alcohol/other drug issues on campus and strategies for avoiding the negative consequences of substance use. Contact Sarah Beistock at 414.229.4675 or [beistock@uwm.edu](mailto:beistock@uwm.edu) to schedule a program.

## Norris Health Services

[uwm.edu/norris](http://uwm.edu/norris)

3351 N. Downer Ave.  
414.229.4716  
[nhc-help@uwm.edu](mailto:nhc-help@uwm.edu)

Mon.-Thur.: 8 am to 4:45 pm  
Fri.: 9 am to 4:45 pm

Norris Health Services provide students with general medical and mental health care, assist students in understanding their health needs and guide them to make healthy choices on a daily basis. It is recommended that you make an appointment in order to reduce your waiting time. For urgent issues we have some same day availability.

### STAFF

At Norris you will find caring, experienced professionals including physicians, nurse practitioners, nurses, psychologists, counselors, health educators, and others.

### SERVICES

**Medical Clinic** – general medical care, preventive medicine, women's health care, travel clinic

**Mental Health** – individual counseling, psychiatric evaluation, consultation

**Health Promotion and Wellness** – Located in Union 350 – Provides education and outreach on a range of health and wellness topics including stress management, alcohol and other drugs, smoking cessation, nutrition counseling and sexual health

**Specialty Care** – gynecology, sports medicine physician, registered dietitian

**Ancillary Services** – Laboratory, pharmacy, immunizations, allergy injections

*Note: Physician referral is necessary for some services.*

### Costs/Eligibility

If you are currently enrolled for class credit at UWM and pay the student segregated fee, you may use most Norris Health Center services, including health care provider visits, at no cost. Fees are charged for some services, such as

outside laboratory tests, pharmacy prescriptions and allergy injections. A summer user fee is charged for students not enrolled during the summer.

### Emergency and After Hours Care

At any time if you have a medical or mental health emergency call 911 from a private phone or 9-911 from a campus phone. When Norris Health Center is closed, contact your private physician or go to an urgent care center or emergency room for urgent medical and mental health issues. Columbia St. Mary's Milwaukee is the nearest hospital, located 1.3 miles south of campus at 2323 N. Lake Drive. After office hours, for emergency mental health needs, call Milwaukee County Crisis line at 414.257.7292.

### Counseling and Mental Health

The professional staff of the Counseling Unit includes psychologists, counselors and psychiatrists. All services are confidential and short-term and include: individual and group counseling; crisis counseling; medication evaluation and stabilization; outreach; and referral to community agencies when indicated.

### Alcohol and Other Drug Assessments/Treatments

Voluntary AODA evaluations and short-term AODA counseling can be scheduled by calling Norris Health Services at 414.229.4716.

Alcohol screening evaluations that are required by another party can be obtained through the Office of Health Promotion and Wellness. Students should contact Sarah Beistock at 414.229.4675 and request information on the Alcohol and Your College Experience (ACE) program.

An online, nonjudgemental alcohol self-assessment is available on the Norris Health Services website. Click on the e-CHUG link, or go directly to [e-CHUG.uwm.edu](http://e-CHUG.uwm.edu).

### Peer Education

Do you like to teach, listen, lead others, develop informational resources, organize activities, speak to groups, and more? Please consider becoming a Norris Health Services Peer Health Educator. For more information, talk to one of our health educators or call 414.229.2919. Help us join with others to create a healthier community.

### Immunization Recommendations

During orientation you received a form with recommended immunizations for 2012. If you have not completed and submitted the form already, please drop it off at the Norris Health Center when possible. If you need another form you can download at [uwm.edu/norris](http://uwm.edu/norris).

### Student Health Insurance

Having student health insurance is highly recommended for every student and should include coverage for accidents and injuries, hospitalizations, surgery, specialty care, prescriptions and radiology services. As a UWM student, there is a plan coordinated by UW-System that is available for purchase. More information on the plan can be found at [uwm.edu/norris](http://uwm.edu/norris). Students do not need to have health insurance to use Norris Health Services.

### **Student Health Advisory and Oversight Committee (SHAOC)**

The Student Health Advisory and Oversight Committee is composed of six students and Norris staff (non-voting) who provide input and specific recommendations on such matters as Health Services programs and services, policy and budget. Please contact Dr. Julie Bonner, Director of the Norris Health Services, if you are interested in getting involved.

## **Recreational Sports and Facilities (RSF)**

[resports.uwm.edu](http://resports.uwm.edu)

Facility Hours & Schedule: 414.229.5287

Information Center: 414.229.3914

Intramural Program: 414.229.6433

The Department of Recreational Sports and Facilities (RSF) is *Your Campus Destination* for recreational sports, fitness, wellness and outdoor programs and facilities. We offer students a variety of recreation opportunities and services in the areas of fitness, wellness, intramural sports, open recreation, sport clubs, outdoor recreation and aquatics. Come see what we have to offer for your health, well-being and stress relief.

Interested in a worthwhile campus job in a fun and exciting atmosphere? RSF employs many students working in a variety of positions. Please visit our website for more information and an application.

### **KLOTSCHKE CENTER AND PAVILION**

The Kloitsche Center and Pavilion together make up a multipurpose recreation, athletic and instructional complex. Within the complex are numerous activity areas and services to meet your recreation and fitness needs.



### **Facilities:**

- 6-court arena with 200 meter running track
- 4-court gymnasium with 1/8 mile elevated jogging track
- Fitness center with cardiovascular equipment, free weights and weight training machines
- 8-lane, 25-yard swimming pool
- 8 racquetball/handball courts
- 2 fitness studios/activity rooms
- Group cycle studio/activity room
- Personal training studio
- Locker rooms with locker rentals available
- Student commons area to meet friends or study

### **FITNESS, WELLNESS AND INSTRUCTIONAL PROGRAM**

RSF offers a variety of fitness and wellness opportunities including group exercise classes, personal training and nutritional services. We also offer many instructional classes including martial arts, CPR/AED, Water Safety Instructor and Lifeguard Training, and SCTUBA. Come join a class, meet new friends and keep healthy.

### **INTRAMURAL SPORTS PROGRAM**

The RSF Intramural Sports Program offers intramural opportunities throughout the year. The program consists of team and individual sport activities. Many different sports such as basketball, volleyball, dodgeball and badminton are offered. Check out the Intramural tab on the RSF website ([resports.uwm.edu](http://resports.uwm.edu)) for current sports and events, registration deadlines, dates and times. Make up a team with your friends or allow captains to contact you by signing up as a free agent. However you find a team, you can become part of some exciting campus life opportunities.

### **SPORT CLUBS**

The UWM Sport Clubs Program is designed to provide students the opportunity to participate in sport competitions against clubs of other universities as a means to enhance their University experience and provide a vehicle for a well-rounded education through physical, social and leadership development. Sport Clubs are formed, developed, governed, and administered by the student members of each individual club with the assistance and support of the Sport Clubs Program staff.

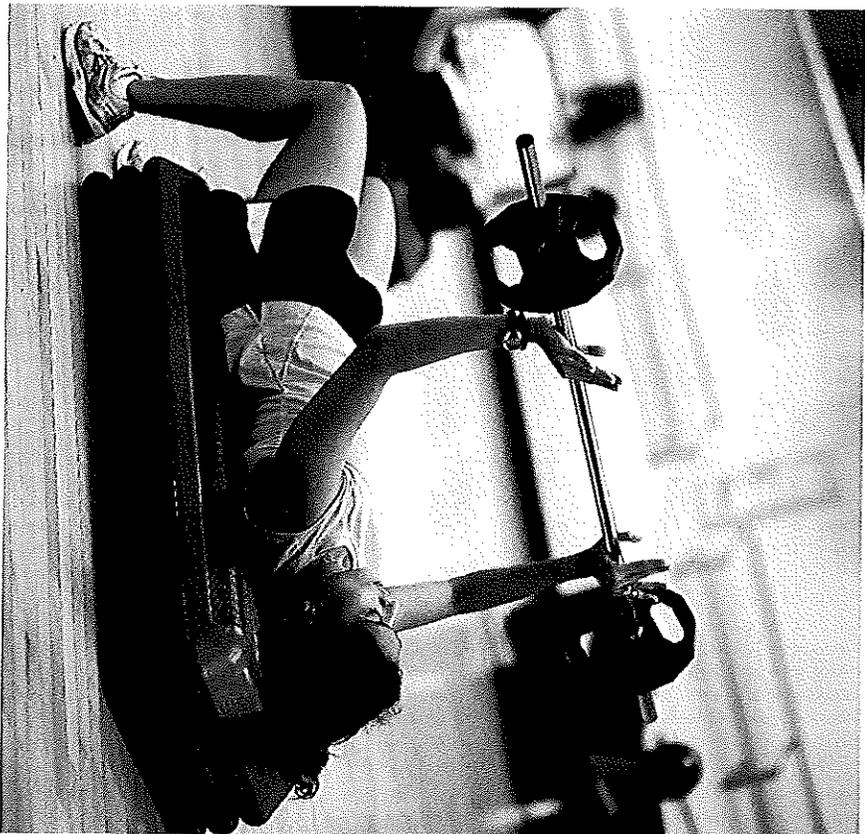
### **OUTDOOR PURSUITS**

RSF Outdoor Pursuits is dedicated to providing outdoor programming and equipment to facilitate challenging, educational, environmentally sound and fun outdoor-based recreational experiences. Join us on a trip or rent the gear you need for the weekend. Come check out our new Outdoor Pursuits Center beginning Fall 2012!

## ENGELMANN GYMNASIUM

Engelmann Hall 199

The Engelmann gymnasium provides space for recreation, instruction, and athletics. Student organizations currently registered with the Student Activities Office may reserve gym time for sport clubs as well as recreational activities. Times are limited. Please contact the RSF Facilities Coordinator at 414.229.3063 for reservation information.



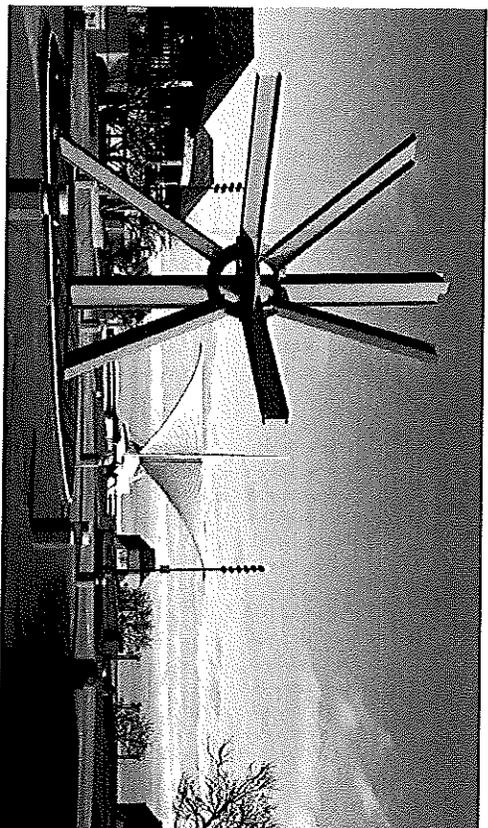
## Explore Milwaukee

Areas of interest around UWM neighborhood:

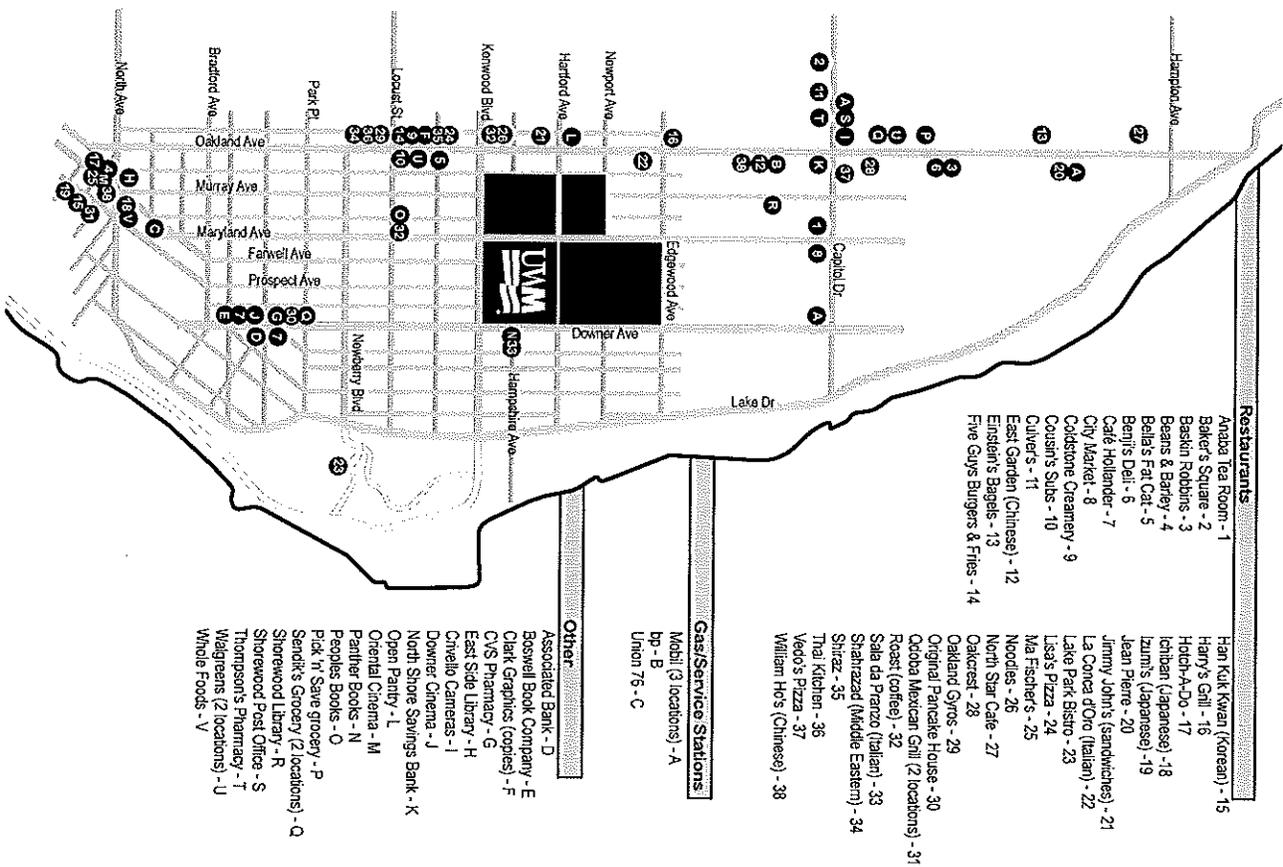
- \* Downer Avenue
- \* Oakland Avenue
- \* Brady Street
- \* Old World Third Street
- \* Wisconsin Avenue
- \* Lake Front
- \* Third Ward

Check out these websites:

- \* [www.milwaukeecollegeifc.com](http://www.milwaukeecollegeifc.com)
- \* [www.milwaukee.org](http://www.milwaukee.org)
- \* [www.omilwaukee.com](http://www.omilwaukee.com)
- \* [www.milwaukeedowntown.com](http://www.milwaukeedowntown.com)
- \* [www.totalmilwaukee.com](http://www.totalmilwaukee.com)
- \* [www.countyparks.com](http://www.countyparks.com)
- \* [www.shepherd-express.com](http://www.shepherd-express.com)
- \* [www.milwaukeeemagazine.com](http://www.milwaukeeemagazine.com)
- \* [www.jsonline.com](http://www.jsonline.com)
- \* [www.uwm.com](http://www.uwm.com)



# Neighborhood Services and Restaurants



- Restaurants**
- Anaka Tea Room - 1
  - Baker's Square - 2
  - Baskin Robbins - 3
  - Beans & Barley - 4
  - Bella's Fat Cat - 5
  - Berlie's Deli - 6
  - Café Hollander - 7
  - City Market - 8
  - Coldstone Creamery - 9
  - Cousin's Subs - 10
  - Culvers - 11
  - East Garden (Chinese) - 12
  - Emmet's Bagels - 13
  - Five Guys Burgers & Fries - 14
  - Han Kook Kwan (Korean) - 15
  - Han's Grill - 16
  - Hotch-Ado - 17
  - Ichiban (Japanese) - 18
  - Izum's (Japanese) - 19
  - Jean Pierre - 20
  - Jimmy John's (sandwiches) - 21
  - La Conca d'Oro (Italian) - 22
  - Late Park Bistro - 23
  - Les's Pizza - 24
  - Ma Fischer's - 25
  - Noodles - 26
  - North Star Cafe - 27
  - Oakcrest - 28
  - Oakland Gyros - 29
  - Original Pancake House - 30
  - Ochoa Mexican Grill (2 locations) - 31
  - Roast (coffee) - 32
  - Sale da Pranzo (Italian) - 33
  - Shanzrazed (Middle Eastern) - 34
  - Slitcz - 35
  - Thai Kitchen - 36
  - Vedo's Pizza - 37
  - William Ho's (Chinese) - 38

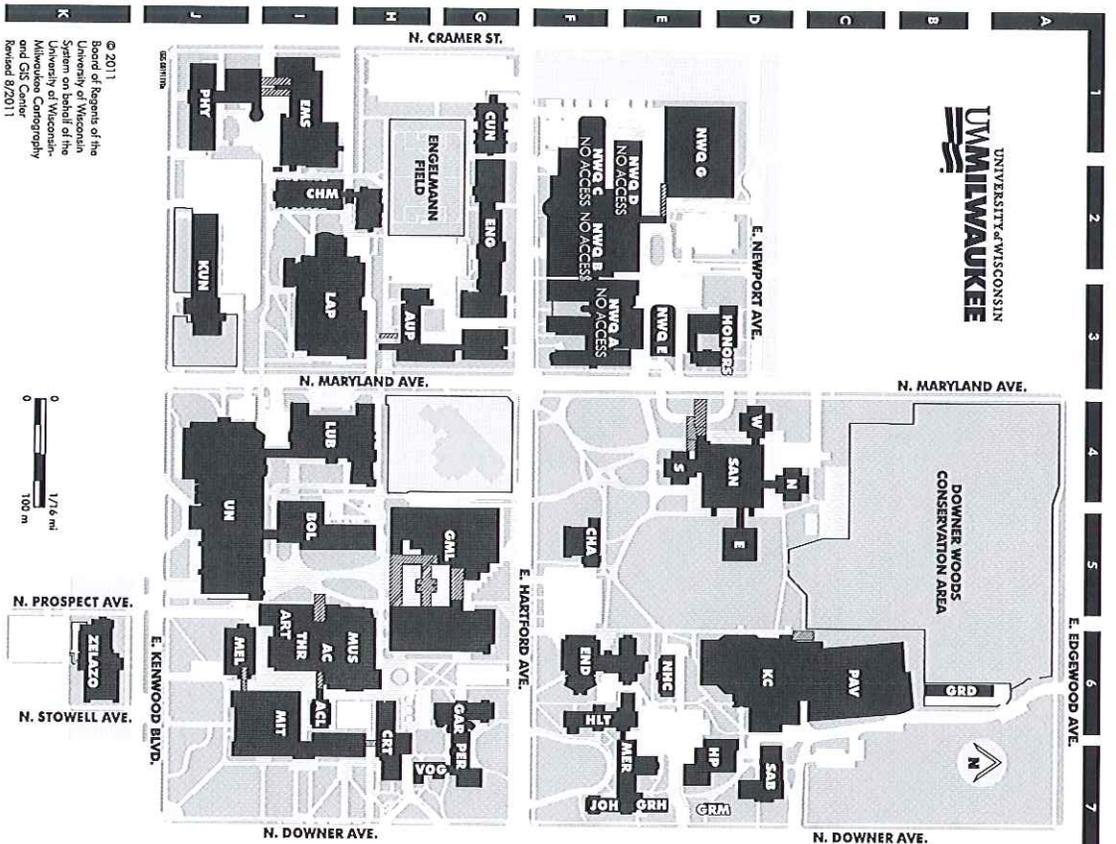
- Gas/Service Stations**
- Mobil (3 locations) - A
  - bp - B
  - Union 76 - C

- Other**
- Associated Bank - D
  - Boswell Book Company - E
  - Clark Graphics (copies) - F
  - CVS Pharmacy - G
  - East Side Library - H
  - Chetello Cameras - I
  - Downer Cinema - J
  - North Shore Savings Bank - K
  - Open Partry - L
  - Oriental Cinema - M
  - Panther Books - N
  - Peoples Books - O
  - Pick 'n' Save grocery - P
  - Sendik's Grocery (2 locations) - Q
  - Shorewood Post Office - R
  - Thompson's Pharmacy - T
  - Walgreens (2 locations) - U
  - Whole Foods - V

# Important Numbers

Area code for each phone number is 414...

Registration	299.3800	
PAWS Assistance	299.4040	
<b>Advising Offices</b>		
Academic Opportunity Center	299.4696	Career Development Center ..... 299.4486
Adult and Returning Student Services	299.5932	UWM Children's Center ..... 299.5384
Architecture & Urban Planning	299.4015	Dean of Students Office ..... 299.1192
Arts (Peck School of the)	299.4763	Financial Aid ..... 299.4541
Business (Sheldon B. Lubar School of)	299.5271	Honors College ..... 299.4658
Education	299.4721	Housing (on-campus) ..... 299.6123
Engineering & Applied Science	299.4667	Neighborhood Housing Office ..... 299.5320
Graduate School	299.6369	International Student Services ..... 299.4846
Health Sciences	299.2758	Libraries ..... 299.4785
Honors College	299.4658	Military Education Benefits ..... 299.6627
Information Studies	299.4707	Neighborhood Relations ..... 299.4451
Letters & Science	299.4654	Norris Health Center ..... 299.4716
Nursing	299.5047	Parking and UBUS/UPASS ..... 299.4000
Social Welfare (Helen Bader School of)	299.4851	Panther Academic Support Services (PASS) ..... 299.3726
Student Support Services Program (Trio)	299.5598	Student Accessibility Center ..... 299.6287
<b>Other</b>		Student Activities Office ..... 299.5780
Athletics	299.5158	Student Employment ..... 299.4486
Bookstore	299.4201	Study Abroad ..... 299.5182
Bursar Office	299.4914	Testing Center ..... 299.4689
		Tours of Campus ..... 299.9292
		Union Information ..... 299.4825
		University Information ..... 299.1192
		Visitor Center ..... 299.4397



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Board of Regents of the  
University of Wisconsin  
System on behalf of the  
University of Wisconsin-  
Milwaukee Department of  
Planning and GIS Control  
Revised 8/2011



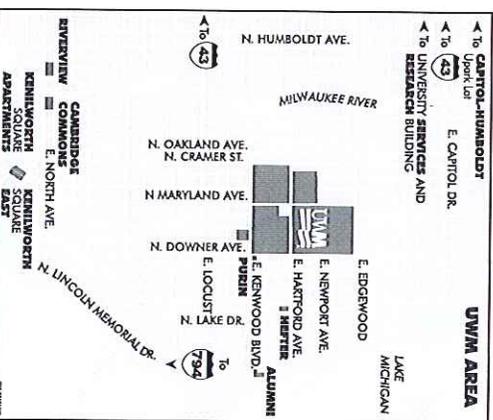
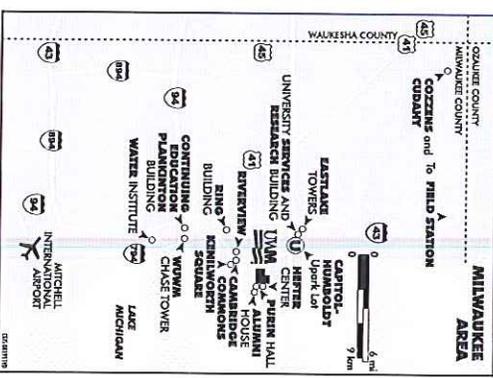
**GETTING TO CAMPUS BY CAR**  
**THE SCENIC LAKE ROUTE FROM ALL DIRECTIONS:**  
From I-43 or I-94 near Downtown, take I-794 east to Lakefront exit. Go north along the lake on Lincoln Memorial Dr. to the top of the hill, where Lincoln Memorial Dr. becomes E. Kenwood Blvd. and intersects with N. Lake Dr. Go straight (west) on Kenwood five blocks to campus.

**FROM THE NORTH:** Take I-43 south to the Capitol Dr. East exit. Go east on Capitol to N. Downer Ave., then south on Downer five blocks to campus.

