

GEN 4. Instructional Policies.

Part A. Copyright Policy.

GEN 4.A.1. Overview.

GEN 4.A.2. Ownership Policy.

GEN 4.A.1. Overview.

The University of Wisconsin Oshkosh provides support to members of its academic community for a variety of activities in addition to assigned teaching responsibilities. In some instances, a result of the activity is a project involving ownership rights, including copyrights, patents and royalties or a prize awarded to the author.

The UW System copyright policy (GAPP #27) associates ownership rights with the degree of University support and the purpose for which the support was given. The categories defining this relationship are as follows:

- (1) No University support;
- (2) Minimal University support (no salary or released time);
- (3) Substantial University support;
- (4) Assigned duty or work-for-hire arrangement;
- (5) Support from extramural sponsor.

The University asserts no ownership claim in categories 1 and 2. It indicates that ownership may be claimed in category 3, although the University may choose not to do so. In category 4 ownership resides with the University, with some royalties going to the author. Projects supported from extramural sources are subject to the terms of the funding agency.

GEN 4.A.2. Ownership Policy.

The following sections have been developed within the general guidelines of UW System policy. They further define the ownership policy for various types of university-supported projects.

- (1) Projects in the Teaching, Research, Professional Development Semester, and Individually Planned Program Components of the Faculty Development Program and the Sabbatical Program fall into category 3, Substantial University support. The University is required to develop an agreement with the author on an equitable distribution of copyright and ownership rights. It is not required to claim the copyright or ownership rights.

The assertion of University rights normally occurs in cases of materials directly related to instruction, which is not normally the case with research and professional development projects. It is also understood that awards in these components are made for scholarly activity and professional development. Whether the results are published, sold or submitted in competitions with monetary prizes is not a criterion for the award.

- (2) Projects in the Needs Component of the Faculty Development Program fall into category 4, Assigned duty or work-for-hire arrangement. Copyright and ownership rights belong to the University. Any royalties resulting from the sale of materials shall be distributed according to the following schedule.

	Pre-amortization	Post-amortization
Author	10%	90%
Department/unit of Author	90%	10%

Notes: (1) Pre-amortization refers to the recovery of University direct costs. (2) For royalties accruing from projects supported by the Faculty Development Program, the Department/unit of Author shall refer to the Faculty Development Program.

Upon accepting the award, the faculty member shall agree in writing that the University shall hold the copyright and ownership rights and that royalties shall be distributed according to the established schedule.

- 1 (3) Projects in the Off-Campus Component fall into category 3, Substantial University support. In
2 some cases, prizes may be associated with the activity of the faculty/academic staff member in
3 the off-campus experience. The primary criterion for the Off-Campus Program is the professional
4 development of the applicant. As in the Teaching, Research, Professional Development Seme-
5 ster, Individually Planned Program, and Sabbatical Programs, the University is concerned with the
6 professional development implications of off-campus activities. It would note receipt of a monetary
7 prize as recognition of a faculty/academic staff member's performance, but the University would
8 not assert any claim to that prize because it was supporting a professional development expe-
9 rience rather than a chance to acquire a prize.
- 10 (4) Projects in the Institute Component will be evaluated according to the guidelines 1 and 2. An
11 ownership determination then will be made on the basis of this evaluation.
- 12 (5) Projects with substantial University support from sources other than the Faculty Development and
13 Sabbatical programs may fall into category 3 or category 4. For purposes of determining owner-
14 ship and copyright, an agreement shall be made between the faculty/academic staff member and
15 the college or unit head when the contractual arrangement is made using the guidelines on the
16 type of project described in this policy.

1 GEN 4. Instructional Policies.

2 Part B. Classroom/Teaching Policies.

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- 21 GEN 4.B.19. Student Records (Buckley Amendment) Accessibility and Confidentiality.
- 22 GEN.4.B.20. Winter Weather Policy and Procedures.

23 GEN 4.B.1. Academic Advisement of Students.

24 Upon admission to the University, undergraduate students are assisted by an advisor in the Undergra-
25 duate Advising Resource Center (UARC). Graduate students are referred to an advisor in their academic
26 unit. Undergraduate students who select a major in Secondary Education or in any of the departments in
27 the College of Letters and Science are reassigned to departmental advisors. All other students remain
28 with academic advisors in the UARC.

29 The undergraduate and graduate bulletins contain detailed information about academic advisement poli-
30 cies and procedures.

31 GEN 4.B.2. Academic Calendar Principles.

32 The following academic calendar principles supplement and enhance the select mission statement of the
33 University of Wisconsin Oshkosh by providing students with access to a high quality, affordable, and com-
34 prehensive education that enables them to develop their general intellectual capacities, specific interests,
35 and abilities through academic programs and personalized student development services. In addition, the
36 academic calendar principles foster the scholarly activities of faculty, students, and staff related to teach-
37 ing, research, intellectual activities, creative expression, and service.