**PARKING INFORMATION:**  
[www4.uwm.edu/mop/parkingmap.cfm](http://www4.uwm.edu/mop/parkingmap.cfm)

**BUILDING DIRECTORY**

- EMAS BUILDING (E3)
- ENGINEERING AND MATHEMATICAL SCIENCES BUILDING (11)
- ENDERSIS HALL (F6)
- ENGELMANN HALL (G2)
- GAR GARLAND HALL (C6)
- GML LIBRARY (C5)
- GOLDA MEIR (H6)
- GREENE HALL (E7)
- GREENE MUSEUM (E7)
- GRD GROUNDS BUILDING (B6)
- HP HEATING PLANT (D7)
- HCC HEFFER CONFERENCE CENTER (UW/M Area Map)
- HHT HOLTON HALL (F6)
- HON HONORS HOUSE (D3)
- JOH JOHNSTON HALL (D7)
- KSA KENILWORTH SQUARE APARTMENTS (UW/M Area Map)
- KSE KENILWORTH SQUARE EAST (UW/M Area Map)
- KC KLOTSCH CENTER (D6)
- KUN KUNKLE CENTER (D3)
- LAP LAPHAM HALL (I3)
- LUB LUBAR HALL (I4)
- MEL WELLENCCAMP HALL (I6)
- MER MERRILL HALL (F7)
- MIT MITCHELL HALL (I7)
- MUS MUSIC BUILDING (H6)
- NWQ A NORTHWEST QUADRANT A (F3)
- NWQ B NORTHWEST QUADRANT B (F2)
- NWQ C NORTHWEST QUADRANT C (F2)
- NWQ D NORTHWEST QUADRANT D (E2)
- NWQ E NORTHWEST QUADRANT E (E3)
- NWQ G NORTHWEST GARAGE (E2)
- NHG NORRIS HEALTH CENTER (E6)
- PAV PAVILION (C6)
- PER PEARSE HALL (C7)
- PHY PHYSICS BUILDING (I1)
- PUR PURN HALL (B2)
- RNG RING BUILDING (UW/M Area Map)
- RWV RIVERVIEW RESIDENCE HALL (UW/M Area Map)
- SAB SABIN HALL (D7)
- SAN C SANDBURG COMMONS, RESIDENCE HALLS (D4)
- SAN E SANDBURG EAST (D4)
- SAN N SANDBURG NORTH (D4)
- SAN S SANDBURG SOUTH (D4)
- SAN W SANDBURG WEST (D4)
- SRS SAUVILLE FIELD STATION (UW/M Area Map)
- THR THEATRE BUILDING (I6)
- USR UNIVERSITY SERVICES AND RESEARCH BUILDING (UW/M Area Map)
- VOG VOGEL HALL (C7)
- GLRF WATER INSTITUTE GREAT LAKES RESEARCH FACILITY (UW/M Area Map)
- WCWN WUWV CHASE TOWER (UW/M Area Map)
- ZEL ZELAZO CENTER FOR THE PERFORMING ARTS (K5)



## MILITARY LEAVE POLICY

No: S-40

Date: October, 1996 (3rd Rev.)  
Original 5/77; rev.11/87

**Authority:** 38 U.S.C. 43, 230.35 (3)(a) Wisconsin  
Statutes and UWM Administration

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As it is the stated purpose of Congress under 38 U.S.C. s. 4301 et seq. to encourage noncareer military service; to minimize the disruption to the lives of persons performing service in the military as well as to their employers; and to prohibit discrimination against persons because of their military service, the UWM Military Leave Policy is as follows:

### I. Eligibility

Any permanent employee of UWM who performs duty in the uniformed services as specified under U.S.C. s. 4306 (16) is entitled to an unpaid leave of absence without loss of time in service to the state so that such employee may attend on a voluntary or involuntary basis active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty or examination to determine fitness for duty [38 U.S.C. s. 4303 (13)].

Non-probationary represented classified employees shall also be by the provisions of any applicable collective bargaining agreement.

### II. Length of Leave

Such leave will be granted for any period of time up to a total accumulation of five (5) years absence.

### III. Compensation

For absence periods of greater than 2 days but not exceeding 30 days, excluding Saturdays, Sundays and holidays as indicated under s. 230.35 (4) Wis. Stat., the employee shall receive his/her base State of Wisconsin pay less the amount receive for the military duty. The reduction shall not be more than the base State of Wisconsin pay. Compensation is not affected by this policy where limited military service occurs outside of working hours [s. 230.35 (3)(a) Wis. Stat.].

For all absences of greater than 30 days, employees shall be entitled to leave of absence without pay. Employees may substitute accrued leave time (annual leave, personal holiday, compensatory time) for some or all of the leave without pay.

### IV. Notification of Commencement of Military Duty

It shall be the responsibility of all UWM employees to notify their appropriate appointing

authorities of the commencement date of the military leave and its expected duration within a reasonable period of time of learning it, so that substitute staffing can be arranged, if necessary.

#### V. Notification of Intent to Return

Employees completing a leave for military duty must notify UWM of their intent to return (38 U.S.C. s. 4312). If the employee's period of service was for 30 days or less, the employer must be notified on the day following the end of the military service.

If the employee's period of service was more than 30 days but fewer than 181 days, the employer must be notified within 14 days of the end after the military service.

If the employee's period of service was for more than 180 days, the employer must be notified within 90 days after the military service.

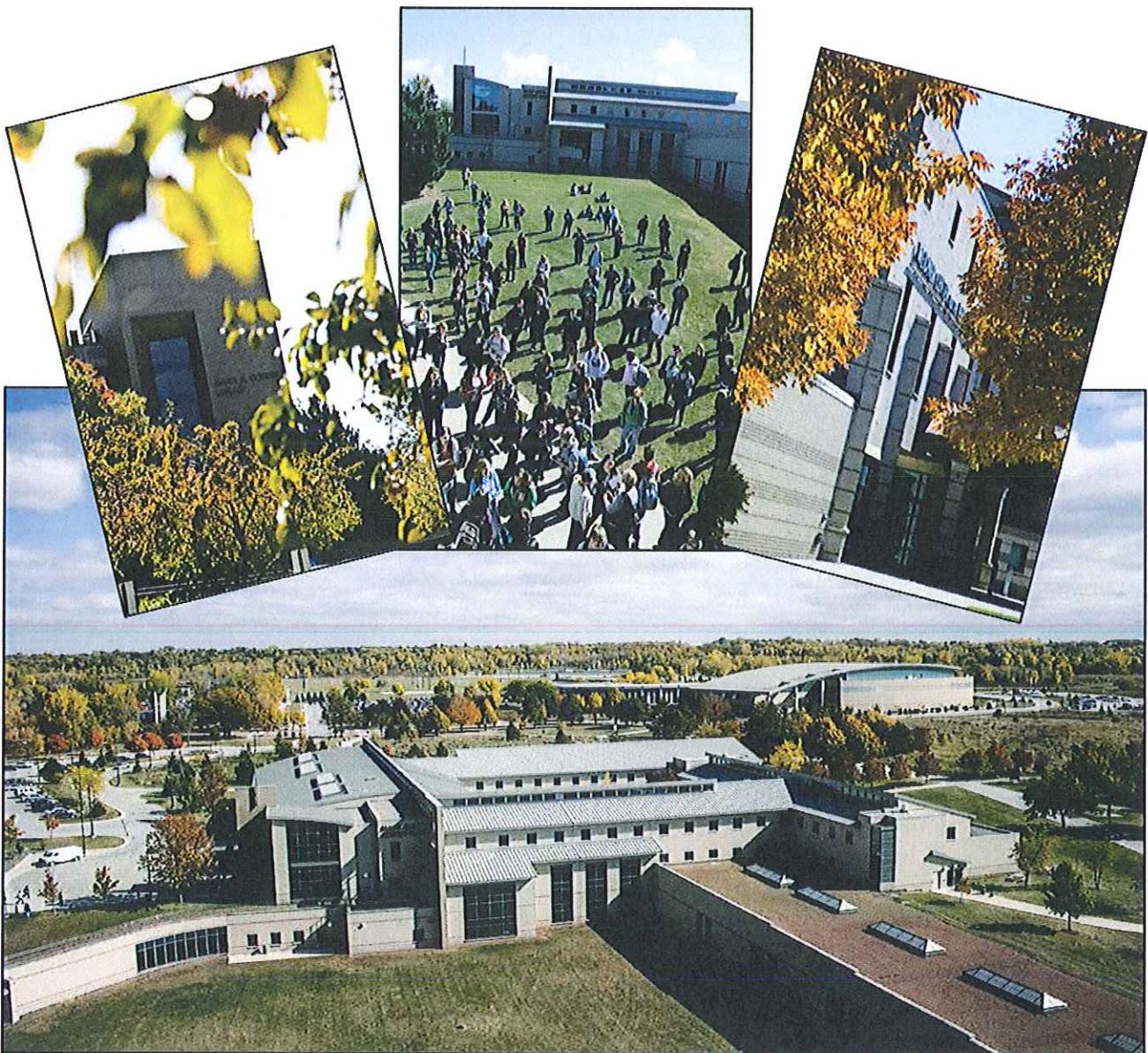
An employee who fails to notify the employer of his/her intent to return within the period specified shall be subject to disciplinary action up to and including termination for unexcused absence.

#### VI. Other Conditions

Leave granted this policy is in addition to all other leaves granted or authorized by any other law. For the purpose of determining seniority, pay or pay advancement, or performance awards, the status of the employee shall be considered uninterrupted by a period of military leave under this policy.



# Annual Financial Report 2012



**Published by the Office of Finance  
University of Wisconsin System  
1220 Linden Drive  
Madison, WI 53706**

**Editor: Laurie Grams**

**Cover Photo:** Shown in this autumn photo montage are UW-Green Bay students and several key campus buildings:

- David A. Cofrin Library (upper left), selected as the Wisconsin Library Association's Library of the Year in 2012;
- Weidner Center for the Performing Arts (upper right), a state-of-the-art performance venue accessible to both the university population and to the larger community; and
- Mary Ann Cofrin Hall (lower photo), an award-winning academic building creating an appealing academic "front door" to the campus with its environmental science, geographic, and social science exhibits.

Founded in 1965, UW-Green Bay is a regional comprehensive university with exceptional new facilities, a dynamic atmosphere, and a campuswide commitment to "360° of Learning." The UW-Green Bay academic plan promotes hands-on learning through internships, research, and team projects. It also demands that students have the ability to make connections – to examine issues from different perspectives, and to work effectively with those from other fields.

A small- to mid-sized institution, UW-Green Bay enrolls about 6,500 students. The setting includes wooded trails, a nine-hole golf course, and a million-dollar view of the bay.

**Photographers: Eric Miller (upper photos) and Kimberly Vlies (lower photo)**

**University of Wisconsin System  
2012 Annual Financial Report**

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**Officers**

Kevin P. Reilly,  
*President*

Michael L. Morgan,  
*Senior Vice President for Administration  
and Fiscal Affairs*

Mark A. Nook,  
*Senior Vice President for Academic and  
Student Affairs*

Deborah A. Durcan,  
*Vice President for Finance/Trust Officer*

Tomas L. Stafford,  
*General Counsel/Assistant Trust Officer*

Freda J. Harris,  
*Associate Vice President for Budget and  
Planning*

**Finance Staff**

Julie K. Gordon,  
*Associate Vice President for Financial  
Administration*

Ruth M. Anderson,  
*Associate Vice President for  
Administrative Services*

Elizabeth R. Dionne,  
*Director for Operations Review and Audit*

Douglas J. Hoerr,  
*Director for Trust Funds/Assistant Trust  
Officer*

Michael M. Kraus,  
*Special Assistant*

**Chancellors**

Ray Cross, *UW Colleges and UW-Extension*  
Gilles Bousquet (Interim), *UW-Eau Claire*  
Thomas Harden, *UW-Green Bay*  
Joe Gow, *UW-La Crosse*  
David Ward (Interim), *UW-Madison*  
Mike Lovell, *UW-Milwaukee*  
Richard H. Wells, *UW-Oshkosh*  
Deborah Ford, *UW-Parkside*  
Dennis Shields, *UW-Platteville*  
Dean Van Galen, *UW-River Falls*  
Bernie Patterson, *UW-Stevens Point*  
Charles W. Sorensen, *UW-Stout*  
Renée Wachter, *UW-Superior*  
Richard J. Telfer, *UW-Whitewater*

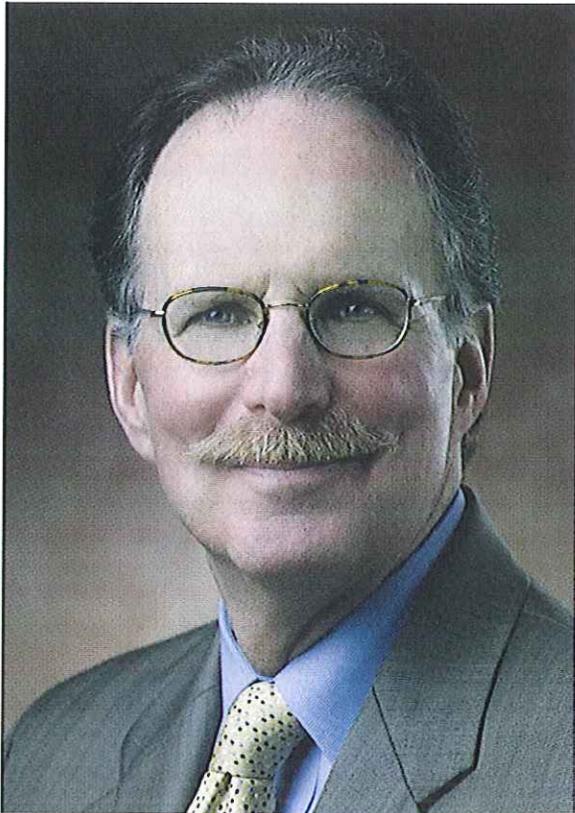
**UNIVERSITY  
OF WISCONSIN  
SYSTEM**

**Regents**

Jeffrey B. Bartell, *Madison*  
John R. Behling, *Eau Claire*  
Mark J. Bradley, *Wausau*  
John R. Drew, *Milwaukee*  
Tony Evers, *Madison*  
Michael J. Falbo, *Hartland (Regent Vice President)*  
Tim Higgins, *Appleton*  
Tracy Hribar, *Franksville*  
Edmund Manydeeds, *Eau Claire*  
Regina Millner, *Madison*  
Katherine Pointer, *Madison*  
Charles Pruitt, *Milwaukee*  
Gary Roberts, *Onalaska*  
Brent Smith, *La Crosse (Regent President)*  
Mark Tyler, *Woodville*  
José F. Vásquez, *Wausau*  
David G. Walsh, *Madison*  
Gerald Whitburn, *Wausau*

UNIVERSITY OF WISCONSIN SYSTEM  
Years Ended June 30, 2012 and 2011

Introduction from the President  
and  
Vice President's Report



## **INTRODUCTION FROM THE PRESIDENT FINANCIAL REPORT 2012**

The University of Wisconsin System remains one of the most efficient, accountable, and productive systems of higher education in the nation.

In the 2011-12 academic year, we enrolled a near-record high of more than 181,000 students. Through our new UW Flexible Option and eCampus portal, more working adults can return to college and complete their degrees, using online and other delivery methods. In addition, more than one million residents participate each year in university programs through statewide extension networks. These are just a few of the ways UW institutions are creating more educational opportunities in cost-effective fashion.

We emerged from the last biennial budget with the national and state economies striving to recover from the global recession. The current forecast is promising, although the possibility of the “fiscal cliff” on the national level jeopardizes research funding and other important areas. Closer to home, new managerial flexibilities from the state will help, enabling our campus leaders to use scarce resources where they are

needed most to support learning, research, and community engagement. The UW System was spared midyear budget lapses in 2012, which was a positive note in an otherwise challenging budget cycle. We look forward to working with the Governor and state officials in developing the next biennial budget targeted at the state’s most pressing needs.

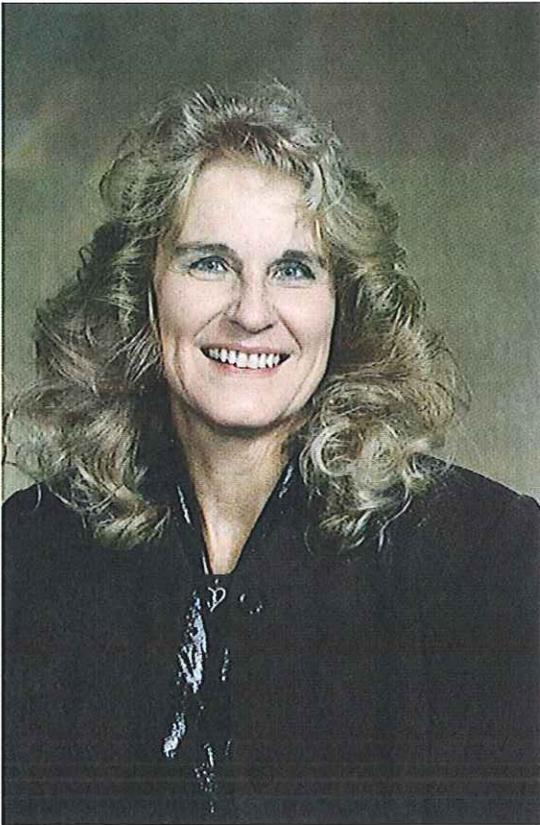
Policymakers and citizens must be assured that their investments in the UW are providing positive returns to Wisconsin. The UW has an estimated economic impact of at least \$15 billion in Wisconsin each year – a fifteen-fold return on the state’s investment. Plus, 81% of students who start out as Wisconsin residents stay in the state – indicating we hang on to an impressively high percentage of “our best and brightest.” A recent survey shows that 73% of Wisconsin residents consider higher education important, and 80% say they feel proud of Wisconsin’s post-secondary institutions. Access and affordability were considered top priorities, with stimulating job growth and attracting new industries identified as top areas for improvement.

Despite the prolonged resource challenges, the UW System has efficiently managed increased educational demands, while maintaining our international reputation for academic quality. We consistently spend a significantly smaller share of our educational and general expenses on overhead compared to peer university systems, saving Wisconsin taxpayers millions of dollars each year. State funding per student in the UW System is now \$1,660 below the average among public universities, ranking Wisconsin 39<sup>th</sup> among the 50 states. Comparing state support for higher education to personal income, Wisconsin ranks 32<sup>nd</sup> in the nation in funding per \$1,000 in personal income. And relative to our total state population, Wisconsin ranks 34<sup>th</sup> among the 50 states in per capita spending on higher education. We are proud of such indicators of cost efficiency, and at the same time concerned that if the state continues to disinvest in the UW, quality will be compromised.

The UW System is committed to quality, performance, accountability, and transparency in our financial affairs. As we rely more on gifts, grants, and other non-state dollars, we must continue to demonstrate how these resources are fueling the world-class work of our faculty and staff, and delivering a solid return on investment to every taxpayer, donor, student, and parent.

This financial report shows the UW System to be a strong and vital part of Wisconsin’s economic future.

**Kevin P. Reilly**  
*President*



#### **VICE PRESIDENT'S REPORT FINANCIAL REPORT 2012**

Act 32, the State of Wisconsin 2011-13 biennial budget, provided both challenges and opportunities for the University of Wisconsin System. The financial challenges included another \$250 million reduction in state support (the first occurred in 2003-05) and an additional lapse of \$65.8 million over the biennium. In addition, the legislature capped tuition increases at 5.5% and froze the University's ability to implement any new differential tuition initiatives at our institutions. As a result, only a portion of the massive cuts were able to be offset. Enrollments were healthy across the UW System, totaling 181,269, slightly less than the all-time high in the preceding year. The UW System continued to graduate more students, granting 33,697 bachelor's, master's, and other advanced degrees in the 2011-2012 academic year, an increase of 776 over the 2010-2011 academic year. All the while, faculty and staff received no salary increases. In fact, increased employee contributions to health care and retirement equated to about an 8% salary reduction for the average employee. This is clearly reflected when you

look at the \$58.0 million (2%) overall reduction in the amount expended on salaries and fringe benefits from fiscal year 2011 to fiscal year 2012.

In addition to the overall reduction to the UW System's budget, a targeted 25% cut to the state appropriation supporting the System Administration was included in the legislation. This led to a serious review and evaluation of all functions performed in the central office in order to assess how to administer cuts of this magnitude. A refined sense of purpose resulted with the mnemonic "ITMAC," which reflects the UW System Administration's core roles of interpreting, training, monitoring, advocating, and consulting on behalf of our colleges, universities, and state-wide extension.

Act 32 did bring some exciting opportunities. As one of the most heavily regulated public institutions of higher education, additional flexibilities in the areas of human resources, travel, procurement, and block grant funding were most welcome. The UW System was given the authority, effective July 1, 2013, to establish its own personnel systems, one for UW-Madison and one for the balance of the UW System. Included in this authority is the ability to bring the approximately 12,000 current state civil service employees under the overall umbrella of the Board of Regents. Formerly under the same policies governing all state employees, the UW System has been given the authority to establish its own policies for university travel, also effective July 1, 2013. As the University represents about 80-85% of all state-wide travel expenditures, this was a flexibility we sought for quite some time. State-wide, additional flexibilities were granted in the area of procurement, increasing the simplified bidding threshold from \$25,000 to \$50,000. In addition, effective July 1, 2013, the UW will gain additional authority over purchases relating to higher education's unique needs. The biennial budget also brought the concept of "block grant budgeting" to the UW System. Many separate appropriations were collapsed for accounting and reporting purposes at the state level. Much work has gone into reaching agreement across the System as to the level of detail required for the future management of university resources. A special Legislative Task Force on UW Restructuring and Operational Flexibilities was established during 2011-12 and addressed six targeted areas, advocating for additional operating flexibilities for the University. We hope to see some of their recommendations reflected in the Governor's next biennial budget to be released in February, 2013.

Act 32 also included, for the first time, a defined set of performance indicators. While the UW System has long published an annual accountability report, the biennial budget included 38 specific measures upon which we will now be required to report. While several overlap with past accountability reports, many indicators are new and will take time to establish appropriate benchmarks and performance standards. We welcome this opportunity to increase our accountability and transparency to Wisconsin students, taxpayers, legislators, and the general public.

Due to the large reductions in state support, state appropriations continue to represent a smaller share of total revenue. Falling by \$173.2 million, or 16.8%, in fiscal year 2012, state funding now represents 17.5% of the University's total revenue. Net tuition and fees continue to represent the largest share of total revenue, representing 22.6%. Net tuition revenue grew by \$30.2 million, or 2.8%, in 2012 to \$1.1 billion. Grants and contracts from the federal government accounted for 17.6% of total revenues while grants and contracts from the state, local and private providers were an additional 8.1%. If combined, total grants and contracts would become the largest share of total revenue (25.7%). The UW System continues to be very successful in competing for grant funding and increasing private funding. Sales and services of educational activities and auxiliary enterprises each accounted for about \$350 million in revenues, making up a combined 14.3% of the total.

I invite you to review the 2012 financial statements along with Management's Discussion and Analysis and send your comments to me at [ddurcan@uwsa.edu](mailto:ddurcan@uwsa.edu).

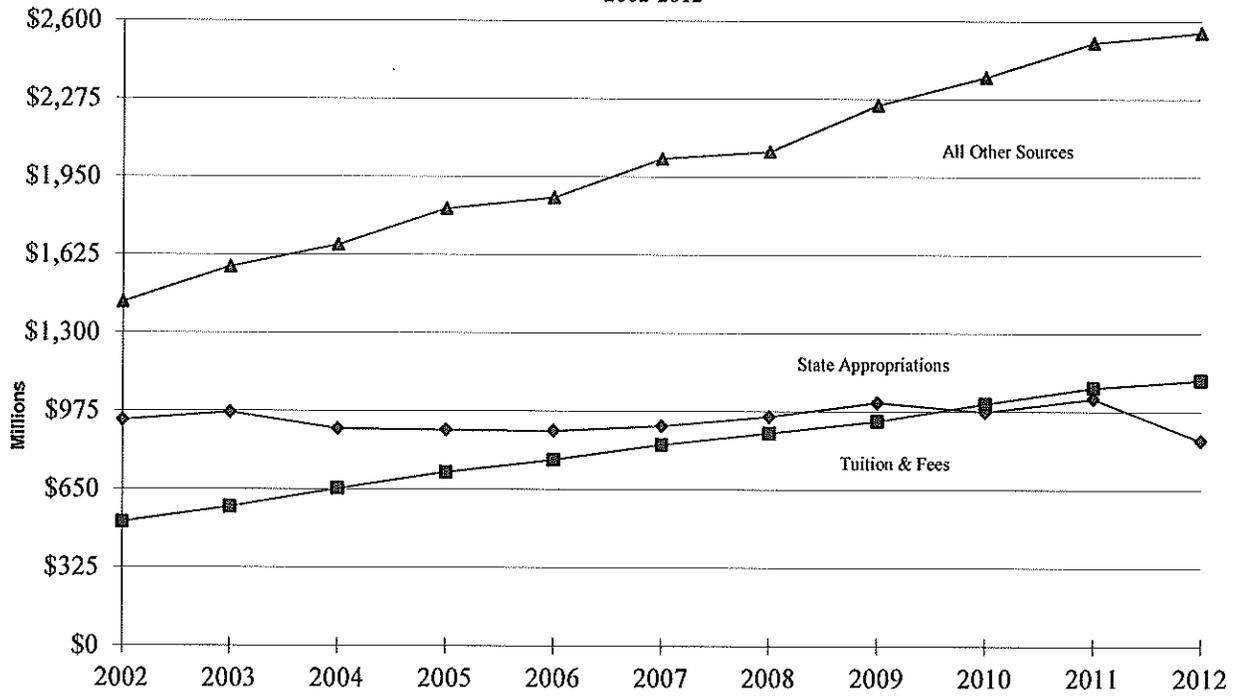
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**Deborah A. Durcan**  
*Vice President for Finance*

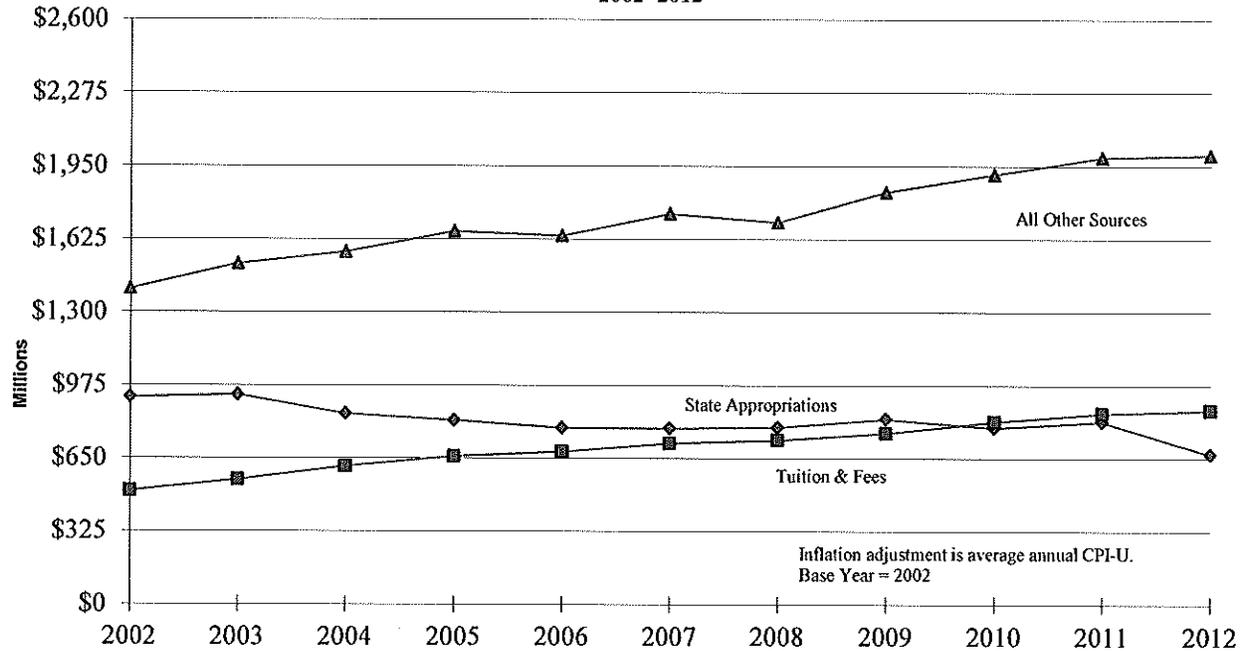
UNIVERSITY OF WISCONSIN SYSTEM  
Years Ended June 30, 2012 and 2011

## Supplemental Information

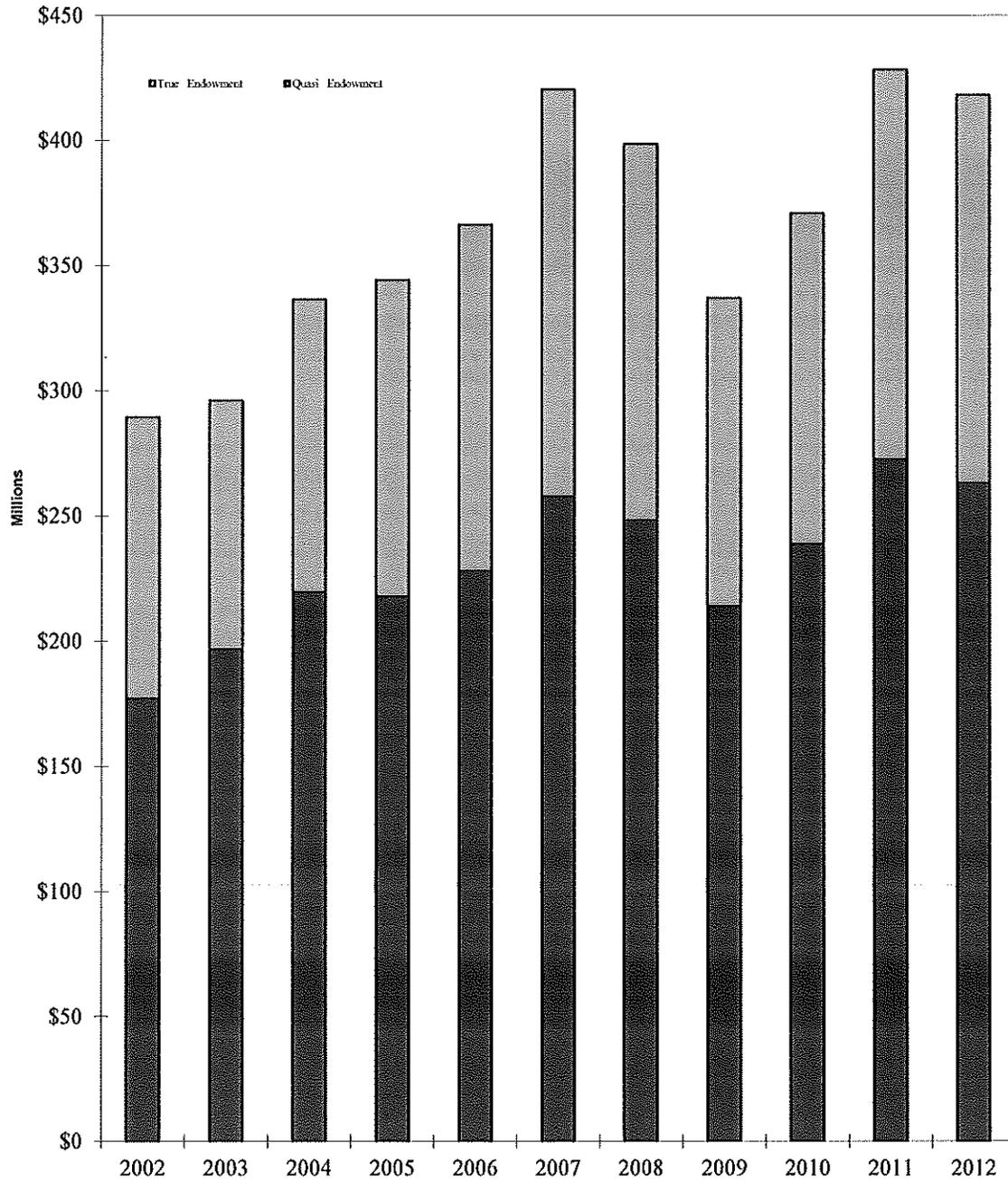
**CHART 1  
TEN-YEAR COMPARISON OF CURRENT FUNDS REVENUES  
2002-2012**



**CHART 2  
TEN-YEAR COMPARISON OF CURRENT FUNDS REVENUES  
ADJUSTED FOR INFLATION  
2002-2012**



**CHART 3  
TEN-YEAR COMPARISON OF UNIVERSITY-CONTROLLED ENDOWMENTS  
2002-2012**



Charts have been prepared based on generally accepted accounting principles in effect prior to the adoption of GASB Statement No. 35.

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**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

**Management's Discussion and Analysis**

**Introduction**

The following discussion and analysis provides an overview of the financial position and activities of the University of Wisconsin System for the years ended June 30, 2012 and 2011, with comparative information for the year ending June 30, 2010. This discussion has been prepared by management and should be read in conjunction with the financial statements and footnotes.

The University of Wisconsin System consists of 13 universities, including two doctoral institutions, 13 two-year colleges, UW-Extension, and System Administration. In academic year 2011-2012, the University of Wisconsin System enrolled 181,269 students, employed approximately 31,000 faculty and staff, and granted 33,697 bachelor's, master's, and other advanced degrees. The University of Wisconsin System institutions were awarded over \$956.3 million in federal grants and contracts in 2011-2012 and an additional \$551.9 million from non-federal sponsors. The University of Wisconsin System has a long tradition of public service, embodied by an ongoing commitment to the Wisconsin Idea, that the boundaries of the University are the boundaries of the State.

<i>Degrees Granted</i>	
<i>UW-Madison</i>	<i>10,005</i>
<i>UW-Milwaukee</i>	<i>5,799</i>
<i>UW-Eau Claire</i>	<i>2,279</i>
<i>UW-Green Bay</i>	<i>1,224</i>
<i>UW-La Crosse</i>	<i>1,980</i>
<i>UW-Oshkosh</i>	<i>2,187</i>
<i>UW-Parkside</i>	<i>728</i>
<i>UW-Platteville</i>	<i>1,395</i>
<i>UW-River Falls</i>	<i>1,443</i>
<i>UW-Stevens Point</i>	<i>1,841</i>
<i>UW-Stout</i>	<i>1,850</i>
<i>UW-Superior</i>	<i>557</i>
<i>UW-Whitewater</i>	<i>2,409</i>
<i>Total</i>	<i>33,697</i>

**Financial Highlights**

The University of Wisconsin System's financial standing remained strong at the conclusion of the fiscal year ended June 30, 2012. After increasing \$53.9 million last year, state support decreased \$173.2 million this year (down 16.8% from 2011) and continues to be supplemented by higher tuition and fees (up 2.8% from 2011). Extramural support (grants and contracts) decreased 1.0% in 2012 after increasing 7.7% in 2011. State appropriations represent 17.5% of the University of Wisconsin System's total revenue in 2011-12, compared to 29.6% in 2002-03. The 2011-12 state funding, including debt service, is \$250.3 million below the 2001-02 level in constant dollar terms and is \$223.4 million lower in absolute dollar terms than 2008-09.

As of June 30, 2012, the University of Wisconsin System had total assets of \$7.8 billion and total liabilities of \$2.0 billion for a net asset total of \$5.8 billion, of which \$4.1 billion is invested in capital, net of related debt. Revenues continued strong in 2012 with total revenues increasing \$22.0 million. State appropriations decreased 16.8%, compared to a 5.5% increase during fiscal year 2011. Revenue diversification is essential to maintaining a financially strong institution capable of sustainable success. Over the past several years, the University of Wisconsin System has successfully diversified its revenue streams to supplement tuition and fees and state appropriations (see Charts 1 and 2). For the third year in a row, state appropriations were less than tuition and fees, making revenue diversification even more essential.

The change in net assets is summarized for the fiscal years ended June 30, 2012, 2011, and 2010 as follows:

<i>(In Millions)</i>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Total Revenues Before			
Net Investment Income (Loss)	\$ 4,890.3	\$ 4,801.5	\$ 4,613.9
Total Expenses	<u>4,482.9</u>	<u>4,457.0</u>	<u>4,325.6</u>
Increase in Net Assets Before			
Net Investment Income (Loss)	407.4	344.5	288.3
Net Investment Income (Loss)	<u>.6</u>	<u>67.5</u>	<u>40.7</u>
Increase in Net Assets	<u>\$ 408.0</u>	<u>\$ 412.0</u>	<u>\$ 329.0</u>

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Fiscal year 2012 total revenues before net investment income or loss increased \$88.8 million (1.8%) compared to \$187.6 million (4.1%) increase for fiscal year 2011. The fiscal year 2012 increase primarily resulted from a 1.6% increase in operating revenues. Fiscal year 2012 total expenses increased \$25.9 million (0.6%) compared to an increase of \$131.4 million (3.0%) for fiscal year 2011. The fiscal year 2012 increase primarily resulted from a 7.6% increase in supplies, services and other, a 6.4% increase in depreciation, and a 210.3% increase in loss on disposal, partially offset by a 14.3% decrease in scholarship and fellowships. The increase in loss on disposal resulted from the University of Wisconsin-Superior experiencing a flood that destroyed an estimated \$17.2 million in library holdings.

Operating revenues increased by \$53.8 million during fiscal year 2012 and \$215.3 million during 2011. The 1.6% increase in fiscal year 2012 resulted primarily from increases in student tuition and fees (2.8%) and sales and services of educational activities (12.0%). The net increase in student tuition is primarily due to a 5.5% (5.5% in 2011) increase in tuition rates approved by the Board of Regents. The total headcount enrollment for the entire University of Wisconsin System decreased 821 students to 181,269 from 182,090 in 2011, and total full-time equivalent enrollment was 155,162, down from 156,039 in 2011.

<i>Headcount Enrollments</i>	
<i>UW-Madison</i>	<i>42,065</i>
<i>UW-Milwaukee</i>	<i>29,726</i>
<i>UW-Eau Claire</i>	<i>11,234</i>
<i>UW-Green Bay</i>	<i>6,665</i>
<i>UW-La Crosse</i>	<i>10,258</i>
<i>UW-Oshkosh</i>	<i>13,513</i>
<i>UW-Parkside</i>	<i>4,887</i>
<i>UW-Platteville</i>	<i>8,262</i>
<i>UW-River Falls</i>	<i>6,788</i>
<i>UW-Stevens Point</i>	<i>9,477</i>
<i>UW-Stout</i>	<i>9,356</i>
<i>UW-Superior</i>	<i>2,825</i>
<i>UW-Whitewater</i>	<i>11,643</i>
<i>UW Colleges</i>	<i>14,570</i>
<i>Total</i>	<i><u>181,269</u></i>

Operating expenses increased by \$15.4 million during fiscal year 2012 compared to the 2011 increase of \$172.7 million. The smaller increase is primarily due to salaries and fringes decreasing \$58.0 million and scholarship and fellowships decreasing \$21.9 million.

The University of Wisconsin System reported \$0.6 million net investment income in fiscal year 2012, which is down from the \$67.5 million net investment income reported in fiscal year 2011. A decrease in the fair value of the trust fund portfolio was consistent with the general fluctuations experienced in the financial markets contributing to the investment income. The investment return is comprised of dividend and interest income, as well as realized and unrealized gains and losses. Investments are reported at fair market value as of June 30 of each fiscal year. The change in market value that occurred from fiscal year 2011 to fiscal year 2012 is included in the reported investment income.

### Using the Financial Statements

The University of Wisconsin System's annual financial report includes the Statements of Net Assets; the Statements of Revenues, Expenses, and Changes in Net Assets; and the Statements of Cash Flows. These financial statements, prepared in accordance with standards established by the Governmental Accounting Standards Board (GASB), emphasize reporting on a consolidated basis rather than segregating operations by individual fund groups.

The Statements of Net Assets are financial condition snapshots as of June 30, 2012 and 2011, and include all assets and liabilities, both current and noncurrent. Current assets are those that are available to satisfy current liabilities inclusive of assets that will be converted to cash within one year. Current liabilities are those that will be paid within one year. The Statements of Net Assets are prepared under the accrual basis of accounting which requires revenue and asset recognition when the service is provided, and expense and liability recognition when goods or services are received despite when cash is actually exchanged. The difference between assets and liabilities (net assets) is one indicator of the University of Wisconsin System's financial health. Increases or decreases in net assets provide an indicator of the improvement or erosion of the University of Wisconsin System's financial health when considered in conjunction with non-financial information, such as conditions of facilities and enrollment levels. Net Assets are divided into three major categories: Invested in Capital Assets, Net of Related Debt; Restricted Net Assets; and Unrestricted Net Assets. Invested in Capital Assets, Net of Related Debt, consist of capital assets reduced by the outstanding balances of borrowings for the construction, acquisition, or improvement of those assets. Restricted Net Assets have constraints put on by external parties, such as sponsors for research and donors or by State Statute and Board of Regent policy as in the case of student segregated fees. Unrestricted Net Assets are net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

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The Statements of Revenues, Expenses, and Changes in Net Assets are operating statements that present the revenues earned and expenses incurred during the fiscal years ended June 30, 2012 and 2011 on a full accrual basis. Revenue and expense activities are reported as either operating or non-operating. Operating revenue includes tuition, grants and contracts, and sales and services of various self-supporting operations. Although the University of Wisconsin System is dependent upon state appropriations and gifts to fund educational and general operations, under GASB rules these funding sources are reported as non-operating revenues, as is investment income.

The Statements of Cash Flows summarize cash inflows and outflows by category as either relating to operating, capital, financing, or investing activities. Cash flow information can be used to evaluate the financial viability of the University of Wisconsin System's ability to meet financial obligations as they mature. Cash flows from operating activities result from exchange transactions in which one party gives another something in return. Cash flows from noncapital financing activities include state appropriations and private gifts restricted for noncapital purposes. Cash inflows from capital activities include receipts from capital grants, donor receipts specifying use for capital assets, and/or proceeds from issuing debt for the explicit purpose of acquisition, construction, or improvement of capital assets. Cash outflows for capital activities include acquisition, construction, or improvement of capital assets inclusive of interest. Cash inflows from investing activities are a result of the sale of investments, withdrawals from the long-term investment pool, and collecting interest and dividends earned. Cash outflows from investing activities generally result from the purchase of investments.

The Notes to the Financial Statements are an integral part of the basic financial statements and communicate information essential for fair presentation. For example, the notes convey information concerning significant accounting policies used to prepare the financial statements, detailed information on cash and investments, receivables, lease commitments, compensated absences, retirement and other postemployment benefits, capital assets, notes and bonds payable, the relationships with the University of Wisconsin Hospital and Clinics Authority, the La Crosse Medical Health Science Consortium, Inc., the University of Wisconsin Foundation, the University of Wisconsin Medical Foundation, and the Wisconsin Alumni Research Foundation (WARF) relating to the Wisconsin Institutes for Discovery, and a report of operating expenses by function since operating expenses by natural classification are reported in the Statements of Revenues, Expenses, and Changes in Net Assets.

**Statements of Net Assets**

The Statements of Net Assets present the assets and liabilities and resultant financial position of the University of Wisconsin System under the accrual basis of accounting. Net Assets, the difference between total assets and total liabilities, is one indicator of the financial condition of the University of Wisconsin System. Improvement or deterioration in the University of Wisconsin System's financial position is reflected by changes in the net asset balance over time.

The following provides a summarized comparison of the University of Wisconsin System's assets, liabilities, and net assets at June 30, 2012, 2011, and 2010:

*(In Millions)*

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Current Assets	\$ 1,747.4	\$ 1,466.3	\$ 1,417.7
Noncurrent Assets:			
Endowment Investments	389.5	396.0	339.1
Student Loans Receivable – Net	159.4	160.0	162.0
Capital Lease Receivable	5.1	6.8	8.9
Capital Assets – Net	<u>5,582.7</u>	<u>5,198.7</u>	<u>4,782.7</u>
Total Assets	<u>7,884.1</u>	<u>7,227.8</u>	<u>6,710.4</u>
Current Liabilities	565.8	541.4	649.6
Noncurrent Liabilities	<u>1,473.0</u>	<u>1,249.1</u>	<u>1,035.5</u>
Total Liabilities	<u>2,038.8</u>	<u>1,790.5</u>	<u>1,685.1</u>
Total Net Assets	<u>\$ 5,845.3</u>	<u>\$ 5,437.3</u>	<u>\$ 5,025.3</u>

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*Current Assets:* Current assets, which consist primarily of operating cash and cash equivalents, accounts receivable, student loans receivable, supply inventories, and prepaid expenses, increased by \$281.1 million during fiscal year 2012 and increased by \$48.6 million during fiscal year 2011. The fiscal year 2012 increase primarily relates to a \$270.2 million increase in cash and cash equivalents that is the result of less cash used in operating activities such as payments for salaries, fringe benefits, and scholarships and fellowships. The largest change within fiscal 2011 current assets relates to changes in cash and cash equivalents.

The University of Wisconsin System held cash and cash equivalents of \$1,347.5 million at June 30, 2012, consisting primarily of shares in the State Investment Fund, a short-term pool of state and local funds managed by the State of Wisconsin Investment Board (SWIB). Also included in cash and cash equivalents is \$129.7 million in balances maintained by individual University of Wisconsin System institutions in local bank accounts that are used to meet operating needs or deposits that have yet to be transferred to the State Investment Fund, and \$23.4 million held by BNY Mellon to meet cash needs associated with investing activities. Additional information on cash and investments is provided in Note 2 to the Financial Statements.

*Current Liabilities:* Current liabilities consist of accounts payable, accrued personnel costs and compensation, unearned revenue, and other liabilities due in one year or less. Current liabilities increased by \$24.4 million during 2012 and decreased by \$108.2 million during 2011. The fiscal year 2012 increase primarily relates to a \$10.6 million increase in accounts payable and accrued liabilities and a \$10.1 million increase in notes and bonds payable. The largest changes within fiscal year 2011 current liabilities primarily relate to a \$104.5 million decrease in accounts payable and accrued liabilities and an \$18.5 million decrease in unearned revenue. Timing differences in year-end pay cycles contribute to these fluctuations in accounts payable and accrued liabilities.

Current assets minus current liabilities represent the net working capital of the University of Wisconsin System. Net working capital increased 27.8% from \$924.9 million at June 30, 2011 to \$1,181.6 million at June 30, 2012. The net working capital at year end represented approximately 100 days of 2012 operating expenses. This indicates that the University of Wisconsin System could support normal operations for 100 days without additional revenues or liquidating noncurrent assets. The current ratio, which is current assets divided by current liabilities, was 3.1 to 1 at June 30, 2012, compared to 2.7 to 1 at June 30, 2011. A current ratio greater than 1 to 1 indicates strong short-term financial flexibility.

*Noncurrent Assets:* Noncurrent assets are comprised mainly of endowment investments, capital assets (net of accumulated depreciation), and student loans receivable. Endowment investments, valued at \$389.5 million at June 30, 2012, decreased by \$6.5 million during fiscal year 2012. The decrease was driven by market based decline in investment performance. The increases in capital assets (net) of \$384.0 million in fiscal year 2012 and \$416.0 million in fiscal year 2011 were primarily due to new building construction, renovations, and capitalization of a new human resource and payroll system. Student loans receivable decreased by \$0.6 million during fiscal year 2012 and decreased \$2.0 million during fiscal year 2011.

In an effort to maintain quality in the University of Wisconsin System's academic and research programs, and residence halls, the University of Wisconsin System is implementing its long-range plan to fund new construction as well as modernize existing facilities, as described below under *Capital and Debt Activities*. Capital additions consist of new construction of academic and research facilities, replacement and renovation, as well as a significant investment in technology and equipment. Capital assets, including land, buildings, "improvements" (e.g., parking lots, fences, street lighting, etc.), equipment and library holdings, are stated at cost at date of acquisition or fair market value at date of donation in the case of gifts-in-kind. Note 9 to the Financial Statements further describes capitalization and depreciation policies, and includes summarized changes in the book value of these assets from July 1, 2011 to June 30, 2012 and July 1, 2010 to June 30, 2011.

The Board of Regents has authority to invest gifts and bequests received by the University of Wisconsin System. Investments are valued at market and held primarily in two investment pools: the Long Term Fund and the Intermediate Term Fund. The Board of Regents establishes investment policies and guidelines and has retained external investment counsel for funds representing 88.5% of market-value principal. On June 30, 2012, the Long Term Fund portfolio at market contained 39.0% in stocks, 12.3% in fixed income obligations, 21.3% in alternative assets, 19.7% in tactical allocation strategies, 1.2% in real assets, and 6.5% in short-term investments, and the

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Intermediate Term Fund portfolio had 18.2% in stocks, 79.2% in fixed income obligations, and 2.6% in short-term investments. The total return on the principal long-term portfolio, including capital appreciation, was -0.8%. The total return on the principal intermediate-term portfolio, including capital appreciation, was 3.0%. Benefiting UW entities receive quarterly distributions from the Long Term Fund, principally endowed assets, based on an annual spending rate applied to a twelve-quarter moving average market value of the Fund. The annual spending rate is 4.0%. Distributions from the Intermediate Term Fund, principally quasi-endowments and unspent income distributions, consist of interest earnings distributed monthly. A comparison of university-controlled endowments over the past several years can be found in Chart 3 on page 9 of this report. Additional information on cash and investments is provided in Note 2 to the Financial Statements.

The majority of student loans receivable is for federal Perkins loans and nursing loans. In the fiscal years ended June 30, 2012, 2011, and 2010, the University of Wisconsin System collected \$26.7, \$26.0, and \$22.5 million, respectively, in outstanding student loans and granted \$28.3, \$25.8, and \$21.1 million, respectively, in new loans.

*Noncurrent Liabilities:* Noncurrent liabilities increased by \$223.9 and \$213.6 million during fiscal year 2012 and 2011, respectively, to a total of \$1,473.0 million as of June 30, 2012. The increases resulted primarily from changes in bonds and notes issued by the State of Wisconsin, the proceeds of which were spent by various University of Wisconsin System self-supporting operations to construct or acquire facilities and other capital assets. At June 30, 2012 and 2011, the long-term bonds and notes payable totaled \$1,391.3 and \$1,162.7 million, respectively, representing an increase of \$228.6 million. Offsetting this increase was a \$5.2 million decrease of capital lease obligations.