- 38 • The fall academic semester cannot start before September 2 [Wisconsin Statute 36.11(16)].
- 39 • To provide for academic closure and continuity: 1) no 14-week term shall be split across winter
40 break. 2) The spring semester break shall fall between the two half-terms of the spring semester.
- 41 • Faculty and instructional academic staff members are encouraged to have a culminating expe-
42 rience that seeks to provide synthesis and evaluation of their students' knowledge and skills per-
43 formance in each course.
- 44 • The University shall make available special study and reading opportunities to students during the
45 weekend prior to the final week of classes.
- 46 • There will be two interim sessions each academic year to enhance schedule flexibility for faculty,
47 staff, and students and to foster intensive pedagogical practices for appropriate courses.
- 48 • The academic year shall contain 170 days (34 weeks) of faculty/student instructional interaction
49 [Regent Policy 92-9; UW System Academic Planning Statements (ACPS-4)].

- 1 • The faculty academic year contractual period must be 39 weeks in length [Regent Policy 92-9;
2 ACPS-4].
- 3 • The fall and spring semesters' regular terms shall be of equal length [Regent Policy 92-9] and
4 contain an equal number of Mondays, Tuesday, Wednesdays, Thursdays, and Fridays.
- 5 • There should be at least 800 minutes (or equivalent) of instructional time per credit hour.

6 **GEN 4.B.3. Academic Misconduct (UW System Rules).**

7 UW System rules pertaining to student academic disciplinary procedures are found in Chapter UWS 14 of
8 the *Wisconsin Administrative Code*. As a guide to the process, Chapter UWS 14 lists acts of academic
9 misconduct subject to disciplinary action and disciplinary sanctions that may be imposed. The following is
10 a summary of the process an instructor should follow when presenting a matter under these rules. The
11 instructor shall offer to discuss the matter with the student. If the instructor concludes that academic mis-
12 conduct occurred, the instructor may proceed to impose a disciplinary sanction. The instructor may rec-
13 ommend to the Dean of Students Office that disciplinary probation, suspension or expulsion be imposed.
14 The student has the right to a hearing before the academic misconduct hearing committee. Specific pro-
15 cedures are contained in Chapter UWS 14.

16 Specific questions pertaining to these rules should be addressed to the Dean of Students Office. Faculty
17 and instructional academic staff who handle a case of academic misconduct are encouraged to request a
18 copy of Chapter UWS 14 from the Dean of Students Office.

19 **GEN 4.B.4. Change in Admissions Requirements.**

20 Any requested change in admission standards by an academic unit or program within a college shall be
21 submitted in writing from the appropriate program unit to the Division (in College of Letters and Science
22 only), the College Committee, College Dean, other Deans, Provost and Vice Chancellor and to the Faculty
23 Senate for approval with full details of the proposed change, including rationale, effective date, and a
24 statement describing the decision-making process leading to the recommendation.

25 For graduate-level and dual-level programs the department faculty will establish criteria for admission and
26 forward the criteria in writing through the Dean of the College to the Office of Graduate Studies which will
27 obtain concurrence from the Graduate Council. The Office of Graduate Studies will send written recom-
28 mendations for approval to the Provost and Vice Chancellor. When approved, the change must be com-
29 municated by the unit, on and off campus.

30 Guidelines and forms are available in the Provost and Vice Chancellor's Office.

31 **GEN 4.B.5. Class Attendance Policy.**

32 While attendance and punctuality are under the control of each instructor, students are expected to be
33 present for each scheduled class session.

- 34 (1) Students are directly responsible to each of their instructors for attendance in each regularly
35 scheduled class.
- 36 (2) Instructors may initiate their own policy regarding attendance; if an instructor teaches more than
37 one section of a course, the same policy should be used for all sections.
- 38 (3) Instructors are expected to announce their attendance policy to each class, but it is the responsi-
39 bility of the student to know the policies of the instructor.
- 40 (4) Students are excused from class for participation in all-University events [GEN 4.B.10 (1)(b)] and
41 for circumstances beyond the students' control including, but not limited to medical or family
42 emergencies (medical care for pregnancy, illness, child care issues, death or serious health prob-
43 lem of family member), court appearance, required military service not to exceed two (2) weeks
44 unless special permission is granted by the instructor or chair, jury duty, etc. Students are re-
45 sponsible for notifying the instructor for circumstances less than two (2) weeks as far in advance
46 as possible and may not be penalized for such absences as long as appropriate documentation is
47 provided in a timely fashion to the instructor to verify the reason for the absence. The instructor is
48 responsible for providing reasonable accommodation or opportunities to make up course obliga-
49 tions that have an impact on the course grade.

50 Instructors may choose not to request documentation for such absences. If they do request it,

1 appropriate documentation includes such things as signed, stamped, initialed, etc., documenta-
2 tion from a health care provider stating the student or family member was under his/her care, orig-
3 inals or copies of a funeral program or obituary, etc. Students may not be required to provide do-
4 cumentation describing the nature of the student's or family member's medical condition.