The remainder of the noncurrent liabilities consists of capital financing leases of \$18.5 and \$23.7 million, respectively, and the accumulated leave balances earned by University of Wisconsin System staff of \$63.3 and \$62.6 million, respectively.

As an enterprise fund of the State of Wisconsin, the University of Wisconsin System reports on its Statements of Net Assets that portion of the debt that will be repaid with program revenues generated by the University of Wisconsin System's self-supporting operations. Debt on academic facilities that is repaid by an appropriation from the State of Wisconsin to the University of Wisconsin System for that purpose is reported by the State of Wisconsin and not as an obligation of the University of Wisconsin System. However, cash inflows and outflows are shown in the Statements of Cash Flows.

*Net Assets:* Net assets represent the University of Wisconsin System's residual interest in assets net of liabilities. The University of Wisconsin System's net assets at June 30, 2012, 2011, and 2010 are summarized below:

(In Millions)

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Invested in Capital, Net of Related Debt	\$ 4,101.6	\$ 3,951.3	\$ 3,764.1
Restricted:			
Nonexpendable – Endowment Principal	155.0	155.6	133.7
Expendable – Restricted Gifts and Grants	198.7	233.3	180.2
Expendable – Auxiliary Operations	75.5	105.0	83.8
Student Loans	227.5	224.9	221.0
Other	226.8	159.8	139.8
Unrestricted	<u>860.2</u>	<u>607.4</u>	<u>502.7</u>
Total Net Assets	<u>\$ 5,845.3</u>	<u>\$ 5,437.3</u>	<u>\$ 5,025.3</u>

*Invested in capital assets, net of related debt,* represents the University of Wisconsin System's investment in capital assets net of accumulated depreciation and outstanding debt. *Restricted* net assets are those net assets in which the use is constrained by parties external to the University, primarily resource providers, such as through gift restrictions, grant/contractual obligations, or by provisions in the Wisconsin statutes that limit the use of certain funds to particular specified purposes. *Unrestricted* net assets are those that do not meet the definition of "restricted" or "invested in capital assets, net of related debt." Substantially all of the unrestricted net assets have been designated by the Board of

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Regents for purposes to fulfill the University of Wisconsin System's fiduciary responsibilities, including academic and research programs and capital projects.

**Capital and Debt Activities**

The University of Wisconsin System has approximately 1,800 buildings totaling 60 million gross square feet of space with replacement costs of nearly \$10 billion. This accounts for 63.0% of the total state-owned facilities in Wisconsin. The Board of Regents holds title to approximately 18,000 acres of land throughout Wisconsin, the majority of which has been donated to the University and is deed restricted for research and nature preserves. About 4,600 acres comprise the main campuses of the 13 universities.

**Capital Budget**

The quality of education depends on careful integration of curriculum, faculty, and facilities. Long-range physical planning for campuses of the University of Wisconsin System is an ongoing process designed to provide appropriate facilities in response to the dynamics of higher education. Each university has a Campus Development Plan that defines overall land use patterns, identifies potential construction needs, and serves as an illustration to ensure cohesive, aesthetic development compatible with the community and environment.

The Capital Budget is generally the mechanism for universities to receive funding for facilities needs. Those needs, defined within the parameters of the Campus Development Plan, are more specifically stated in a Six-Year Facilities Plan that aids the universities by identifying long-term program directions and describing their effect on the institution's facilities needs. The Six-Year Plan is required for each university by Sections 16.84(6) and 13.48(6) of the Wisconsin Statutes.

The Campus Development Plan and Six-Year Facilities Plan are developed to reflect the needs of students, faculty and staff, and the local communities. Each university has established a Campus Planning Committee that involves the various affected entities within the institution. Additionally, separate committees are established for individual major projects. Those committees include representatives of the user groups of the proposed facility.

The University of Wisconsin System Office of Capital Planning and Budget is responsible for formulating a systemwide six-year plan and a biennial capital budget request for consideration by the Board of Regents. Once approved by the Board of Regents, the budget request is submitted to the Department of Administration's Division of Facilities Development (DFD). The division prepares a capital budget request for all state agencies. There are three primary sources of funding for capital projects: General Fund Supported Borrowing (GFSB) 20-year state-issued bonds repaid with General Program Revenue (GPR); Program Revenue Supported Borrowing (PRSB) 20- or 30-year state-issued bonds repaid with the University of Wisconsin System program revenue; and cash from gift and grant funds.

**Wisconsin State Building Commission**

The Wisconsin State Building Commission is an eight-member body consisting of the Governor, three senators and three representatives, and one citizen member who is appointed by the Governor. The commission is subdivided into two subcommittees: a Higher Education Subcommittee and an Administrative Affairs Subcommittee. The Higher Education Subcommittee is responsible for reviewing building program requests of the University of Wisconsin System. The Administrative Affairs Subcommittee is responsible for reviewing building program requests of all other state agencies.

Every two years, as part of the biennial budget process, the commission recommends to the Legislature a state building program, which includes a list of projects and funding sources to meet the state's capital improvement and maintenance needs over the following two-year budget cycle.

As required under Wisconsin Statutes Section 13.48(7), the commission's capital budget recommendations are forwarded to the Legislature's Joint Committee on Finance by the first Tuesday of April. The committee reviews the recommendations and may modify them before incorporating the capital budget into the biennial operating budget. Both houses of the legislature take up the capital budget as part of their deliberations on the biennial budget.

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**Implementation of the Building Program**

After projects are approved in the capital budget, the commission must again review and approve each project. Upon recommendation of the universities and University of Wisconsin System Administration, the DFD advertises for, hires, and contracts with an Architectural or Engineering firm (A/E) to prepare preliminary designs. When the preliminary design work reaches 35% completion, a design report is prepared that describes the proposed design, budget, and schedule. Before construction can proceed, the commission must approve the design report. If it is approved, the A/E firm completes final construction documents, and the DFD solicits construction bids. State statutes require that contracts be awarded to the lowest qualified responsible bidder, unless the commission has approved an alternative method.

**Major Construction Projects**

Partial List of Major Construction Projects Completed in Fiscal Year 2012

UW Institution	Project	Primary Purpose	Approx Budget (in millions of \$)	Primary Funding Sources
La Crosse	2009-11 New Residence Hall	Housing	38.4	PRSB
Madison	2001-03 Biochemistry – Phase II	Academic	112.5	GFSB/Gifts
Madison	2005-07 Chazen Museum Addition	Academic	43.8	Gifts
Madison	2009-11 Gordon Commons Expan/Renovation	Housing	34.1	PRSB/Gifts
Milwaukee	2009-11 Columbia St. Mary's Hospital Purchase	Academic/Mixed	20.2	GFSB/PRSB
Milwaukee	2009-11 Utility Improvements	Utilities	6.4	GFSB/PRSB
Milwaukee	2011-13 School of Public Health Purchase	Academic	12.2	PRSB
Parkside	2007-09 Communication Arts Center	Academic	35.8	GFSB/Gifts
Stevens Pt.	2007-09 Maintenance and Military Science Bldg.	Facility/Academic	5.3	GFSB
Stevens Pt.	2007-09 Residence Hall	Housing	40.0	PRSB
Superior	2007-09 Academic Building	Academic	26.7	GFSB/Gifts

Partial List of Major Construction Projects Planned or In Progress in Fiscal Year 2012

UW Institution	Project	Primary Purpose	Approx Budget (in millions of \$)	Primary Funding Sources
Eau Claire	2007-09 Davies Center Addition & Remodeling	Student Life	48.8	PRSB
Eau Claire	2011-13 Education Building	Academic	44.5	GFSB
Green Bay	2007-09 Rose & Wood Halls Remodeling	Academic	6.9	GFSB
La Crosse	2011-13 Parking Ramp and Police Building	Parking	13.8	PR-Cash
Madison	2007-09 Human Ecology Addition	Academic	53.0	GFSB/Gifts/PRSB
Madison	2007-09 Memorial Union Theater Wing Ren Ph I	Student Life	52.0	PRSB/Gifts
Madison	2007-09 Music Performance Building	Academic	43.9	Gifts
Madison	2009-11 Ag Res Station Facilities Improv-Ph I	Academic	5.8	Gifts
Madison	2009-11 Charter Street Heating Plant Replacement	Utilities	250.6	PRSB

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Partial List of Major Construction Projects Planned or In Progress in Fiscal Year 2012 (continued)

UW Institution	Project	Primary Purpose	Approx Budget (in millions of \$)	Primary Funding Sources
Madison	2009-11 La Bahn Hockey/Swim Facility	Athletics	37.0	PRSB/Gifts
Madison	2009-11 Lakeshore Res Hall/Food Serv Dev	Housing	65.8	PRSB
Madison	2009-11 Suomi Space Sci/Engineering Museum	Academic	5.0	Gifts
Madison	2009-11 West Campus Athletic Fac Improv	Athletics	7.9	PRSB/Gifts
Madison	2009-11 Utilities (WCCF Chillers)	Utilities	67.5	GFSB/PRSB
Madison	2009-11 Wisconsin Energy Institute	Academic	100.0	GFSB/PRSB
Madison	2009-11 Wisconsin Institute for Medical Research	Academic	134.8	GFSB/Gifts
Madison	2011-13 Alumni Plaza	Exterior Dev.	8.0	Gifts
Madison	2011-13 Badger Performance Center	Athletics	86.2	PRSB/Gifts
Madison	2011-13 Carson Gulley Renovation	Student Life	10.0	PRSB
Madison	2011-13 Elizabeth Waters Hall Renovation	Housing	7.1	PRSB
Madison	2011-13 School of Nursing	Academic	52.2	GFSB/Gifts
Madison	2011-13 W. Campus/Hospital Parking/Ramp 75	Parking	26.3	PRSB
Milwaukee	NWQ Children's Center Relocation	Academic/Mixed	12.0	PRSB
Milwaukee	2009-11 Freshwater Sci Init Research Building – Phase I and Neeskay Research Vessel Replacement	Academic	70.0	GFSB/Gifts
Milwaukee	2009-11 Kenwood Integ. Res. Complex - Phase I	Academic	75.0	GFSB/Gifts
Oshkosh	2011-13 Lincoln School (Hall) Remodel	Academic	4.9	PRSB
Platteville	2009-11 Porter Hall Renovation	Housing	4.9	PRSB
Platteville	2011-13 Residence Hall Renovations – Phase I (Dobson & Melcher Res Halls)	Housing	12.2	PRSB
River Falls	2007-09 George Field South Fork Res Hall Addn	Housing	18.9	PRSB
River Falls	2009-11 Hagestad Hall Renovation	Student Services	4.0	PRSB/Gifts
River Falls	2009-11 Ramer Field Renovation	Athletics	4.0	Gifts
River Falls	2011-13 Health & Human Performance/Recreation Building (Falcon Center) (funding 2013-15)	Academic/Athletics	63.5	GFSB/PRSB/Gifts
Stevens Pt.	2011-13 N. Debot Res Hall Remodeling – Phase I	Housing	11.7	PRSB
Stout	2011-13 Fleming Hall Renovation	Housing	6.6	PRSB
Superior	2011-13 Ross & Hawkes Res Hall Upgrade	Housing	15.3	PRSB
Whitewater	2009-11 Fischer Hall & Wellers Hall Renovation	Housing	10.7	PRSB
Whitewater	2011-13 Bigelow and Benson Halls Renovation	Housing	12.2	PRSB
Whitewater	2011-13 Carlson Hall Renovation and Remodeling	Academic	17.0	GFSB
Whitewater	2011-13 Drumlin Dining Hall Remodeling	Student Life	5.3	PRSB
UW System	2009-11 Classroom Renovation/IT Improv	Academic	5.0	GFSB
UW System	Systemwide Facilities Renewal	Academic	50.0	GFSB

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

**Statements of Revenues, Expenses, and Changes in Net Assets**

The Statements of Revenues, Expenses, and Changes in Net Assets present the University of Wisconsin System's operating results as well as non-operating revenues and expenses. Operating revenues are comprised primarily of student tuition and fees, grants and contracts, and auxiliary service activities. GASB Statement No. 35 requires that state appropriations, gifts, and investments be reported as non-operating revenue. Public universities, including the University of Wisconsin System, are typically reliant on these revenue sources to fulfill their missions and, therefore, report operating expenses in excess of operating revenues. As a result, non-operating revenues and expenses are significant components in determining an increase or decrease to total net assets.

One of the University of Wisconsin System's greatest strengths has been its ability to supplement student tuition and fee revenue with support from individuals, foundations, investment income, and government sponsored programs and appropriations. The University of Wisconsin System will continue to aggressively seek funding sources consistent with its mission to meet operating activities in a financially prudent manner. In addition, the University of Wisconsin System will continue to make cost containment and revenue diversification a top priority.

Revenues, expenses, and changes in net assets for the fiscal years ended June 30, 2012, 2011, and 2010 are summarized as follows:

*(In Millions)*

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Operating Revenues:			
Student Tuition and Fees, Net	\$ 1,105.1	\$ 1,074.9	\$ 1,007.9
Sales and Services of Educational Activities	335.8	300.0	285.2
Sales and Services of Auxiliaries, Net	362.8	350.3	350.7
Federal Grants and Contracts	859.3	871.3	813.3
State, Local, and Private Grants and Contracts	397.0	397.7	364.6
Sales and Services to UW Hospital Authority	59.7	53.7	55.5
Other	<u>265.8</u>	<u>283.8</u>	<u>239.2</u>
Total Operating Revenues	3,385.5	3,331.7	3,116.4
Operating Expenses	<u>4,324.9</u>	<u>4,309.5</u>	<u>4,136.8</u>
Operating Loss	(939.4)	(977.8)	(1,020.4)
Non-operating Revenues (Expenses):			
State Appropriations	855.1	1,028.3	974.4
Gifts – Noncapital	248.1	212.9	233.7
Net Investment Income (Loss)	0.6	67.5	40.7
Capital Appropriations	251.7	126.1	157.5
Capital Contributions	88.6	99.8	112.6
Additions to Permanent Endowments	1.5	2.7	1.2
Transfer to State Agencies	(74.2)	(80.1)	(135.8)
Other	<u>(24.0)</u>	<u>(67.4)</u>	<u>(34.9)</u>
Net Non-operating Revenues (Expenses)	<u>1,347.4</u>	<u>1,389.8</u>	<u>1,349.4</u>
Increase in Net Assets	408.0	412.0	329.0
Net Assets Beginning of Year	<u>5,437.3</u>	<u>5,025.3</u>	<u>4,696.3</u>
Net Assets End of Year	<u>\$ 5,845.3</u>	<u>\$ 5,437.3</u>	<u>\$ 5,025.3</u>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

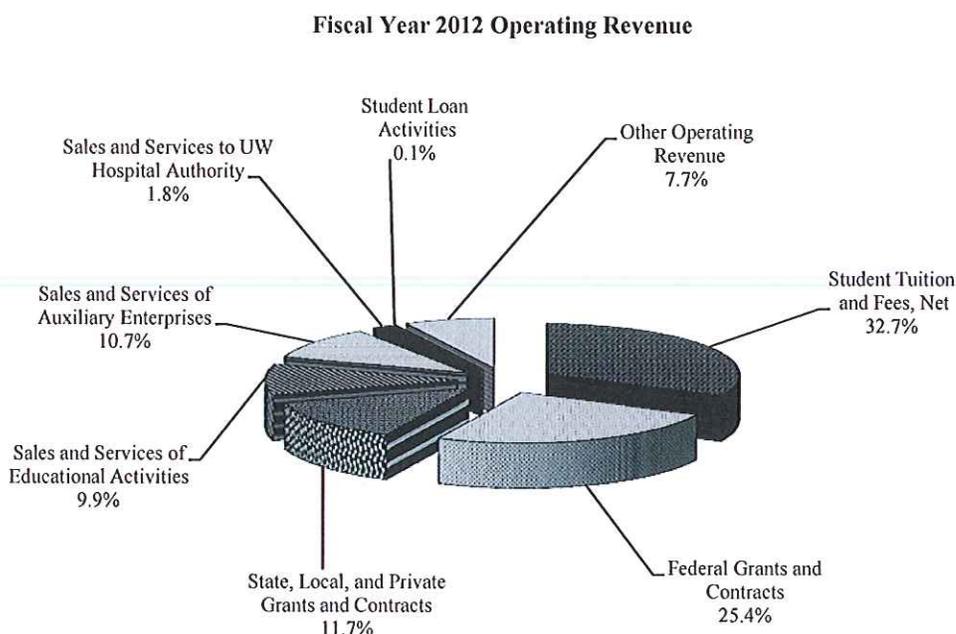
*Operating revenues:* Student tuition and fees, net of scholarship allowances, increased by \$30.2 and \$67.0 million during fiscal year 2012 and 2011, respectively, to a total of \$1,105.1 million for the fiscal year ending June 30, 2012. The increases resulted primarily from increases in tuition rates. The annual undergraduate tuition for State residents increased \$659 and \$400 to \$8,592 and \$7,669 for UW-Madison and UW-Milwaukee, respectively, and increased \$311 to \$5,970 for Comprehensive campuses, beginning in the fall of 2011. The annual undergraduate tuition for State residents for UW Colleges increased to \$4,502, after having remained constant at \$4,268 since the fall of 2006.

During fiscal year 2012, federal grants and contracts decreased by \$12.0 million compared to a \$58.0 million increase during fiscal year 2011. State, local, and private grants and contracts decreased by \$0.7 million during fiscal year 2012 compared to an increase of \$33.1 million during fiscal year 2011.

Other operating revenues decreased \$18.0 million during fiscal year 2012 compared to a \$44.6 million increase during fiscal year 2011. Total other operating revenues of \$265.8 million for fiscal year 2012 includes \$246.5 million (92.7%) of revenues from units such as intercollegiate athletics, stadium, arena, student health services, car fleet, stores operations, child care services, copy centers, and student service programs such as placement, orientation, intramurals, and counseling centers. Fiscal year 2011 total other operating revenues of \$283.8 million includes \$255.8 million (90.1%) from these same revenue producing units.

<i>Grants and Contracts Awarded</i>		
	<i>Federal</i>	<i>Nonfederal</i>
<i>UW-Madison</i>	<i>\$693.2</i>	<i>\$480.7</i>
<i>UW-Milwaukee</i>	<i>80.5</i>	<i>13.7</i>
<i>UW-Eau Claire</i>	<i>15.6</i>	<i>3.5</i>
<i>UW-Green Bay</i>	<i>12.1</i>	<i>2.0</i>
<i>UW-La Crosse</i>	<i>11.2</i>	<i>6.0</i>
<i>UW-Oshkosh</i>	<i>25.0</i>	<i>1.3</i>
<i>UW-Parkside</i>	<i>0.4</i>	<i>1.3</i>
<i>UW-Platteville</i>	<i>10.7</i>	<i>0.4</i>
<i>UW-River Falls</i>	<i>5.4</i>	<i>1.2</i>
<i>UW-Stevens Point</i>	<i>16.0</i>	<i>5.1</i>
<i>UW-Stout</i>	<i>15.7</i>	<i>1.9</i>
<i>UW-Superior</i>	<i>4.3</i>	<i>0.9</i>
<i>UW-Whitewater</i>	<i>17.7</i>	<i>2.7</i>
<i>UW Colleges</i>	<i>21.9</i>	<i>1.6</i>
<i>UW-Extension</i>	<i>25.5</i>	<i>29.4</i>
<i>UW Systemwide</i>	<i>1.1</i>	<i>0.2</i>
<i>Total</i>	<i><u>\$956.3</u></i>	<i><u>\$551.9</u></i>

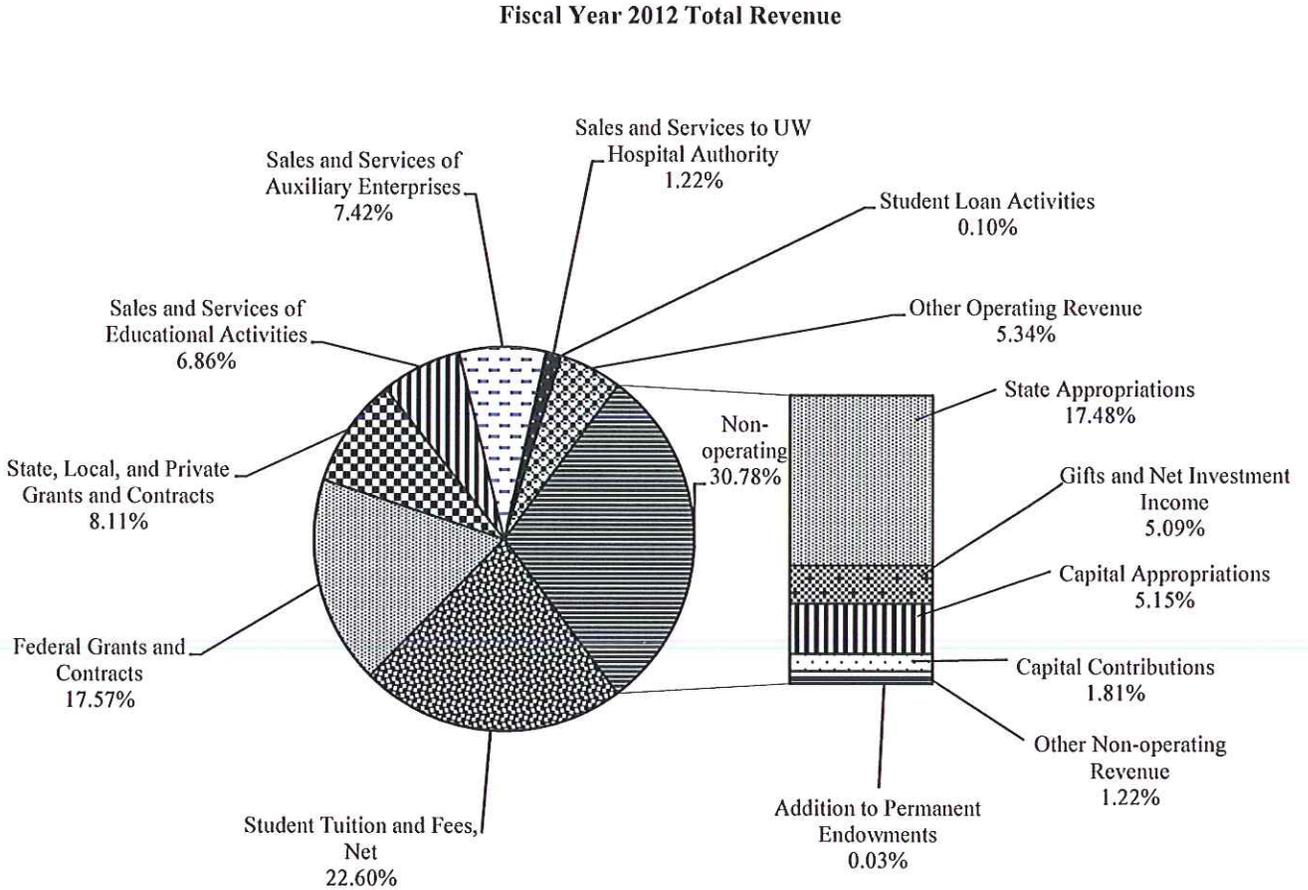
The following is a graphic representation of operating revenue by source for the fiscal year ended June 30, 2012:



**UNIVERSITY OF WISCONSIN SYSTEM**  
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*Non-operating revenues:* State appropriations decreased by \$173.2 million to a total of \$855.1 million for the fiscal year ending June 30, 2012, which is a decrease of 16.8%, compared to a 5.5% increase in fiscal year 2011. Fluctuations in state appropriations as a percentage of net non-operating revenues (expenses) of 63.5%, 74.0%, and 72.2% for fiscal years 2012, 2011, and 2010, respectively, and of total revenues of 17.5%, 21.1%, and 21.0% during the same time periods, respectively, indicate a variable fiscal environment. Combined gifts and investment (loss) income comprised \$248.7 million, or 18.5%, of net non-operating revenue (expenses) for fiscal year 2012 and \$280.4 million, or 20.2%, of net non-operating revenue (expenses) for the prior fiscal year.

The following is a graphic representation of total revenue by source for the fiscal year ended June 30, 2012:



**UNIVERSITY OF WISCONSIN SYSTEM**  
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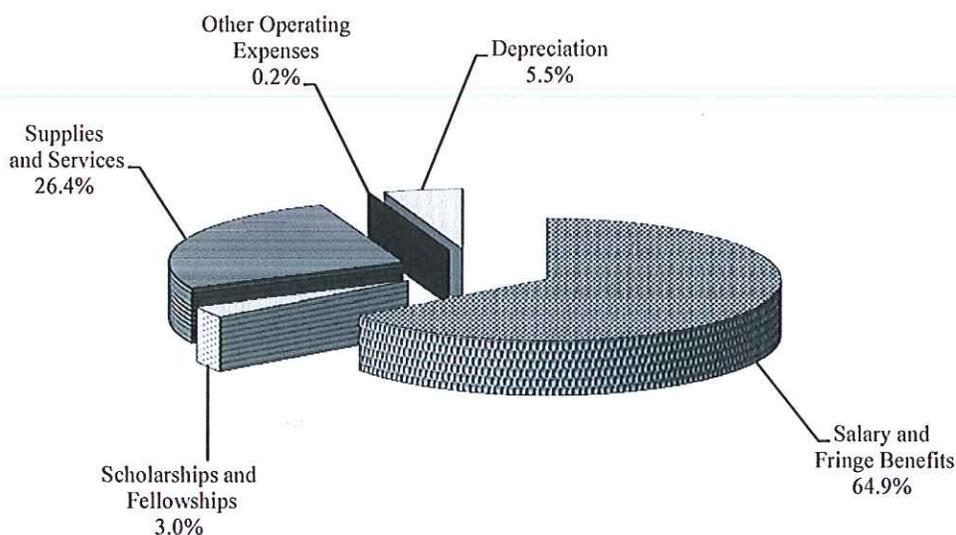
*Operating expenses:* The University of Wisconsin System invests the majority of its operating funds in people as depicted in the graphic entitled "Fiscal Year 2012 Operating Expenses by Natural Classification." Salaries and fringe benefits account for 64.9% of total operating expenses. Scholarship and fellowship payments make up 3.0%, and supplies, services, and other account for 26.6%. The utilization of capital assets, which is reflected as depreciation, amortizes the cost of the capital assets over their useful lives. Depreciation expense in fiscal year 2012 totaled \$238.4 million or 5.5% of total operating expenses.

Expenses are summarized by natural classification for the fiscal years ended June 30, 2012, 2011, and 2010 as follows:

<i>(In Millions)</i>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Operating Expenses:			
Salary and Fringe Benefits	\$ 2,804.3	\$ 2,862.3	\$ 2,758.8
Scholarships and Fellowships	130.9	152.8	140.5
Supplies, Services, and Other	1,151.3	1,070.3	1,037.3
Depreciation	<u>238.4</u>	<u>224.1</u>	<u>200.2</u>
	4,324.9	4,309.5	4,136.8
Non-operating Expenses:			
Loss on Disposal	33.4	10.8	13.2
Interest	50.4	47.1	39.8
Transfer to State Agencies	74.2	80.1	135.8
Other	-	<u>9.5</u>	-
Total Expenses	<u>\$ 4,482.9</u>	<u>\$ 4,457.0</u>	<u>\$ 4,325.6</u>

The following illustration graphically presents operating expenses by natural classification for the fiscal year ended June 30, 2012:

**Fiscal Year 2012 Operating Expenses by Natural Classification**



**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

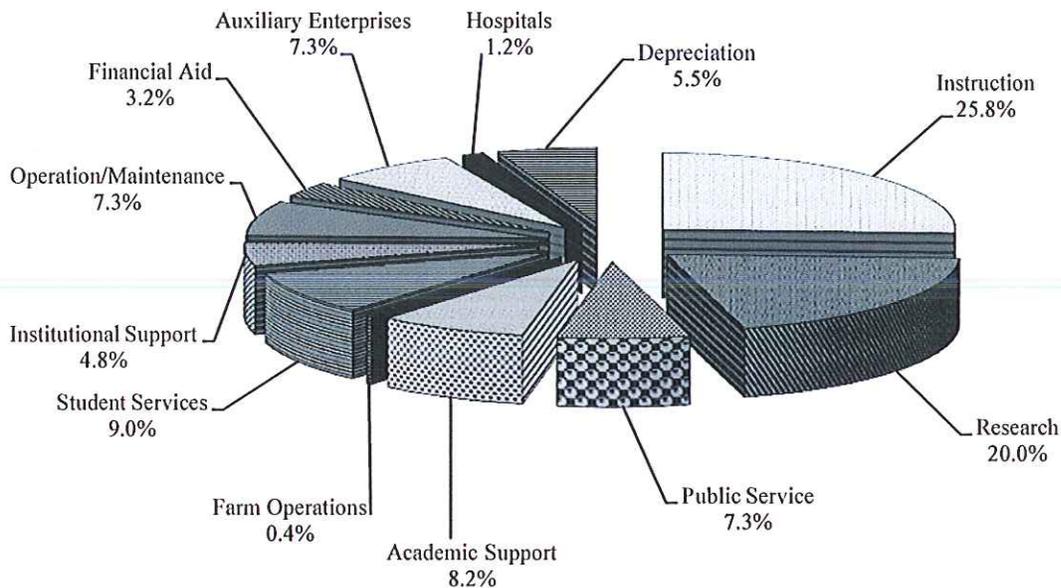
Operating expenses are classified by function for the fiscal years ended June 30, 2012, 2011, and 2010 as follows:

*(In Millions)*

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Instruction	\$ 1,114.3	\$ 1,145.3	\$ 1,109.8
Research	864.4	858.5	826.2
Public Service	314.6	304.2	309.0
Academic Support	354.2	344.4	330.0
Farm Operations	15.9	14.9	14.7
Student Services	390.4	384.3	372.9
Institutional Support	210.2	206.8	198.7
Operation/Maintenance	315.7	313.2	284.6
Financial Aid	137.1	156.1	143.3
Auxiliary Enterprises	318.1	306.5	295.2
Hospitals	51.6	51.2	52.2
Depreciation	<u>238.4</u>	<u>224.1</u>	<u>200.2</u>
Total Operating Expenses	<u>\$ 4,324.9</u>	<u>\$ 4,309.5</u>	<u>\$ 4,136.8</u>

The following is a graphic representation showing operating expenses by functional classification for the fiscal year ended June 30, 2012:

**Fiscal Year 2012 Expenses by Functional Classification**



Instruction decreased 2.7% while research increased 0.7%. Student services increased by \$6.1 million or 1.6%. Institutional support increased by \$3.4 million or 1.6% to \$210.2 million in fiscal year 2012.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

**Statements of Cash Flows**

The Statements of Cash Flows impart additional information about University of Wisconsin System's financial results by providing relevant information about the cash receipts and cash payments during fiscal year 2012.

Cash flows for the years ending June 30, 2012, 2011, and 2010 are summarized as follows:

<i>(In Millions)</i>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Cash Flows:			
Cash Received from Operations	\$ 3,381.3	\$ 3,377.4	\$ 3,140.0
Cash Expended for Operations	<u>(4,071.5)</u>	<u>(4,235.6)</u>	<u>(3,915.8)</u>
Net Cash Used in Operating Activities	( 690.2)	(858.2)	(775.8)
Net Cash Provided by (Used in)			
Investing Activities	4.0	12.9	8.6
Net Cash Used in Capital and Related			
Financing Activities	(180.3)	(301.5)	(256.1)
Net Cash Provided by Noncapital			
Financing Activities	<u>1,136.7</u>	<u>1,219.0</u>	<u>1,136.8</u>
Net Increase in Cash and Cash Equivalents	270.2	72.2	113.5
Cash and Cash Equivalents, Beginning	<u>1,077.3</u>	<u>1,005.1</u>	<u>891.6</u>
Cash and Cash Equivalents, Ending	<u>\$ 1,347.5</u>	<u>\$ 1,077.3</u>	<u>\$ 1,005.1</u>

The University of Wisconsin System's cash and cash equivalents increased by \$270.2 million due to an \$168.0 million decrease of net cash used in operating activities, a \$8.9 million decrease of cash provided from investing activities, a \$121.2 million decrease of net cash used for capital and related financing activities, and an \$82.3 million decrease of cash provided by noncapital financing activities. As defined by GASB Statement No. 35, the University of Wisconsin System's significant sources of cash provided by noncapital financing activities include state appropriations and private gifts and other receipts utilized to fund operating activities. Fiscal year 2012 state appropriations and gifts and other receipts received totaled \$912.6 and \$297.9 million, respectively, compared to \$1,101.4 and \$198.3 million, respectively, for fiscal year 2011.

**Factors Affecting Future Periods**

The 2011-13 biennial budget for the University of Wisconsin System calls for a continuation of state mandated cuts. The 2011-13 biennial budget removes \$250 million in General Purpose Revenue (GPR) funds from the base budget. Tuition revenues, which are capped at 5.5% annually during the biennium, will only partially offset this reduction in state support. Differential tuition plans approved prior to June 1, 2011, are exempt from this cap, but no new differential tuitions may be added during the 2011-13 biennium. The University of Wisconsin System will be required to absorb an additional lapse of nearly \$19.6 million in fiscal year 2012-13.

To continue providing high-quality, accessible educational opportunities during a time of scarce resources, the University of Wisconsin System has announced the first degree programs that will be offered under its UW Flexible Option starting in Fall 2013. The UW Flexible Option is designed for nontraditional adult students to earn college credit by demonstrating knowledge they have acquired through coursework, military training, on-the-job training, and other learning experiences. Students will make progress toward a degree by passing a series of assessments that demonstrate mastery of required knowledge and skills. The UW Flexible Option is one initiative in the 2013-15 biennial budget request that was forwarded to the Governor and state officials.

In addition, the University of Wisconsin System continues to work with various constituencies to implement the 2011-13 biennial budget provisions that redefine its relationship with the state. The state delegated management authorities

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Management's Discussion and Analysis**  
**Years Ended June 30, 2012 and 2011**

to the University of Wisconsin System, which will be extended to the University of Wisconsin System institutions as well, and may assist in managing some budget cuts. Implementation continues for the following management authorities provided in the 2011-13 biennial budget:

- **Budgeting and Financial Management:** While GPR appropriations for UW System Administration, State Laboratory of Hygiene, and Veterinary Diagnostic Laboratory appropriations are retained, remaining GPR appropriations are consolidated into two appropriations. The University of Wisconsin System is required to administer proportional shares of GPR funding to University of Wisconsin System institutions in the form of block grants. A separate fund will be established that contains all program revenues received by the University of Wisconsin System. Interest earnings will be provided to University of Wisconsin System institutions based on the program revenues generated and deposited into this separate fund. Institutions will continue to be required to use segregated student fees for the purpose for which they were generated.
- **Tuition:** The previous statutory language limiting increases in resident undergraduate tuition was deleted, and the issue of future tuition-setting authority was reviewed by a Special Task Force on UW Restructuring and Operational Flexibilities. In its August 2012 report, the Task Force recommended that the Board of Regents submit a tuition plan to the Legislature for its consideration.
- **Personnel System and Supplemental Pay Plans:** The Chancellor of University of Wisconsin-Madison is authorized to develop a new personnel system for employees of UW-Madison, while the Board of Regents is authorized to establish a new, separate personnel system for employees of all other University of Wisconsin System institutions. Both of these systems must be approved by the Joint Committee on Employment Relations (JCOER). All University of Wisconsin System employees will be transferred from the state personnel system to the new personnel systems at the University of Wisconsin System or University of Wisconsin-Madison beginning July 1, 2013.
- **Purchasing and Procurement:** Effective July 1, 2013, the Department of Administration (DOA) is required to delegate to the Board of Regents and to the University of Wisconsin-Madison the authority to enter into contracts for materials, supplies, equipment, or services that relate to higher education and which state agencies other than the University of Wisconsin System do not commonly purchase.
- **Travel:** Beginning on July 1, 2013, the Board of Regents is permitted to establish travel policies and reimbursement schedules for University of Wisconsin System employees.

As new educational programs and authorities are implemented, the University of Wisconsin System recognizes it must be accountable to students, elected officials, and citizens of Wisconsin. Therefore, University of Wisconsin System is committed to meeting the financial challenges it faces by continuing to foster strong partnerships with state and community leaders and exploring additional authority where appropriate. In addition, there is a continuing effort to implement best business practices and ensure maximum operating efficiency, in order to continue to provide a quality education while remaining affordable.



STATE OF WISCONSIN

## Legislative Audit Bureau

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Toll-free hotline: 1-877-FRAUD-17

Joe Chrisman  
State Auditor

### INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

University of Wisconsin System Board of Regents:

We have audited the accompanying financial statements of the University of Wisconsin (UW) System as of and for the years ended June 30, 2012, and June 30, 2011, as listed in the table of contents. These financial statements are the responsibility of UW System management. Our responsibility is to express an opinion on these financial statements based on our audits. We did not audit the financial statements of the UW Foundation, which are presented in condensed format in Note 11A. These financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the UW Foundation amounts included in Note 11A, is based on the reports of the other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. The financial statements of the UW Foundation were audited by other auditors in accordance with auditing standards generally accepted in the United States of America, but not in accordance with *Government Auditing Standards*. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits and the reports of the other auditors provide a reasonable basis for our opinion.

As discussed in Note 1, the financial statements referred to in the first paragraph present only UW System and do not purport to, and do not, present fairly the financial position of the State of Wisconsin as of June 30, 2012, and June 30, 2011, the changes in its financial position, or where applicable, its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, based on our audits and the reports of the other auditors, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of UW System as of June 30, 2012, and June 30, 2011, and the changes in its financial position and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we will also issue a report dated December 13, 2012, on our consideration of UW System's internal control over financial reporting; our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.

Our audits were conducted for the purpose of forming an opinion on the financial statements of UW System. The supplementary information included as Management's Discussion and Analysis on pages 11 through 25 is presented for purposes of additional analysis and is not a required part of the financial statements. We have applied certain limited procedures to the information. These procedures consisted of inquiries of management about the methods of preparing the information and comparisons of the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audits of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to do so. The supplementary information on pages 3 through 9 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has not been subjected to the auditing procedures applied in the audits of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

LEGISLATIVE AUDIT BUREAU

December 13, 2012

by

  
Joe Chrisman  
State Auditor

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UNIVERSITY OF WISCONSIN SYSTEM  
Years Ended June 30, 2012 and 2011

## Audited Financial Statements

## Statements of Net Assets

University of Wisconsin System	June 30, 2012	June 30, 2011
<b>ASSETS</b>		
Current Assets:		
Cash and Cash Equivalents	\$ 1,347,503,294	\$ 1,077,329,742
Accounts Receivable, Net	270,037,088	243,792,180
Student Loans Receivable, Net	31,331,994	31,492,975
Capital Lease Receivable	1,734,458	2,046,552
Inventories	41,927,614	42,460,241
Prepaid Expenses	41,916,962	56,703,892
Deferred Charges	13,025,534	12,480,565
Total Current Assets	<u>1,747,476,944</u>	<u>1,466,306,147</u>
Noncurrent Assets:		
Endowment Investments	389,490,528	396,030,011
Student Loans Receivable, Net	159,402,200	159,995,290
Capital Lease Receivable	5,081,997	6,822,949
Land	153,136,989	146,661,290
Improvements Other Than Buildings, Net	160,985,009	162,906,852
Construction In Progress	628,269,767	472,054,609
Buildings, Net	3,178,609,464	2,939,943,940
Equipment, Net	348,342,634	352,846,024
Library Holdings	1,113,413,084	1,124,236,511
Total Noncurrent Assets	<u>6,136,731,672</u>	<u>5,761,497,476</u>
<b>TOTAL ASSETS</b>	<u>\$ 7,884,208,616</u>	<u>\$ 7,227,803,623</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable and Accrued Liabilities	\$ 252,509,947	\$ 241,927,707
Notes and Bonds Payable	64,788,053	54,725,233
Capital Lease Obligations	6,600,565	6,195,666
Unearned Revenues	166,834,790	167,077,712
Compensated Absences	73,134,934	69,316,765
Deposits of Student Organizations	1,960,545	2,205,195
Total Current Liabilities	<u>565,828,834</u>	<u>541,448,278</u>
Noncurrent Liabilities:		
Notes and Bonds Payable	1,391,254,634	1,162,706,993
Capital Lease Obligations	18,479,708	23,712,627
Compensated Absences	63,292,247	62,629,523
Total Noncurrent Liabilities	<u>1,473,026,589</u>	<u>1,249,049,143</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 2,038,855,423</u>	<u>\$ 1,790,497,421</u>
<b>NET ASSETS</b>		
Invested in Capital Assets, Net of Related Debt	\$ 4,101,633,987	\$ 3,951,308,708
Restricted for:		
Nonexpendable	154,999,375	155,641,629
Expendable	274,236,248	338,257,038
Student Loans	227,507,281	224,919,387
Other	226,823,333	159,745,430
Unrestricted	<u>860,152,969</u>	<u>607,434,010</u>
<b>TOTAL NET ASSETS</b>	<u>\$ 5,845,353,193</u>	<u>\$ 5,437,306,202</u>

The accompanying notes to the financial statements are an integral part of these statements.

**Statements of Revenues, Expenses, and Changes in Net Assets**

University of Wisconsin System

Year Ended June 30, 2012

Year Ended June 30, 2011

**OPERATING REVENUES**

Student Tuition and Fees (Net of Scholarship Allowances of \$186,676,865 and \$162,817,989, respectively)	\$ 1,105,143,581	\$ 1,074,876,407
Federal Grants and Contracts	859,279,520	871,302,422
State, Local, and Private Grants and Contracts	396,923,791	397,676,757
Sales and Services of Educational Activities	335,815,339	299,961,678
Sales and Services of Auxiliary Enterprises (Net of Scholarship Allowances of \$30,742,674 and \$27,626,072, respectively)	362,782,671	350,338,225
Sales and Services to UW Hospital Authority	59,672,426	53,681,165
Student Loan Interest Income and Fees	4,746,504	4,561,532
Other Operating Revenue	261,103,685	279,279,733
<b>Total Operating Revenues</b>	<b>3,385,467,517</b>	<b>3,331,677,919</b>

**OPERATING EXPENSES**

Salary and Fringe Benefits	2,804,323,748	2,862,301,357
Scholarships and Fellowships	130,928,773	152,779,044
Supplies and Services	1,143,422,215	1,062,507,316
Other Operating Expenses	7,826,717	7,805,292
Depreciation	238,412,424	224,072,691
<b>Total Operating Expenses</b>	<b>4,324,913,877</b>	<b>4,309,465,700</b>

**OPERATING LOSS**

(939,446,360) (977,787,781)

**NON-OPERATING REVENUES AND EXPENSES**

State Appropriations	855,104,606	1,028,296,995
Gifts	248,183,604	212,887,930
Investment Income (Net of Investment Expense of \$1,190,609 and \$1,166,958, respectively)	588,545	67,513,688
Loss on Disposal of Capital Assets	(33,406,748)	(10,765,168)
Interest on Indebtedness	(50,395,650)	(47,057,001)
Transfer to State Agencies	(74,193,503)	(80,141,571)
Other Revenues (Expenses), Net	59,748,040	(9,530,832)
<b>Income Before Capital and Endowment Additions/Deductions</b>	<b>66,182,534</b>	<b>183,416,260</b>
Capital Appropriations	251,740,327	126,092,461
Capital Contributions	88,600,049	99,781,249
Additions to Permanent Endowment	1,524,081	2,698,439

**INCREASE IN NET ASSETS**

408,046,991 411,988,409

**NET ASSETS**

Net Assets - Beginning of Period	5,437,306,202	5,025,317,793
<b>NET ASSETS - End of Period</b>	<b>\$ 5,845,353,193</b>	<b>\$ 5,437,306,202</b>

*The accompanying notes to the financial statements are an integral part of these statements.*

## Statements of Cash Flows

University of Wisconsin System

Year Ended June 30, 2012

Year Ended June 30, 2011

<b>Cash Flows from Operating Activities</b>		
Student Tuition and Fees	\$ 1,102,826,449	\$ 1,072,373,614
Federal, State, Local, and Private Grants and Contracts	1,248,349,460	1,276,707,702
Sales and Services of Educational Activities	317,064,546	304,162,968
Sales and Services of Auxiliary Enterprises	387,073,324	348,830,394
Sales and Services to UW Hospital Authority	58,033,756	56,574,938
Payments for Salaries and Fringe Benefits	(2,781,407,744)	(2,973,734,050)
Payments to Vendors and Suppliers	(1,130,884,240)	(1,083,245,312)
Payments for Scholarships and Fellowships	(130,928,773)	(152,779,045)
Student Loans Collected	26,726,219	25,952,258
Student Loan Interest and Fees Collected	4,746,505	4,561,532
Student Loans Issued	(28,299,255)	(25,787,268)
Other Revenue, Net	236,486,766	288,215,864
<b>Net Cash Used in Operating Activities</b>	<b>(690,212,987)</b>	<b>(858,166,405)</b>
<b>Cash Flows from Investing Activities</b>		
Interest and Dividends on Investments, Net	8,796,446	8,069,472
Proceeds from Sales and Maturities of Investments	100,253,391	114,610,774
Purchase of Investments	(105,076,166)	(109,740,918)
<b>Net Cash Provided by Investing Activities</b>	<b>3,973,671</b>	<b>12,939,328</b>
<b>Cash Flows from Capital and Related Financing Activities</b>		
Proceeds from Issuance of Capital Debt	398,981,968	273,299,281
Capital Appropriations	251,740,327	126,092,460
Gifts and Other Receipts	86,146,758	97,813,704
Purchase of Capital Assets	(636,843,605)	(631,392,537)
Principal Payments on Capital Debt and Leases	(167,406,001)	(57,306,260)
Interest Payments on Capital Debt and Leases	(112,955,122)	(109,985,862)
<b>Net Cash Used in Capital and Related Financing Activities</b>	<b>(180,335,675)</b>	<b>(301,479,214)</b>
<b>Cash Flows from Noncapital Financing Activities</b>		
State Appropriations	912,626,812	1,101,374,904
Gifts and Other Receipts	297,889,667	198,340,756
Transfer to State Agencies	(74,193,503)	(80,141,571)
Additions to Permanent Endowments	1,524,081	2,698,438
Student Direct Lending Receipts	814,836,885	796,692,453
Student Direct Lending Disbursements	(815,935,399)	(800,000,315)
<b>Net Cash Provided by Noncapital Financing Activities</b>	<b>1,136,748,543</b>	<b>1,218,964,665</b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>270,173,552</b>	<b>72,258,374</b>
Cash and Cash Equivalents - Beginning of Year	1,077,329,742	1,005,071,368
<b>Cash and Cash Equivalents - End of Year</b>	<b>\$ 1,347,503,294</b>	<b>\$ 1,077,329,742</b>

**Statements of Cash Flows (Continued)**

University of Wisconsin System

Year Ended June 30, 2012    Year Ended June 30, 2011

**Reconciliation of Operating Loss to Net Cash Used in Operating Activities**

Operating Loss	\$	(939,446,360)	\$	(977,787,781)
<i>Adjustments to Reconcile Operating Loss to Net Cash Used in Operating Activities:</i>				
Depreciation Expense		238,412,424		224,072,691
Changes in Assets and Liabilities:				
Receivables, Net		(25,450,622)		42,917,995
Inventories		532,627		(1,527,789)
Prepaid Expenses		14,519,853		(9,493,321)
Deferred Charges		1,325,420		(4,234,164)
Accounts Payable and Accrued Liabilities		15,693,701		(112,846,113)
Unearned Revenues		(280,923)		(18,506,482)
Compensated Absences		4,480,893		(761,441)
<b>Net Cash Used in Operating Activities</b>	<b>\$</b>	<b>(690,212,987)</b>	<b>\$</b>	<b>(858,166,405)</b>

**Noncash Investing, Capital and Financing Activities**

Capital Leases (Initial Year):				
Fair Market Value	\$	2,269,550	\$	2,475,488
Current Year Cash Payments		(270,571)		(55,498)
Gifts-In-Kind		14,482,889		9,863,032
Net Change in Unrealized Gains and Losses		(14,910,911)		50,261,461

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*The accompanying notes to the financial statements are an integral part of these statements.*

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 1 – Organization and Summary of Significant Accounting Policies**

*Organization and Basis of Presentation:* The University of Wisconsin System consists of 13 universities, 13 two-year colleges, University of Wisconsin-Extension, and System Administration. The financial statements do not include the accounts of the University of Wisconsin Hospital and Clinics Authority (UWHCA), which became a legally separate public authority on June 29, 1996; the La Crosse Medical Health Science Consortium, Inc., which is a Wisconsin non-stock corporation tax exempt under Internal Revenue Code (IRC) 501(c)(3); or the University of Wisconsin Foundation. In addition, the financial statements do not include the accounts of various legally independent and fully self-governing support organizations, such as booster clubs and alumni groups; funds contributed to the University of Wisconsin System by these organizations are reported at the time they are received. Note 11 describes the effect on the financial statements of other organizations, including the various affiliation and operating agreements with the UWHCA, La Crosse Medical Health Science Consortium, Inc., University of Wisconsin Medical Foundation, and Wisconsin Alumni Research Foundation (WARF), relating to the Wisconsin Institutes for Discovery. Post-retirement benefit plans for the University of Wisconsin System employees are administered by the State of Wisconsin's Department of Employee Trust Funds. The assets and liabilities of these programs are reported by the State of Wisconsin and not by the University of Wisconsin System.

The University of Wisconsin System is a major enterprise fund of the State of Wisconsin. The financial statements are discretely presented in the proprietary fund financial statements of the State of Wisconsin's Comprehensive Annual Financial Report (CAFR). The University of Wisconsin System's financial information presented in the CAFR has been adjusted to reflect reclassifications and adjustments which are done to conform with reporting requirements relative to the CAFR.

The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). In addition, the University of Wisconsin System applies all applicable Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The University of Wisconsin System has elected not to apply FASB pronouncements issued after November 30, 1989.

Intangible assets are recorded as prescribed in GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. Impacts related to expenditures for internally developed software that fall under this guidance are included in Note 9.

The University of Wisconsin System's annual report consists of three basic financial statements prepared in accordance with GASB principles: the Statements of Net Assets; the Statements of Revenues, Expenses, and Changes in Net Assets; and the Statements of Cash Flows.

The Statements of Net Assets; the Statements of Revenues, Expenses, and Changes in Net Assets; and the Statements of Cash Flows have been prepared using the economic resources measurement focus and the accrual basis of accounting. The University of Wisconsin System reports as a Business Type Activity, as defined by GASB Statement No. 35, *Basic Financial Statements – Management Discussion and Analysis – for Public Colleges and Universities*. Business Type Activities are those that are financed in whole or in part by fees charged to external parties for goods or services.

The Statements of Revenues, Expenses, and Changes in Net Assets classify the University of Wisconsin System's fiscal year activity as operating and non-operating. Operating revenue results from exchange transactions, such as payment received for providing goods and services, including tuition and fees, certain grants and contracts, sales and services of educational activities, and auxiliary enterprise revenue. Certain significant revenue streams relied upon for operations are reported as non-operating revenues, as defined by GASB Statement No. 35, including state appropriations, gifts, and investment income. The majority of

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 1 – Organization and Summary of Significant Accounting Policies (continued)**

the University of Wisconsin System's expenses are exchange transactions which GASB defines as operating expenses for financial statement presentation. Non-operating expenses include capital financing costs and costs related to investment activity.

The Statements of Cash Flows present the change in the cash and cash equivalents balance for the fiscal year. Cash and cash equivalents include bank accounts and investments with original maturity dates of ninety days or less at the time of purchase. These investments consist primarily of commercial paper, money market funds, and U.S. Treasury bills. Investments in marketable securities are carried at fair value as established by the major securities markets. Investments in limited partnerships are carried at fair value based on quarterly reports from the limited partnerships' management. Annually, the reports are audited by independent auditors.

*Summary of Significant Accounting Policies:* Student tuition and fees are presented net of scholarships and fellowships applied to student accounts. Stipends and other payments made directly to students are presented as scholarship and fellowship expenses.

Restricted funds received as gifts and grants and contracts are used according to donor restrictions or the specific purpose of the grantor. In addition, restrictions are statutorily established that limit the use of certain resources for specific purposes. These restrictions apply not only to state support but to many of the University of Wisconsin System's program revenue sources, including segregated fee auxiliary operations. The net assets reported as restricted will be used in accordance with the purposes for which they are restricted and are the first resources used for these purposes. Unrestricted net assets would be used only secondarily to support these restricted purposes.

The University of Wisconsin System eliminates intra-fund assets and liabilities to prevent double counting in the Statements of Net Assets. Likewise, revenues and expenses related to internal service activities are also eliminated in the Statements of Revenues, Expenses, and Changes in Net Assets.

Unearned revenues consist of payments received but not yet earned as of June 30<sup>th</sup>, primarily summer session tuition payments, tuition and room deposits for the next fall term, advance ticket sales for athletic events, and amounts received from grant and contract sponsors which have not yet been earned under the terms of the agreement.

Prepaid expenses represent payments made prior to June 30<sup>th</sup> for goods and services received after the close of the fiscal year, primarily health and life insurance coverage.

Deferred charges represent costs associated with revenues that have not yet been earned as of June 30<sup>th</sup>, primarily summer session costs incurred prior to the close of the fiscal year. The revenues and expenses of the 2012 summer session are reportable within the fiscal year beginning July 1, 2011 and ending June 30, 2012, based on the prorated portion of the number of summer session days that occurred in fiscal year 2012. The revenues and expenses of the 2011 summer session are reportable within the fiscal year beginning July 1, 2010 and ending June 30, 2011, based on the prorated portion of the number of summer session days that occurred in fiscal year 2011.

Accrual of interest on bonds payable, vendor payments not made as of June 30<sup>th</sup>, and salaries and fringe benefits paid after the close of the fiscal year, for hours worked by the University of Wisconsin System employees prior to June 30<sup>th</sup>, account for the major portion of accounts payable and accrued liabilities.

Inventories consist of consumable supplies used in operations or items held for resale. Fuels are reported at market value, while other inventories held by individual institutional cost centers are valued using a variety of cost flow assumptions that, for each type of inventory, are consistently applied from year to year. In

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 1 – Organization and Summary of Significant Accounting Policies (continued)**

addition to central stores and fuels, the major types of inventories include laboratory supplies, physical plant supplies, food service and student housing supplies, and items held for resale by campus microcomputer outlets. Accounting policies related to capital assets are described in Note 9.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**NOTE 2 – Cash and Investments**

*Cash and Cash Equivalents*

Cash and cash equivalents consist primarily of shares in the State Investment Fund (SIF), a short term pool of state and local funds managed by the State of Wisconsin Investment Board (SWIB) with oversight by a Board of Trustees as authorized in s. 25.14 and 25.17, Wisconsin Statutes. SWIB is not registered with the SEC as an investment company. The objectives of this fund are to provide liquidity, safety of principal, and a reasonable rate of return. Investments consist primarily of obligations of the U.S. Government and its agencies and high quality commercial bank and corporate debt obligations.

Of the \$1,347.5 million and \$1,077.3 million in cash and cash equivalents as of June 30, 2012 and 2011, respectively, \$1,194.4 million and \$905.9 million, respectively, represents an amount held within the SIF; \$129.7 million and \$141.3 million, respectively, was maintained by individual University of Wisconsin System institutions in local bank accounts to meet operating needs; and \$23.4 million and \$30.1 million, respectively, was held at BNY Mellon to meet the cash needs associated with the investing activities of the Long Term and Intermediate Term Funds, which is also categorized as investments in accordance with governmental standards. Interest distributions are received on a monthly basis for balances associated with trust funds, federally-funded financial aid programs, and funds attributable to the appropriations listed in Wisconsin Statutes Section 20.285(1)(Li). Investment earnings for all other funds do not accrue to the University of Wisconsin System.

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Fund will not be able to recover deposits that are in possession of an outside party. The University of Wisconsin System does not have a deposit policy specifically for custodial risk. Shares in the State Investment Fund are not required to be categorized under GASB Statement 40, *Deposit and Investment Risk Disclosures*.

For the remaining deposits, the University of Wisconsin System had balances in excess of Federal Deposit Insurance Corporation limits in the amount of \$5.4 million and \$12.8 million at June 30, 2012 and 2011, respectively. These amounts, deposited in approved financial institutions, are uninsured and uncollateralized. A state appropriation for losses on public deposits (s. 34.08, Wisconsin Statutes) insures up to \$400,000 over the amount of federal insurance.

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of a deposit. Deposits in foreign currency at June 30, 2012 and 2011 are immaterial. The University of Wisconsin System does not have a formal deposit policy for foreign currency risk.

*Investments*

The University of Wisconsin System invests its Trust Funds, principally gifts and bequests, in two of its own investment pools: the Long Term and the Intermediate Term Funds. Investment policies and guidelines for these funds are governed and authorized by the Board of Regents. The current approved asset allocation policy for the Long Term Fund sets a general target of 35% marketable equities, 30% fixed

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 2 – Cash and Investments (continued)**

income, and 35% alternatives. The approved asset allocation for the Intermediate Term Fund is 15% marketable equities, 70% fixed income, 10% alternatives, and 5% cash. These target allocations were last affirmed/approved in December 2011.

The Long Term Fund consisted of the following investment categories on June 30, 2012 and 2011:

<b>Investment Category</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Common Stock and Convertible Securities	39.0%	41.4%
Bonds and Preferred Stock	12.3%	12.3%
Alternative Assets	21.3%	19.0%
Tactical Allocation Strategies	19.7%	19.0%
Real Assets	1.2%	0.6%
Custodial Pooled Cash and Cash Equivalents	<u>6.5%</u>	<u>7.7%</u>
<b>Total</b>	<b><u>100.0%</u></b>	<b><u>100.0%</u></b>

The Intermediate Term Fund consisted of the following investment categories on June 30, 2012 and 2011:

<b>Investment Category</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Common Stock and Convertible Securities	18.2%	16.2%
Bonds and Preferred Stock	79.2%	79.4%
Custodial Pooled Cash and Cash Equivalents	<u>2.6%</u>	<u>4.4%</u>
<b>Total</b>	<b><u>100.0%</u></b>	<b><u>100.0%</u></b>

Benefiting University of Wisconsin System entities receive quarterly distributions from the Long Term Fund, principally endowed assets, based on an annual spending rate applied to a twelve-quarter moving average market value of the Fund. The annual spending rate is currently 4.0%. Distributions from the Intermediate Term Fund, principally quasi-endowments and unspent income distributions, consist of interest earnings distributed quarterly. Spending rate and interest distributions from both of these Funds are transferred to the SIF, pending near-term expenditures. During the fiscal year ending on June 30, 2012, the amount of net appreciation available to spend from the Long Term Fund was \$13,826,815, relative to \$13,425,039 available during the fiscal year ending June 30, 2011.

At June 30, 2012 and 2011, the University of Wisconsin System's investments are as follows:

<b>Investments:</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
U.S. Government Securities	\$ 26,284,872	\$ 26,481,832
U.S. Agency Securities	12,295,072	16,216,893
Bonds and Preferred Stock	31,613,019	28,427,403
Common Stock and Convertible Securities	40,623,830	44,568,243
Pooled Equity Funds	102,343,201	110,495,714
Pooled Allocation Fund	64,530,347	64,711,016
Pooled Fixed Income Fund	38,029,923	37,954,453
Custodial Pooled Cash and Cash Equivalents	23,411,190	30,145,129
Limited Partnerships	<u>73,770,264</u>	<u>67,174,457</u>
<b>Total Investments</b>	<b><u>\$ 412,901,718</u></b>	<b><u>\$ 426,175,140</u></b>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 2 – Cash and Investments (continued)**

The total return on the Long Term Fund, including capital appreciation, was -0.8% compared to 21.2% in fiscal year 2011. The total return on the Intermediate Fund, including capital appreciation, was 3.0% compared to 8.3% in fiscal year 2011. External investment counsel was utilized for funds representing 88.5% of the market value of the Long Term and Intermediate Term Funds, compared to 87.9% in fiscal year 2011. In addition to the limited partnerships market value listed above, the University of Wisconsin System had unfunded limited partnership commitments of \$24.4 million for the fiscal year ending June 30, 2012, relative to \$26.0 million for the fiscal year ending June 30, 2011.

*Credit Risk:* Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. For the Long Term Fund, fund-level asset allocation constraints limit exposure to below investment grade debt securities to no more than 20%; for the Intermediate Term Fund, exposure is limited to 15%. The University of Wisconsin System currently holds below investment grade securities within commingled vehicles representing 6.0% of total assets of the Long Term Fund and 6.3% of total assets of the Intermediate Term Fund. In addition, actively-managed, investment grade fixed income separate accounts must maintain an average portfolio quality of AA by Standard & Poor's and/or Aa by Moody's, and hold only securities rated BBB- by Standard & Poor's and/or Baa3 by Moody's or higher.

The following schedule displays the credit ratings as provided by Moody's Investor Service for debt securities held as of June 30, 2012 and 2011. Obligations of the United States and obligations explicitly guaranteed by the U.S. government have been included in the Aaa rating below.

<u>Ratings</u>	<u>2012</u>	<u>2011</u>
Aaa	\$ 52,698,423	\$ 58,251,859
Aa1	382,405	599,511
Aa2	846,078	2,518,614
Aa3	522,576	3,446,216
A1	3,174,977	1,139,535
A2	4,721,538	3,743,109
A3	4,654,997	3,394,755
Baa1	4,971,485	2,843,723
Baa2	6,255,446	4,249,302
Baa3	2,720,995	855,105
Ba2	9,046,138	8,814,789
B2	11,924,111	13,998,485
Caa1	-	4,081
Caa2	645,973	325,546
No Rating	5,657,745	4,895,951
Unrated Pooled Cash	<u>23,411,190</u>	<u>30,145,129</u>
Totals	<u>\$ 131,634,077</u>	<u>\$ 139,225,710</u>

*Custodial Credit Risk:* Custodial credit risk related to investments is the risk that, in the event of a failure of a counterparty to a transaction, the University of Wisconsin System will not be able to recover the value of investment or collateral securities that are in possession of an outside party. The University of Wisconsin System's investments are registered in the name of the University of Wisconsin System, and the University of Wisconsin System does not participate in any securities lending programs through its custodian bank. Investment securities underlying the University of Wisconsin System's investment in shares of external investment pools or funds are in custody at those funds. The shares owned in these external investment pools are registered in the name of the University of Wisconsin System. The University of Wisconsin System does not have a formal policy for custodial credit risk.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 2 – Cash and Investments (continued)**

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of an organization's investment in a single issuer. Actively-managed, fixed income separate accounts are limited to holding no more than 7.0% in any one issuer (U.S. Government/Agencies are exempted). During fiscal year 2012, the largest concentration in a non-U.S. Government/Agency was Citigroup, which represented 0.5% of total Trust Funds assets, compared to a 0.4% exposure to JP Morgan Chase in fiscal year 2011.

*Interest Rate Risk:* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Actively-managed, fixed income separate accounts are expected to maintain their overall duration to within plus or minus one year of the established benchmark's duration. The University of Wisconsin System uses the option adjusted modified duration method to analyze interest rate risk. The University of Wisconsin System had interest rate risk statistics for fixed income separate accounts as detailed below:

<u>Fixed Income Sector:</u>	<u>2012</u>		<u>2011</u>	
	<u>Market Value</u>	<u>Modified Duration</u>	<u>Market Value</u>	<u>Modified Duration</u>
Treasury Inflation Protected Securities	\$ 20,677,428	5.94	\$ 21,793,778	4.81
Government	5,762,099	5.26	4,450,157	6.34
U.S. Government Mortgages	6,929	3.12	7,376	3.08
Corporates and Other Credit	22,221,755	4.17	16,900,219	4.65
Collateralized Mortgage Obligations:	11,340,386	1.84	14,220,507	2.22
U.S. Agencies				
Collateralized Mortgage Obligations:	1,006,800	3.39	1,038,985	3.91
Corporate				
Commercial Mortgage Backed Securities	2,777,774	1.22	3,696,571	0.94
U.S. Private Placements	5,205,285	2.57	4,809,654	3.36
U.S. Agencies	454,260	2.36	459,255	3.18
Asset Backed Securities	761,178	0.12	2,281,072	0.24
Totals	<u>\$ 70,213,894</u>		<u>\$ 69,657,574</u>	

In addition, the University of Wisconsin System had interest rate risk statistics for actively-managed commingled accounts as detailed below:

<u>Fixed Income Commingled Fund:</u>	<u>2012</u>		<u>2011</u>	
	<u>Market Value</u>	<u>Modified Duration</u>	<u>Market Value</u>	<u>Modified Duration</u>
Seix Advisors High Yield Fund	\$ 25,135,142	4.18	\$ 25,042,014	4.76

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. As of June 30, 2012, the Long Term and Intermediate Term Funds held equity securities denominated in foreign currencies within pooled investment vehicles only, with market values totaling \$100,499,297 and \$7,286,066, respectively, compared to prior fiscal year amounts of \$108,933,843 and \$6,714,631, respectively. Some of the trades for such foreign positions will not settle in foreign currencies until after the fiscal year end. For the Long Term and Intermediate Term Funds, it is generally expected and desired that foreign currency exposure is not hedged, as this enhances the diversification benefits from non-U.S. investments.

*Donor-restricted endowments:* For University-controlled, donor-restricted endowments, the Uniform Prudent Management of Institutional Funds Act as adopted in Wisconsin, permits the Board of Regents of the University of Wisconsin System to appropriate for current spending, an amount of realized and

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 2 – Cash and Investments (continued)**

unrealized endowment appreciation as they determine to be prudent. Realized and unrealized appreciation in excess of that amount appropriated for current spending is retained by the endowments. Net appreciation since the inception of the endowment accounts of \$122.8 million and \$123.5 million at June 30, 2012 and June 30, 2011, respectively, is available to meet spending rate distributions and is recorded in restricted net assets. The net appreciation figure as of June 30, 2011 has been restated from that reported in the prior year's note (\$207.6 million). The figure reported in the prior year's note reflected net appreciation for all accounts restricted by donors as to the use of principal *or* purpose, and therefore included non-endowed accounts. The figures reported here appropriately reflect net appreciation for only true endowments, where the donors have restricted the use of principal.

**NOTE 3 – Receivables**

Accounts receivable, consisting of amounts due from state agencies and other governments, amounts due from capital lease receivables, and student loans receivable as of June 30, 2012 and 2011, are summarized as follows:

	<u>2012</u>	<u>2011</u>
<b>Receivables (Net):</b>		
Student Academic Fees	\$ 25,827,419	\$ 23,675,580
Grants and Contracts	43,919,784	54,778,958
Educational Activities and Other	40,593,853	45,093,500
Auxiliary Enterprises	2,230,526	1,768,549
UW Hospital Authority and La Crosse Medical Health Science Consortium, Inc.	9,579,141	9,993,517
Investment	1,948,345	940,117
Student Loans Receivable	190,734,194	191,488,265
State Agencies	48,030,862	26,276,374
Other Governments	<u>104,723,613</u>	<u>90,135,086</u>
Total Receivables (Net)	<u>\$ 467,587,737</u>	<u>\$ 444,149,946</u>

Student loans receivable at June 30, 2012 included allowances for uncollectible loans of \$9.4 million relative to \$9.7 million in the prior year. Principal repayment and interest rates of university and federal loans vary. Federal loan programs are funded primarily with federal contributions to the University of Wisconsin System under the Perkins loan program and a variety of health professions loan programs.

The University of Wisconsin System distributed \$815.9 million in student loans through the United States Department of Education federal direct lending program during fiscal year 2012 and \$800.0 million in fiscal year 2011. These distributions and the related funding sources are not reflected as expenses and revenues in the financial statements. However, cash inflows and outflows are shown in the Statements of Cash Flows.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 4 – Liabilities**

Accounts payable and accrued liabilities, consisting of salary and fringe benefits, due to state agencies and other governments, and vendor payables, resulting from University of Wisconsin System activities as of June 30, 2012 and 2011, are summarized as follows:

<b>Fiscal Year 2012</b>	<b>Salary and Fringe Benefits</b>	<b>Due to State Agencies and Other Governments</b>	<b>Vendors</b>	<b>Total Payables</b>
<b>UW System Activities:</b>				
Operating	\$ 20,785,345	\$ 64,424,328	\$ 46,624,226	\$ 131,833,899
Gifts, Grants, and Contracts	3,585,897	4,506,591	14,199,338	22,291,826
Capital Projects	-	2,851,566	91,338,586	94,190,152
Auxiliary Enterprises	530,338	220,312	1,120,457	1,871,107
Investment and Other	<u>37,738</u>	<u>380,786</u>	<u>1,904,439</u>	<u>2,322,963</u>
<b>Total Activities</b>	<b><u>\$ 24,939,318</u></b>	<b><u>\$ 72,383,583</u></b>	<b><u>\$ 155,187,046</u></b>	<b><u>\$ 252,509,947</u></b>

<b>Fiscal Year 2011</b>	<b>Salary and Fringe Benefits</b>	<b>Due to State Agencies and Other Governments</b>	<b>Vendors</b>	<b>Total Payables</b>
<b>UW System Activities:</b>				
Operating	\$ 18,939,429	\$ 50,712,475	\$ 58,632,397	\$ 128,284,301
Gifts, Grants, and Contracts	3,122,793	3,191,381	23,535,682	29,849,856
Capital Projects	-	800,761	77,353,903	78,154,664
Auxiliary Enterprises	462,617	293,413	1,160,457	1,916,487
Investment and Other	<u>20,411</u>	<u>427,543</u>	<u>3,274,445</u>	<u>3,722,399</u>
<b>Total Activities</b>	<b><u>\$ 22,545,250</u></b>	<b><u>\$ 55,425,573</u></b>	<b><u>\$ 163,956,884</u></b>	<b><u>\$ 241,927,707</u></b>

As of June 30, 2012, current liabilities totaled \$565.8 million inclusive of \$2.0 million in deposits of student organizations, \$252.5 million of accounts payable and accrued liabilities, \$166.8 million of unearned revenue, and the current portion of notes and bonds payable, capital lease obligations, and compensated absences. Noncurrent liabilities consisted of notes and bonds payable, capital lease obligations, and compensated absences that totaled \$1,473.0 million at June 30, 2012, relative to a total of \$1,249.0 million at June 30, 2011. Total noncurrent liabilities increased by \$224.0 million relative to fiscal year 2011.

Long-term liability activity for the fiscal years ended June 30, 2012 and 2011 is as follows:

<b>2012 Long-term Liabilities</b>	<b>Balance July 1, 2011</b>	<b>Increases/ Decreases</b>	<b>Balance June 30, 2012</b>	<b>Current Portion</b>
Bonds Payable	\$ 1,158,239,090	\$ 218,110,431	\$ 1,376,349,521	\$ 54,062,404
Notes Payable	59,193,136	20,500,031	79,693,167	10,725,649
Capital Lease Obligations	29,908,293	(4,828,021)	25,080,272	6,600,565
Compensated Absences	<u>131,946,288</u>	<u>4,480,893</u>	<u>136,427,181</u>	<u>73,134,934</u>
<b>Total</b>	<b><u>\$ 1,379,286,807</u></b>	<b><u>\$ 238,263,334</u></b>	<b><u>\$ 1,617,550,141</u></b>	<b><u>\$ 144,523,552</u></b>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 4 – Liabilities (continued)**

<b>2011 Long-term Liabilities</b>	<b>Balance July 1, 2010</b>	<b>Increases/ Decreases</b>	<b>Balance June 30, 2011</b>	<b>Current Portion</b>
Bonds Payable	\$ 936,147,464	\$ 222,091,626	\$ 1,158,239,090	\$ 46,666,857
Notes Payable	48,878,720	10,314,416	59,193,136	8,058,376
Capital Lease Obligations	33,504,600	(3,596,307)	29,908,293	6,195,666
Compensated Absences	<u>132,707,730</u>	<u>(761,442)</u>	<u>131,946,288</u>	<u>69,316,765</u>
<b>Total</b>	<b><u>\$ 1,151,238,514</u></b>	<b><u>\$ 228,048,293</u></b>	<b><u>\$ 1,379,286,807</u></b>	<b><u>\$ 130,237,664</u></b>

**NOTE 5 – Lease Commitments and Installment Purchases**

The University of Wisconsin System had capital lease obligations with a net present value of \$25,080,272 as of June 30, 2012 compared to \$29,908,293 at June 30, 2011. The payment schedule for capital lease obligations is as follows:

2013	\$ 7,634,579
2014	7,205,904
2015	6,225,773
2016	3,805,538
2017	2,347,523
2018-2022	<u>291,312</u>
Total Scheduled Lease Payments	27,510,629
Amount Representing Interest	<u>(2,430,357)</u>
Net Present Value	<u>\$ 25,080,272</u>

**Assets Held Under Capital Lease:**

<b>2012</b>	<b>Original Cost June 30, 2012</b>	<b>Accumulated Depreciation</b>	<b>Book Value June 30, 2012</b>
Buildings and Improvements	\$ 68,913,357	\$ 32,762,735	\$ 36,150,622
Equipment	<u>5,611,674</u>	<u>4,004,915</u>	<u>1,606,759</u>
<b>Total Assets</b>	<b><u>\$ 74,525,031</u></b>	<b><u>\$ 36,767,650</u></b>	<b><u>\$ 37,757,381</u></b>

<b>2011</b>	<b>Original Cost June 30, 2011</b>	<b>Accumulated Depreciation</b>	<b>Book Value June 30, 2011</b>
Buildings and Improvements	\$ 68,913,357	\$ 29,404,121	\$ 39,509,236
Equipment	<u>8,083,231</u>	<u>3,025,196</u>	<u>5,058,035</u>
<b>Total Assets</b>	<b><u>\$ 76,996,588</u></b>	<b><u>\$ 32,429,317</u></b>	<b><u>\$ 44,567,271</u></b>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 5 – Lease Commitments and Installment Purchases (continued)**

Facilities and equipment rented through operating leases are not recorded as assets on the balance sheet. Operating lease expenditures amounted to \$28,189,502 for the fiscal year ended June 30, 2012. Minimum commitments for future operating lease payments are as follows:

2013	\$ 17,572,042
2014	15,288,247
2015	13,782,609
2016	12,248,149
2017	11,550,293
2018-2022	49,274,084
2023-2027	38,689,916
2028-2032	31,740,862
2033-2037	<u>1,618,549</u>
Total	<u>\$ 191,764,751</u>

The University of Wisconsin System has entered into installment purchase agreements during fiscal year 2012. The following is an analysis of the gross minimum installment payments, along with the present value of the minimum installment payments, as of June 30, 2012 for installment purchases:

2013	\$ 516,200
2014	516,200
2015	516,200
2016	516,200
2017	<u>516,200</u>
Total minimum future payments	\$ 2,581,000
Less: interest	<u>250,330</u>
Present value of net minimum payments	<u>\$ 2,330,670</u>

There were no installment purchase agreements in fiscal year 2011.

**NOTE 6 – Compensated Absences**

The compensated absences liability at June 30, 2012 consists of accumulated unpaid annual leave, compensatory time, personal holiday hours, and Saturday/legal holiday hours earned and vested. Compensated absences for the University of Wisconsin System employees at June 30, 2012 totaled \$136,427,181 compared with \$131,946,288 at June 30, 2011. The compensated absences balance consists of a \$73,134,934 current liability and \$63,292,247 noncurrent liability compared to a \$69,316,765 current liability and \$62,629,523 noncurrent liability for the previous year. The University of Wisconsin System leave policies restrict the accumulation of unused vacation and thus limit the actual payments made to employees upon termination or retirement.

**NOTE 7 – Retirement Benefits**

Retirement benefits are provided for substantially all employees through the Wisconsin Retirement System (WRS), a cost-sharing, multiple-employer, defined benefit plan governed by Chapter 40 of the Wisconsin Statutes. State and local government public employees are entitled to an annual formula retirement benefit based on the employee's final average earnings, years of creditable service, and a formula factor. Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category. If an employee's contributions, matching employer's contributions, and interest credited to the employee's account exceed the value of the formula benefit, the

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 7 – Retirement Benefits (continued)**

retirement benefit may instead be calculated as a money purchase benefit. WRS is part of the State of Wisconsin's financial reporting entity. Copies of the separately issued financial report that includes financial statements and required supplementary information may be obtained by writing to: Department of Employee Trust Funds, 801 West Badger Road, P.O. Box 7931, Madison, WI 53707-7931.

Generally, the State's policy is to fund retirement contributions on a level-percentage-of-payroll basis to meet normal costs of the retirement system. The retirement plan requires employee contributions equal to specified percentages of qualified earnings based on the employee's classification, as well as employer contributions at a rate determined annually. The University of Wisconsin System's contributions including employer and employee shares were \$228,659,074 for fiscal year 2012, compared to \$227,273,627 for the previous fiscal year. In December 2003, the State issued bonds and subsequently fully liquidated its prior service liability balance as of January 2003. State agencies are required to make future contributions to fund the bond payments. Bond payments totaling \$57,373,604 during fiscal year 2012, compared to bond payments totaling \$54,729,159 during fiscal year 2011, are included in transfer to state agencies on the financial statements.

In addition to the Wisconsin Retirement System, certain employees associated with federally funded activities are partially covered by the Federal Retirement Program. The University of Wisconsin System's contributions to this program amounted to \$174,369 during the current year, compared with \$180,531 for the previous year.

**NOTE 8 – Postemployment Benefits Other Than Pensions**

In accordance with the provisions of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, state and local governmental employers are required to display in financial reports other postemployment benefit expense/expenditures and related liabilities (assets), note disclosures, and if applicable, required supplementary information. The employees of the University of Wisconsin System are employees of the State. The financial statements of the University of Wisconsin System do not include other postemployment benefit expense/expenditures or the related liabilities (assets) other than those actually paid during fiscal year 2012 and 2011, which are included in salary and fringe benefits on the financial statements.

**Health Insurance**

The State's Health Insurance Program, a cost-sharing multiple-employer defined benefit plan not held in trust, is an employer-sponsored program offering group medical coverage to eligible employees and retirees of the State. The State Department of Employee Trust Funds and the Group Insurance Board have program administration and oversight responsibilities under Wisconsin Statutes Sections 15.165(2) and 40.03(6).

Under this plan, retired employees of the State contribute the same healthcare premium as active employees, creating an implicit rate subsidy for retirees. This implicit rate subsidy, which is calculated to cover pre-age 65 retirees (since at age 65 retirees are required to enroll in Medicare when eligible), is treated as an other postemployment benefit (OPEB).

As of the January 2011 actuarial valuation, the State's annual OPEB costs were \$77.4 million and \$128.4 million and the State's annual required contributions were \$89.6 million and \$136.9 million for fiscal years ended June 30, 2012 and June 30, 2011, respectively. The State's actual contributions were \$38.4 million in 2012 and \$52.8 million in 2011, which results in a net OPEB obligation for the State of \$406.5 million as of June 30, 2012, and \$367.5 million as of June 30, 2011, respectively. The portion of this obligation allocated to the University of Wisconsin System increased from \$167.4 million in fiscal year 2011 to \$197.8 million in fiscal year 2012. This obligation is included in the CAFR, but is not included in the University of Wisconsin System's financial statements due to differences in reporting requirements.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 8 – Postemployment Benefits Other Than Pensions (continued)**

The CAFR includes financial statements, additional note disclosures, and required supplementary information for this plan. That report is publicly available at [www.doa.state.wi.us](http://www.doa.state.wi.us) or may be obtained by writing to: The Department of Administration, 101 East Wilson Street, Madison, Wisconsin 53703.

**Life Insurance and Duty Disability**

The Life Insurance program, a cost-sharing multiple-employer defined benefit plan held in trust, provides post-employment coverage to all eligible employees. The plan is administered under Wisconsin Statutes Section 40.70. Beginning at age 65, retirees and terminating members continue to receive basic coverage for life at the level of insurance in force before retirement. Retirees and terminating members under age 65 must continue to pay the employee premium to maintain coverage. The amount contributed by the University of Wisconsin System to this plan could not be determined.

The Duty Disability program, a cost-sharing multiple-employer defined benefit plan held in trust, offers special disability insurance for employees in protective occupations. This plan is administered under Wisconsin Statutes Section 40.65. Qualified employees receive benefits under this program approximating 80% of salary, less certain offsets, based upon the type and level of disability suffered and the implications of the disability on their ability to work. There are no employee contributions associated with this plan. The University of Wisconsin System contributed \$329,499 to this program during fiscal year 2012 compared to \$785,584 during fiscal year 2011.

The Department of Employee Trust Funds issues publicly available financial reports that include financial statements, additional note disclosures, and required supplementary information for these plans. The reports are available at [www.etf.wi.gov](http://www.etf.wi.gov) or may be obtained upon request from: The Department of Employee Trust Funds, 801 West Badger Road, P.O. Box 7931, Madison, Wisconsin 53707-7931.

**NOTE 9 – Capital Assets**

Land, buildings, improvements (e.g., parking lots, fences, street lighting, etc.), equipment, and library holdings are capitalized at cost at date of acquisition or fair market value at date of donation in the case of gifts-in-kind. Generally, capital equipment is defined as any single asset with a minimum value of \$5,000 and having a useful life of more than one year. Depreciation is calculated on a straight-line basis over the estimated useful lives of the respective assets: buildings over forty years, improvements over twenty years, and capital equipment over periods ranging from three to fifteen years for specified asset classes. The componentized methodology of depreciation is used for major research facilities generally using estimated useful lives ranging from ten to fifty years. The buildings and land related to the 13 two-year colleges are not owned by the UW System and thus are not reported in these financial statements. Library holdings are not depreciated because these resources are viewed as inexhaustible assets. Disposals of library holdings are removed at either a historically calculated average cost or at an amount that approximates original cost as nearly as is practical to determine. The University of Wisconsin System does not capitalize the \$317.0 million in works of art or historical treasures that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered in any way. Proceeds from the sale, exchange, or other disposal of any item belonging to a collection of works of art or historical treasures must be applied to the acquisition of additional items for the same collection.

GASB Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, establishes accounting and financial reporting standards for a capital asset that has experienced a significant, unexpected decline in its service utility. Two events resulted in some capital assets meeting the temporarily impaired definition of this standard for fiscal year 2012. On January 29, 2012 Drake Hall, a residence hall at the University of Wisconsin-La Crosse, had a fire in its basement and damages totaled \$2.5 million. All residents were relocated for the remainder of the Spring 2012 semester, but the residence hall was operational for the Fall 2012 semester. Flooding in June 2012 at University of

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 9 – Capital Assets (continued)**

Wisconsin-Superior caused an estimated \$6.6 million in damages to fourteen buildings and infrastructure. All buildings were operational for the Fall 2012 semester. In addition, library holdings losses estimated at \$17.2 million were sustained due to the flooding in the library. One asset met the temporarily impaired definition of this standard for fiscal year 2011. University of Wisconsin-Eau Claire's Campus School, net book value of \$439,289, was idle as of June 30, 2011 and was demolished in the spring of 2012.

GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*, establishes accounting and financial reporting standards for an intangible asset that lacks physical substance, is nonfinancial in nature, has a useful life extending beyond one year, and is not acquired or created primarily for the purpose of directly obtaining income or profit. Intangible assets are capitalized with a minimum value of \$1.0 million and are included in the equipment balance. Depreciation for intangible assets is calculated on a straight-line basis over ten years. At June 30, 2012, the equipment balance includes \$57.5 million for intangible assets net of depreciation, compared to \$57.7 million at June 30, 2011.

Depreciation expense for the fiscal years ended June 30, 2012 and 2011 was \$238.4 million and \$224.1 million, respectively.

The change in book value from July 1, 2011 to June 30, 2012 is summarized as follows:

	<b>Book Value</b>				<b>Book Value</b>
	<b><u>July 1, 2011</u></b>	<b><u>Additions</u></b>	<b><u>Transfers</u></b>	<b><u>Deductions</u></b>	<b><u>June 30, 2012</u></b>
Buildings	\$ 4,871,138,369	\$ 121,173,326	\$ 262,277,333	\$ (7,892,398)	\$ 5,246,696,630
Improvements	362,529,720	6,776,158	4,472,309	-	373,778,187
Land	146,661,290	6,475,699	-	-	153,136,989
Construction in Progress	472,054,609	422,964,800	(266,749,642)	-	628,269,767
Equipment	1,108,102,487	86,524,656	-	(51,252,947)	1,143,374,196
Library Holdings	<u>1,124,236,511</u>	<u>23,044,843</u>	-	<u>(33,868,270)</u>	<u>1,113,413,084</u>
Subtotal	8,084,722,986	666,959,482	-	(93,013,615)	8,658,668,853
Less Accumulated Depreciation:					
Buildings	1,931,194,428	143,546,800	-	(6,654,062)	2,068,087,166
Improvements	199,622,868	13,170,310	-	-	212,793,178
Equipment	<u>755,256,463</u>	<u>81,695,314</u>	-	<u>(41,920,215)</u>	<u>795,031,562</u>
Total Accumulated Depreciation	2,886,073,759	238,412,424	-	(48,574,277)	3,075,911,906
Capital Assets, Net	<u>\$ 5,198,649,227</u>	<u>\$ 428,547,058</u>	<u>\$ -</u>	<u>\$ (44,439,338)</u>	<u>\$ 5,582,756,947</u>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 9 – Capital Assets (continued)**

The change in book value from July 1, 2010 to June 30, 2011 is summarized as follows:

	<u>Book Value</u> <u>July 1, 2010</u>	<u>Additions</u>	<u>Transfers</u>	<u>Deductions</u>	<u>Book Value</u> <u>June 30, 2011</u>
Buildings	\$ 4,457,095,384	\$ 162,239,284	\$ 259,545,166	\$ (7,741,466)	\$ 4,871,138,368
Improvements	333,063,592	9,270,309	20,195,819	-	362,529,720
Land	130,933,496	15,823,294	-	(95,500)	146,661,290
Construction in Progress	481,502,873	270,292,721	(279,740,985)	-	472,054,609
Equipment	970,667,026	166,934,074	-	(29,498,613)	1,108,102,487
Library Holdings	<u>1,106,538,962</u>	<u>23,460,521</u>	<u>-</u>	<u>(5,762,972)</u>	<u>1,124,236,511</u>
Subtotal	7,479,801,333	648,020,203	-	(43,098,551)	8,084,722,985
Less Accumulated Depreciation:					
Buildings	1,804,734,136	130,966,230	-	(4,505,938)	1,931,194,428
Improvements	187,112,937	12,509,931	-	-	199,622,868
Equipment	<u>705,293,369</u>	<u>80,596,530</u>	<u>-</u>	<u>(30,633,436)</u>	<u>755,256,463</u>
Total Accumulated Depreciation	2,697,140,442	224,072,691	-	(35,139,374)	2,886,073,759
Capital Assets, Net	<u>\$ 4,782,660,891</u>	<u>\$ 423,947,512</u>	<u>\$ -</u>	<u>\$ (7,959,177)</u>	<u>\$ 5,198,649,226</u>

**NOTE 10 – Long Term Debt**

The State of Wisconsin issues general obligation bonds and notes on behalf of its constituent agencies, including the University of Wisconsin System, the proceeds of which are used to construct or acquire facilities and other capital assets. The University of Wisconsin System holds title to the assets thus acquired. As an enterprise fund of the State of Wisconsin, the University of Wisconsin System reports on its Statements of Net Assets that portion of the debt that will be repaid with program revenues generated by the University of Wisconsin System's self-supporting operations. Debt on academic facilities that is repaid by an appropriation from the State of Wisconsin to the University of Wisconsin System for that purpose is reported by the State of Wisconsin and not as an obligation of the University of Wisconsin System. However, cash inflows and outflows are shown in the Statements of Cash Flows.

The following information relates to the status of bonds and notes payable outstanding at June 30, 2012:

	<u>Maturity</u> <u>Dates</u>	<u>Balance</u> <u>July 1, 2011</u>	<u>New Debt/</u> <u>Accretion</u>	<u>Principal Paid/</u> <u>Adjustments</u>	<u>Balance</u> <u>June 30, 2012</u>
Bonds (Gross)	2013-2042	\$ 1,131,132,551	\$ 352,702,500	\$ (152,873,284)	\$ 1,330,961,767
Notes	2013-2031	<u>59,193,136</u>	<u>28,558,203</u>	<u>(8,058,172)</u>	<u>79,693,167</u>
		<u>\$ 1,190,325,687</u>	<u>\$ 381,260,703</u>	<u>\$ (160,931,456)</u>	<u>\$ 1,410,654,934</u>

The bonds have maturity dates ranging from November 1, 2011 to May 1, 2042. The notes have maturity dates ranging from May 1, 2013 to May 1, 2031.

**UNIVERSITY OF WISCONSIN SYSTEM**  
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**NOTE 10 – Long Term Debt (continued)**

As of June 30, 2012, the current and noncurrent bonds payable net of discounts, premiums, and deferred refunding totaled \$54,062,403 and \$1,322,287,117, respectively.

	<u>Balance</u> <u>June 30, 2012</u>	<u>Current</u>	<u>Noncurrent</u>
Bonds (Gross)	\$ 1,330,961,767	\$ 47,301,687	\$ 1,283,660,080
Discount	(317,084)	(28,490)	(288,594)
Premium	61,308,289	9,945,596	51,362,693
Deferred Refunding	<u>(15,603,452)</u>	<u>(3,156,390)</u>	<u>(12,447,062)</u>
Bonds (Net)	1,376,349,520	54,062,403	1,322,287,117
Notes	<u>79,693,167</u>	<u>10,725,650</u>	<u>68,967,517</u>
	<u>\$ 1,456,042,687</u>	<u>\$ 64,788,053</u>	<u>\$ 1,391,254,634</u>

The following information relates to the status of bonds and notes payable outstanding at June 30, 2011:

	<u>Maturity</u> <u>Dates</u>	<u>Balance</u> <u>July 1, 2010</u>	<u>New Debt/</u> <u>Accretion</u>	<u>Principal Paid/</u> <u>Adjustments</u>	<u>Balance</u> <u>June 30, 2011</u>
Bonds (Gross)	2012-2041	\$ 915,510,389	\$ 252,551,421	\$ (36,929,259)	\$ 1,131,132,551
Notes	2012-2030	<u>48,878,720</u>	<u>19,260,000</u>	<u>(8,945,584)</u>	<u>59,193,136</u>
		<u>\$ 964,389,109</u>	<u>\$ 271,811,421</u>	<u>\$ (45,874,843)</u>	<u>\$ 1,190,325,687</u>

The bonds have maturity dates ranging from November 1, 2011 to May 1, 2041. The notes have maturity dates ranging from May 1, 2012 to May 1, 2030.

As of June 30, 2011, the current and noncurrent bonds payable net of discounts, premiums, and deferred refunding totaled \$46,666,857 and \$1,111,572,233, respectively.

	<u>Balance</u> <u>June 30, 2011</u>	<u>Current</u>	<u>Noncurrent</u>
Bonds (Gross)	\$ 1,131,132,551	\$ 41,680,111	\$ 1,089,452,440
Discount	(345,632)	(28,548)	(317,084)
Premium	33,220,559	5,946,348	27,274,211
Deferred Refunding	<u>(5,768,388)</u>	<u>(931,054)</u>	<u>(4,837,334)</u>
Bonds (Net)	1,158,239,090	46,666,857	1,111,572,233
Notes	<u>59,193,136</u>	<u>8,058,376</u>	<u>51,134,760</u>
	<u>\$ 1,217,432,226</u>	<u>\$ 54,725,233</u>	<u>\$ 1,162,706,993</u>

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 10 – Long Term Debt (continued)**

Future debt service requirements for bonds and notes outstanding at June 30, 2012 are as follows:

Future Repayment Schedule

Fiscal Year	<u>Bonds</u>		<u>Notes</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2013	\$ 47,301,687	\$ 63,798,844	\$ 10,725,649	\$ 3,301,016
2014	47,260,554	61,939,594	11,262,168	3,449,072
2015	49,323,378	59,629,680	10,296,299	2,885,900
2016	53,308,770	57,185,520	8,012,293	2,371,019
2017	54,220,056	54,514,789	8,416,659	1,970,335
2018-2022	303,989,314	230,737,976	20,675,099	5,779,417
2023-2027	372,403,358	153,574,242	5,965,000	2,008,500
2028-2032	280,874,650	73,004,953	4,340,000	441,250
2033-2037	64,945,000	23,291,668	-	-
2038-2042	<u>57,335,000</u>	<u>7,170,730</u>	-	-
Total	<u>\$ 1,330,961,767</u>	<u>\$ 784,847,996</u>	<u>\$ 79,693,167</u>	<u>\$ 22,206,509</u>

As noted above, debt on academic facilities that is repaid by an appropriation from the State of Wisconsin to the University of Wisconsin System for that purpose is reported by the State of Wisconsin and not as an obligation of the University of Wisconsin System. As of June 30, 2012, the principal balance of such bonds and notes was \$1,563,874,817 and \$157,004,086, respectively. As of June 30, 2011, the principal balance of such bonds and notes was \$1,395,390,939 and \$137,648,908, respectively.

Debt service payments made by the State of Wisconsin for the years ended June 30, 2012 and 2011 were allocated as follows:

	<u>Bonds</u>	<u>Notes</u>
<b>2012</b>		
Principal	\$ -	\$ -
Interest	<u>57,366,662</u>	<u>155,544</u>
Total Paid	<u>\$ 57,366,662</u>	<u>\$ 155,444</u>
<b>2011</b>		
Principal	\$ 13,021,011	\$ -
Interest	<u>59,750,548</u>	<u>306,350</u>
Total Paid	<u>\$ 72,771,559</u>	<u>\$ 306,350</u>

**NOTE 11 – Other Organizations**

The Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, and Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment of GASB Statement No. 14, provide guidance in determining whether organizations are to be included as part of a reporting entity. The University of Wisconsin System has determined that, in accordance with the provisions of GASB Statement No. 14 and 39, the accounts of the following organizations are not included in the financial statements; however, the following financial information is provided.

**A – University of Wisconsin Foundation**

The University of Wisconsin (UW) Foundation is the official not-for-profit fund raising corporation for the University of Wisconsin-Madison and several other units of the University of Wisconsin System. It receives gifts and bequests, administers and invests securities and property, and disburses payments to and

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 11 – Other Organizations (continued)**

on behalf of the University of Wisconsin for advancement of scientific, literary, athletic, and educational purposes. The UW Foundation reports on a fiscal year ended December 31. Copies of the separately issued financial statements may be obtained by writing to: University of Wisconsin Foundation, Attn: Finance, P.O. Box 8860, Madison, WI 53708-8860.

Significant financial data for the UW Foundation for the years ending December 31, 2011 and 2010 are presented below (in thousands):

<b>Condensed Balance Sheet</b>	<b><u>2011</u></b>	<b><u>2010</u></b>
<b>Assets:</b>		
Cash, Investments and Other Assets	\$ 2,526,064	\$ 2,635,576
Capital Assets, Net	<u>6,844</u>	<u>7,054</u>
<b>Total Assets</b>	<u><b>2,532,908</b></u>	<u><b>2,642,630</b></u>
<b>Liabilities:</b>		
Accounts Payable and Other Current Liabilities	34,234	30,575
Amounts Held for Other Component Units	251,335	251,702
Long-term Liabilities (Current and Noncurrent Portions)	<u>42,023</u>	<u>40,941</u>
<b>Total Liabilities</b>	<u><b>327,592</b></u>	<u><b>323,218</b></u>
<b>Fund Equity:</b>		
Invested in Capital Assets, Net of Related Debt	6,844	7,054
Restricted	2,046,529	2,137,485
Unrestricted	<u>151,943</u>	<u>174,873</u>
<b>Total Fund Equity</b>	<u><b>2,205,316</b></u>	<u><b>2,319,412</b></u>
<b>Total Liabilities and Fund Equity</b>	<u><b>\$ 2,532,908</b></u>	<u><b>\$ 2,642,630</b></u>
<b>Condensed Statement of Revenues, Expenses, and Changes in Fund Equity</b>		
<b>Program Expenses:</b>		
Depreciation	\$ 615	\$ 489
Payments to Primary Government	211,663	206,224
Other	<u>33,238</u>	<u>30,558</u>
<b>Total Program Expenses</b>	<u><b>245,516</b></u>	<u><b>237,271</b></u>
<b>Program Revenues:</b>		
Investment and Interest Income	(66,473)	278,377
Operating Grants and Contributions	197,542	165,668
Other	<u>351</u>	<u>50</u>
<b>Total Program Revenues</b>	<u><b>131,420</b></u>	<u><b>444,095</b></u>
<b>Net Program Revenues</b>	<b>(114,096)</b>	<b>206,824</b>
<b>Change in Fund Equity</b>	<b>(114,096)</b>	<b>206,824</b>
<b>Fund Equity, Beginning of Year</b>	<u><b>2,319,412</b></u>	<u><b>2,112,588</b></u>
<b>Fund Equity, End of Year</b>	<u><b>\$ 2,205,316</b></u>	<u><b>\$ 2,319,412</b></u>

**B – Funds Held In Trust by Others**

Funds held in trust by others are endowment funds held by trustees outside of the University of Wisconsin System Trust Funds for the benefit of the University of Wisconsin System. The market value of these funds amounted to \$159,098,147 at June 30, 2012, compared with \$164,682,389 at June 30, 2011.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 11 – Other Organizations (continued)**

**C – Lease Agreements**

**University of Wisconsin Hospital and Clinics Authority**

The University of Wisconsin Hospital and Clinics Authority (UWHCA), pursuant to an act of the Wisconsin State Legislature, began operating on June 29, 1996 as a separate public authority. As required by this legislation, the University of Wisconsin System has entered into various affiliation and operating agreements with UWHCA, including a lease agreement. Under the terms of the lease, UWHCA makes payments equal to the debt service on all outstanding bonds issued by the State of Wisconsin to acquire, construct, or improve the leased facilities. At June 30, 2012, the present value of these future lease payments totaled \$2.5 million, compared to \$4.2 million at June 30, 2011, an amount equal to the principal on the related bonds outstanding; the asset is included on the balance sheet as part of the capital lease receivable, and the related debt is included as part of the total UW System bonds outstanding of \$1,331.0 million and \$1,131.1 million at June 30, 2012 and June 30, 2011, respectively. The leased facilities are not included as part of the University of Wisconsin System's investment in buildings since they have been reported by UWHCA in their audited financial statements in accordance with the generally accepted accounting principles that pertain to the reporting of leased assets.

During the fiscal year ended June 30, 2012, the University of Wisconsin System received services from UWHCA totaling \$4.5 million and provided services to UWHCA totaling \$59.7 million, compared to amounts for fiscal year ended June 30, 2011 of \$4.6 million and \$53.7 million. The cost of the services provided and the associated revenue are separately identified in the Statements of Revenues, Expenses, and Changes in Net Assets. The amounts spent for services received are included as salaries and fringe benefits and supplies and services expenses on this statement. The services received were funded by an equivalent amount of state appropriations revenue.

**La Crosse Medical Health Science Education Research Center**

On June 6, 1997, the Board of Regents of the University of Wisconsin System entered into a Use Agreement with The La Crosse Medical Health Science Consortium, Inc. (The Consortium), a Wisconsin non-stock corporation tax exempt under Internal Revenue Code (IRC) 501(c)(3) with offices at 1725 State Street, La Crosse, Wisconsin 54601. The Use Agreement makes available the exclusive use of the La Crosse Medical Health Science Education Research Center to The Consortium. As required by this Use Agreement, the University of Wisconsin System has entered into various operating agreements with The Consortium, including a lease agreement. Under the terms of the lease, The Consortium makes payments equal to the debt service on all outstanding bonds issued by the State of Wisconsin to acquire, construct, or improve the leased facilities. At June 30, 2012, the present value of these future lease payments totaled \$4.3 million, compared to \$4.7 million at June 30, 2011, an amount equal to the principal on the related bonds outstanding; the asset is included on the balance sheet as part of the capital lease receivable, and the related debt is included as part of the total UW System bonds outstanding of \$1,331.0 million and \$1,131.1 million at June 30, 2012 and June 30, 2011, respectively. The leased facilities are not included as part of the University of Wisconsin System's investment in buildings since they have been reported by The Consortium in their audited financial statements in accordance with the generally accepted accounting principles that pertain to the reporting of leased assets.

During the fiscal year ended June 30, 2012, the University of Wisconsin System provided services and rent to The Consortium totaling \$0.7 million. The cost of the services provided and the associated revenue are included in the Statements of Revenues, Expenses, and Changes in Net Assets. The amounts spent for services received are included as salaries and fringe benefits and supplies and services expenses on this statement. The services received were funded by an equivalent amount of state appropriations revenue.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 11 – Other Organizations (continued)**

**D – Other Agreements**

**University of Wisconsin Medical Foundation**

The University of Wisconsin (UW) Medical Foundation is the not-for-profit clinical practice organization for the faculty physicians of the UW School of Medicine and Public Health within UW-Madison. The UW Medical Foundation provides clinical sites, technical and professional staff, and administrative services for the UW faculty physicians group.

During fiscal year 2007-08, the Wisconsin Department of Health Services (DHS) implemented a Certified Public Expenditure (CPE) program for the services the UW faculty physicians group provides to Medical Assistance (MA) recipients. Because the UW faculty physicians group qualifies as a public provider, it is eligible to receive cost-based reimbursement under federal MA rules.

Under the CPE program, DHS is able to claim additional federal MA funds based upon the difference between the established MA reimbursement rate for the services provided by the UW faculty physicians group and the actual cost of providing those services. To enable the draw of these federal funds by DHS, UW-Madison remitted a total of \$11.9 million to DHS during fiscal year 2012 and \$8.2 million in fiscal year 2011, representing the state's share of this difference. DHS then claimed the federal share of the difference from the federal government and subsequently provided \$28.7 million during fiscal year 2012 and \$23.3 million during fiscal year 2011, representing both the state and federal share of the difference, to the UW Medical Foundation. In addition, transfers by UW-Madison to the MA Trust Fund of \$16.8 million during fiscal year 2012 and \$25.0 million in fiscal year 2011 were also made under this program and are reported as a transfer to state agencies on the financial statements.

During fiscal year 2012, the UW Medical Foundation remitted \$59.7 million to UW-Madison as reimbursement for payments to DHS during fiscal years 2010 and 2011. The \$59.7 million that UW-Madison received from the UW Medical Foundation is included in the other non-operating revenues account on the financial statements.

**The Wisconsin Institutes for Discovery**

The Wisconsin Institutes for Discovery, which opened in December 2010, is a visionary public-private facility that has taken shape as an innovative building housing two world-class biomedical research institutes and a public space known as the Town Center for campus and community members to gather and collaborate. The public institute, the Wisconsin Institutes for Discovery, is part of the University of Wisconsin-Madison organized under its Graduate School. The private portion of the facility is owned by the Wisconsin Alumni Research Foundation (WARF), which is an independent, nonprofit foundation chartered to support research at the University of Wisconsin-Madison and the designated technology transfer organization for the university. The facility was originally undertaken with \$50 million in State of Wisconsin and University funding, \$110 million contributed by WARF and a \$50 million donation from a private donor. The Morgridge Institute for Research, an independent 501(c)(3) medical research organization, occupies the majority of the WARF-owned portion of the building.

The Wisconsin Institutes for Discovery facility is a 300,000 square foot building located at 330 North Orchard Street in Madison, Wisconsin. Since the University of Wisconsin System initially owned all of this land, the University of Wisconsin System and WARF became parties to a Real Property Exchange Agreement dated January 19, 2007. Under the terms of the Exchange Agreement, the University of Wisconsin System agreed to convey to WARF a portion of this land and WARF agreed to convey to the University of Wisconsin System properties of equal value as defined in the agreement. In fiscal years 2008-09 and 2010-11, the University of Wisconsin System recorded \$4.3 million and \$7.7 million, respectively, as Land and Capital Contributions for the fair market value of the properties WARF has conveyed to the University of Wisconsin System under this agreement.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 11 – Other Organizations (continued)**

The Wisconsin Institutes for Discovery is operated as a condominium. University of Wisconsin System and WARF are the members of The Wisconsin Institutes for Discovery Condominium Association, Inc. (the “Association”), as set forth in the Condominium Declaration dated September 25, 2009. Ownership of the facility has been determined to be 30% University of Wisconsin System and 70% WARF. Of the total capitalized cost, the University of Wisconsin System capitalized \$60.1 million as Buildings and the remaining amount was capitalized by WARF. Under the terms of the Condominium Declaration, the Association contracts with WARF for purposes of the management and operation of the property. The parties also entered into an Operating and Services Agreement that sets forth the mutually agreed upon specifics of such management and operation.

**NOTE 12 – Operating Expenses by Functional Classification**

Operating expenses by functional classification for the fiscal year ended June 30, 2012:

	<u>Salary and Fringe Benefits</u>	<u>Scholarships and Fellowships</u>	<u>Supplies and Services</u>	<u>Other</u>	<u>Depreciation</u>	<u>Total</u>
Instruction	\$ 1,009,477,072	\$ 1,792,591	\$ 102,176,837	\$ 802,306	\$ -	\$ 1,114,248,806
Research	621,591,272	2,525,455	239,020,043	1,256,406	-	864,393,176
Public Service	185,347,569	692,387	125,785,564	2,770,918	-	314,596,438
Academic Support	266,306,136	36,717	87,446,507	365,031	-	354,154,391
Farm Operations	9,794,770	-	6,145,331	1,725	-	15,941,826
Student Services	254,078,819	604,912	135,429,799	274,707	-	390,388,237
Institutional Support	196,474,804	94,683	13,682,111	(14,176)	-	210,237,422
Operation/Maintenance	145,530,975	-	169,960,970	228,416	-	315,720,361
Financial Aid	5,812,975	125,028,598	4,461,919	1,817,011	-	137,120,503
Auxiliary Enterprises	109,909,356	153,430	207,735,380	324,326	-	318,122,492
Hospital	-	-	51,577,754	47	-	51,577,801
Depreciation	-	-	-	-	238,412,424	238,412,424
Total Operating Expenses	<u>\$ 2,804,323,748</u>	<u>\$ 130,928,773</u>	<u>\$ 1,143,422,215</u>	<u>\$ 7,826,717</u>	<u>\$ 238,412,424</u>	<u>\$ 4,324,913,877</u>

Operating expenses totaled \$4.3 billion. Salary and fringe benefits, scholarships and fellowships, and supplies and services and other expenses constituted 64.9%, 3.0%, and 26.6% of total operating expenses, respectively. Depreciation comprised \$238.4 million or 5.5% of total operating expenses.

Operating expenses by functional classification for the fiscal year ended June 30, 2011:

	<u>Salary and Fringe Benefits</u>	<u>Scholarships and Fellowships</u>	<u>Supplies and Services</u>	<u>Other</u>	<u>Depreciation</u>	<u>Total</u>
Instruction	\$ 1,021,670,351	\$ 1,816,852	\$ 120,577,782	\$ 1,301,473	\$ -	\$ 1,145,366,458
Research	630,219,715	2,706,531	222,762,431	2,816,719	-	858,505,396
Public Service	195,155,264	1,345,549	105,954,144	1,725,789	-	304,180,746
Academic Support	277,104,634	57,325	67,145,274	55,457	-	344,362,690
Farm Operations	10,301,818	-	4,565,968	231	-	14,868,017
Student Services	252,036,554	723,594	131,508,427	36,518	-	384,305,093
Institutional Support	206,797,930	9,711	(57,452)	58,628	-	206,808,817
Operation/Maintenance	153,447,238	-	159,711,445	8,226	-	313,166,909
Financial Aid	6,916,011	146,049,551	1,273,572	1,836,970	-	156,076,104
Auxiliary Enterprises	108,651,842	69,931	197,830,389	(34,719)	-	306,517,443
Hospital	-	-	51,235,336	-	-	51,235,336
Depreciation	-	-	-	-	224,072,691	224,072,691
Total Operating Expenses	<u>\$ 2,862,301,357</u>	<u>\$ 152,779,044</u>	<u>\$ 1,062,507,316</u>	<u>\$ 7,805,292</u>	<u>\$ 224,072,691</u>	<u>\$ 4,309,465,700</u>

Operating expenses totaled \$4.3 billion. Salary and fringe benefits, scholarships and fellowships, and supplies and services and other expenses constituted 66.4%, 3.6%, and 24.8% of total operating expenses, respectively. Depreciation comprised \$224.1 million or 5.2% of total operating expenses.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 13 – Classification of Net Assets**

Net assets are reported in the following six categories:	<u>2012</u>	<u>2011</u>
• Invested in capital assets, net of related debt	\$ 4,101,633,987	\$ 3,951,308,708
• Restricted - Nonexpendable Net assets subject to externally-imposed stipulations that they be maintained permanently by the University of Wisconsin System including:		
> Gifts provided in trust as permanent endowment	154,999,375	155,641,629
• Restricted - Expendable Net assets whose use by the University of Wisconsin System is subject to externally-imposed stipulations that can be fulfilled by actions of the University of Wisconsin System pursuant to those stipulations or that expire by the passage of time including:		
> Funds managed by the University of Wisconsin System in trust as quasi-endowment	198,694,026	233,294,014
> Segregated fee auxiliary operations and auxiliary operations as established by state statute, respectively	75,542,222	104,963,024
• Restricted - Student Loans	227,507,281	224,919,387
• Restricted - Other Net assets of other legally separate appropriations	226,823,333	159,745,430
• Unrestricted Net assets that are not subject to externally-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of management or the Board of Regents or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net assets are designated for academic and research programs and initiatives, and capital programs.	860,152,969	607,434,010

The following table shows reclassifications which are done to conform to reporting requirements related to the State of Wisconsin's CAFR. As a reporting entity, the Board of Regents of the University of Wisconsin System cannot exercise total discretion over the use of net assets of segregated fee auxiliary operations because of statutory mandates; however, they do have discretion in the use of the net assets of quasi-endowments reported as unrestricted.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 13 – Classification of Net Assets (continued)**

CAFR reclassifications as of June 30, 2012:

*(In Millions)*

	University of Wisconsin System	Auxiliary Operations	Quasi- Endowments	Student Loans	Other Postemployment Benefits (Note 8)	State of Wisconsin CAFR
Invested in Capital Assets, Net of Related Debt	\$ 4,101.6	\$ -	\$ -	\$ -	\$ -	\$ 4,101.6
Restricted for						
Nonexpendable	155.0	-	-	-	-	155.0
Expendable	274.2	(75.5)	65.8	-	-	264.5
Student Loans	227.5	-	-	(9.8)	(0.1)	217.6
Other	226.8	-	-	9.8	(37.6)	199.0
Unrestricted	<u>860.2</u>	<u>75.5</u>	<u>(65.8)</u>	<u>-</u>	<u>(160.1)</u>	<u>709.8</u>
Total Net Assets	\$ 5,845.3	\$ 0.0	\$ 0.0	\$ 0.0	\$ (197.8)	\$ 5,647.5

CAFR reclassifications as of June 30, 2011:

*(In Millions)*

	University of Wisconsin System	Auxiliary Operations	Quasi- Endowments	Student Loans	Other Postemployment Benefits (Note 8)	State of Wisconsin CAFR
Invested in Capital Assets, Net of Related Debt	\$ 3,951.3	\$ -	\$ -	\$ -	\$ -	\$ 3,951.3
Restricted for						
Nonexpendable	155.6	-	-	-	-	155.6
Expendable	338.3	(105.0)	69.5	-	-	302.8
Student Loans	224.9	-	-	(10.2)	(0.1)	214.6
Other	159.8	-	-	10.2	(30.6)	139.4
Unrestricted	<u>607.4</u>	<u>105.0</u>	<u>(69.5)</u>	<u>-</u>	<u>(136.7)</u>	<u>506.2</u>
Total Net Assets	\$ 5,437.3	\$ 0.0	\$ 0.0	\$ 0.0	\$ (167.4)	\$ 5,269.9

**NOTE 14 – Prior Period Adjustments**

Neither the June 30, 2012 nor the June 30, 2011 Statements of Net Assets include a prior period adjustment.

**NOTE 15 – Contingent Liabilities**

The University of Wisconsin System is covered by the State of Wisconsin's self-insurance program with settlements or judgments paid from the State Risk Management Fund. Loss experience is rated back to the individual University of Wisconsin institutions in subsequent years with a maximum payment of \$100,000 per incident.

The University of Wisconsin System is party in a number of legal actions. While final resolutions have not yet been determined, management is of the opinion that any liabilities resulting from these actions will not have a material adverse effect on the University of Wisconsin System's financial position.

**NOTE 16 – Subsequent Events**

**Long-Term Debt**

In September 2012, the State of Wisconsin issued variable-rate obligations in the aggregate par amount of \$46,333,182 million of general obligation extendible municipal commercial paper notes on behalf of the University of Wisconsin System to be used for the acquisition, construction, development, extension, enlargement, or improvement of land, property, buildings, equipment, or facilities for public purposes.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**Notes to the Financial Statements**  
**Years Ended June 30, 2012 and 2011**

**NOTE 16 – Subsequent Events (continued)**

In November 2012, the State of Wisconsin issued long-term debt in the aggregate par amount of \$107,039,584 of 2012 Series B general obligation bonds on behalf of the University of Wisconsin System to be used for the acquisition, construction, development, extension, enlargement, or improvement of land, property, buildings, equipment, or facilities for public purposes. The interest rates ranged from 2.55% to 5.00% payable semiannually, beginning May 1, 2013. The bonds mature May 1 of the years 2022 through 2033.

# Guidelines for the Evaluation of Distance Education

As Developed by the Council of Regional Accrediting Commissions (C-RAC)

UWM's online students have access to a range of supports to ensure success in online learning. University advisors assist online students with admissions, registration, and financial aid; provide academic advising; and help students access an array of web-based campus services:

- University Information Technology Services's (UITS) help desk ([https://www4.uwm.edu/uits/help/help\\_desk/index.cfm](https://www4.uwm.edu/uits/help/help_desk/index.cfm)) provides technical support for online students.
- The Student Accessibility Center (SAC) works with instructors on all student requests for accommodations in online courses (<http://www4.uwm.edu/sac/>).
- The Writing Center offers online tutoring to distance education students (229-4339; <http://www.uwm.edu/Dept/English/wcenter/onlinetutoring.html>).
- Panther Academic Support Services also offers online tutoring (229-3726 <http://www4.uwm.edu/tarc/>).
- UWM's Peoplesoft Student Information System, PAWS, enables students to register and access records through self-service.

Students can reach the help desk at UWM University Information and Technology Services (UITS) by email [help@uwm.edu](mailto:help@uwm.edu) or by phone (414) 229-4040 if in the Milwaukee area or by 1 877-381-3459, a national toll free number. The Help Desk is the central access contact for UWM technology information. The Help Desk provides a one-stop technology service support area for the entire campus and assists clients over the phone and via email. Consultants answer questions, troubleshoot problems and provide solutions about computers, email, voice mail, the Internet, campus applications (PAWS, PantherLink, D2L, etc.), Microsoft Office, viruses and security.

The UWM Golda Meir Library supports online students with a dedicated Distance Education Librarian and a Distance Education Services Department, accessible as a link off of the UWM Libraries home page. Currently enrolled students pursuing an education through distance learning methods are entitled to access to library resources and services equivalent to those provided for students in traditional campus settings. Faculty members are encouraged to use library e-reserve to make course readings easily accessible to students. The UWM Libraries supplies materials from the Libraries' own collection, as well as materials from other libraries. Articles are supplied electronically and books are delivered directly to the student's home, free of charge.

# Guidelines for the Evaluation of Distance Education

As Developed by the Council of Regional Accrediting Commissions (C-RAC)

UWM is utilizing best practices in instructional design to increase student-instructor interaction and engage students in active learning in its distance education programs. UWM's online and blended learning courses offer the same high-quality curriculum and are taught by the same faculty as on-campus classes, and they are designed to maximize learning outcomes. Courses go through a rigorous instructional design process that is built on a foundation of both disciplinary and instructional design expertise. UWM has been developing and enhancing online and blended learning programs and opportunities for traditional and non-traditional students since 1999. UWM's online Master's in Library and Information Science, for example, enrolls more than 500 students, making it one of the largest master's programs at UWM. It is nationally ranked as a 'Top 20' distance education MLIS program. Additionally, in 2012, UWM's U-Pace online instructional design approach, developed by Professor Diane Reddy and used in Psychology 101 and other general education online survey courses, won the National University Technology Network's Distance Education Innovation Award, which recognizes national contributions to the field of distance education.

Consistent with UWM's integrated approach to distance education, in which online programs are administered at the departmental level alongside face-to-face programs (as opposed to being housed in a separate outreach or distance education-focused unit), the University does not have unique merit criteria for evaluating teaching and scholarly work related to distance education. *All* instruction is evaluated annually as part of the merit review process. The University's Learning Technology Center has, however, disseminated quality standards for online instruction through its widely attended workshops, peer evaluation program, and Certificate in Online and Blended Teaching for faculty and instructional academic staff.

An array of technologies is available to UWM's faculty in delivering their online courses. The most pivotal technology is the learning management system, Desire2Learn (D2L). Desire2Learn (D2L.uwm.edu) offers our faculty the ability to disseminate course information, coordinate asynchronous class discussions, facilitate group projects, and provide students feedback on their learning through quizzing and gradebook features. Other technologies available to our faculty include tools to produce audio lectures, facilitate synchronous, showcase student work (D2L ePortfolio), and many more. All of these technologies are supported by the UWM Learning Technology Center (LTC), and helping to ensure that the technologies employed in distance education courses is appropriate to the course and program learning outcomes.



Office of the Chancellor

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**AFFIDAVIT OF MICHAEL R. LOVELL**

STATE OF WISCONSIN    )  
  ) ss  
MILWAUKEE COUNTY    )

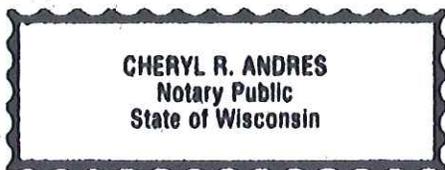
I, the undersigned, being duly first sworn, state as follows:

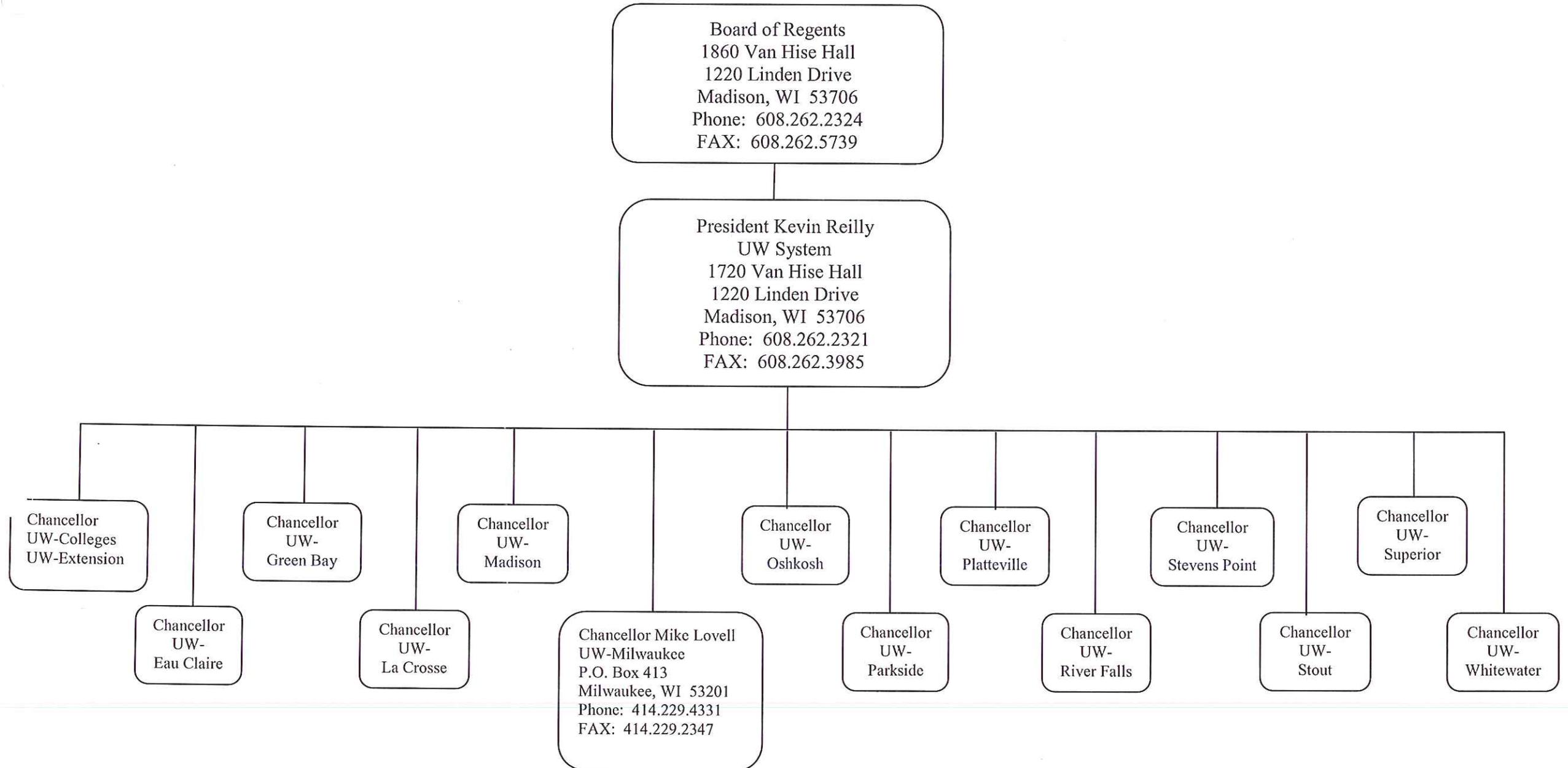
1. My name is Michael R. Lovell. I am the Chancellor of the University of Wisconsin-Milwaukee (hereinafter, "UWM").
2. UWM is a public institution of higher education within the University of Wisconsin System, which is organized and exists pursuant Wisconsin Statute Chapter 36. UWM is an institution in good standing within this System.
3. UWM is committed to offering high quality program to Iowa students through distance education delivery. UWM agrees to provide alternatives for students to complete their programs in the event that the institution closes a program before students have completed their course of study.

Affiant

SUBSCRIBED AND SWORN to before me this 11<sup>th</sup> day of June, 2013.

Cheryl R. Andres  
Cheryl R. Andres  
Notary Public  
Milwaukee County  
My Commission expires:    July 28, 2013





# Complaint Contacts for States

[http://www4.uwm.edu/future\\_students/online/complaint-contacts.cfm](http://www4.uwm.edu/future_students/online/complaint-contacts.cfm)

## Contact Information for Outside State Complaints Relating to Distance Learning

Pursuant to the United States Department of Education's Program Integrity Rule, the University of Wisconsin-Milwaukee is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence education within that state. Students are encouraged to utilize the institution's internal complaint or review policies and procedures through the Dean of Students Office (<http://www4.uwm.edu/osl/dean/grievance.cfm>; 414 229-4632; [osl@uwm.edu](mailto:osl@uwm.edu)) or Office of the Provost (414-229-3203) prior to filing a complaint with the state agency or agencies. The link below provides a list of contacts from each state in which a student may file a complaint.

## Additional Information

UWM is currently applying for registration with the Maryland Higher Education Commission. UWM is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission (MHEC). Contact information for MHEC:

Maryland Higher Education Commission  
6 N. Liberty Street, 10th Floor  
Baltimore, Maryland 21201

- <http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>
- <http://www.sheeo.org> - click on [State Authorization Resources and Directory](#)