5 Documentation shall be considered timely if provided within 14 days of the absence, unless cir-
6 cumstances beyond the student's control prevent her/him from providing the information within
7 the required period.

8 Requests for documentation should be restricted to information that can be readily obtained and
9 is not unacceptably intrusive. It is expected that reasonable requests to make up exams and as-
10 signments will be accommodated.

11 (5) If students must be absent to participate in a group activity sponsored by the University and ap-
12 proved by the Provost and Vice Chancellor, the group's faculty advisor or the instructor in charge
13 should provide a signed excuse at the request of a participating student.

14 (6) A Dean may recommend to the instructor that a student who incurs an absence for personal rea-
15 sons be excused.

16 (7) A University physician may, at his/her discretion, recommend to the instructor that a student who
17 incurs an absence for health reasons be excused.

18 (8) In all cases of absence, excused or otherwise, the student is responsible for completing missed
19 work. The instructor is not required to do extra teaching unless so assigned.

20 (9) Students may only attend courses/sections for which they are registered.

21 **GEN 4.B.6. Class Lists.**

22 Class lists are printed for each course and section at the beginning of each term and periodically during
23 the term. All lists are delivered through the department chairperson. Students not appearing on a class list
24 or students who do not have a Registration Confirmation and Invoice showing they are registered for the
25 course are to be referred to the Registration Office in Dempsey 130. The instructor may contact the Regis-
26 tration Office to locate a student's address. NOTE: A grade of "F" will need to be assigned to all students
27 enrolling for a course who have not attended and have not withdrawn from the course or the University.

28 **GEN 4.B.7. Common Course Scheduling Policy.**

29 This policy on course scheduling is adopted by the University of Wisconsin Oshkosh to help ensure effi-
30 cient use of space as mandated by State and System regulations, to meet the needs of students for suffi-
31 cient scheduling options, and to help provide for differing space and time requirements of departments
32 and colleges for their various course offerings.

33 (1) Three-Credit Lecture Courses.

34 (a) Daytime (8:00 a.m. until 5:10 p.m.) 3 credit lecture courses should use either a Mon-
35 day/Wednesday/Friday or Tuesday/Thursday schedule or one of the Monday/Wednesday
36 time blocks listed below.

37 (b) Approved time blocks:

38	Monday/Wednesday/Friday	Tuesday/Thursday
39	8:00 a.m. - 9:00 a.m.	8:00 a.m. - 9:30 a.m.
40	9:10 a.m. - 10:10 a.m.	9:40 a.m. - 11:10 a.m.
41	10:20 a.m. - 11:20 a.m.	11:30 a.m. - 1:00 p.m.
42	11:30 a.m. - 12:30 p.m.	1:20 p.m. - 2:50 p.m.
43	12:40 p.m. - 1:40 p.m.	3:00 p.m. - 4:30 p.m.
44	1:50 p.m. - 2:50 p.m.	
45	3:00 p.m. - 4:00 p.m.	Monday/Wednesday
46	4:10 p.m. - 5:10 p.m.	1:50 p.m. - 3:20 p.m.
47		3:30 p.m. - 5:00 p.m.

48 (2) The lecture portions of 4 and 5 credit courses should begin or end in accordance with the above
49 time blocks.

- 1 (3) Studio, discussion and lab sections should begin or end in accordance with the above time
2 blocks.
- 3 (4) Daytime Tuesday/Thursday 2 credit courses should begin or end in accordance with the above
4 Tuesday/Thursday time blocks.
- 5 (5) All departments and colleges will make good faith efforts to schedule their courses across the
6 days of the week and hours of the day so as to avoid a concentration of course offerings in only a
7 few "prime" slots.
- 8 (6) Departments and colleges offering weekend and evening courses may determine the schedule
9 according to programmatic and student needs.
- 10 (7) It is anticipated that there will be a very limited need for exceptions to this policy. When an excep-
11 tion is sought, the unit must provide a rationale to the Dean.
- 12 (8) The University of Wisconsin Oshkosh Course Scheduling Policy should be reviewed at regular in-
13 tervals, not to exceed two years.

14 **GEN 4.B.8. Course Syllabi Policy.**

15 The Faculty Senate recommends that faculty, as part of their professional obligation as teachers, provide
16 students with a written syllabus within the first two class sessions of the course. A basic syllabus might
17 include the following:

- 18 (1) Basic course information.
 - 19 (a) title, number and section(s)
 - 20 (b) place, time, and days of meeting
 - 21 (c) instructor's name, office location, and office phone number
 - 22 (d) instructor's office hours and location
 - 23 (e) required text(s) and/or other materials
- 24 (2) Course expectations.
 - 25 (a) number, types, and proposed/approximate dates of examinations
 - 26 (b) quiz policy (if any)
 - 27 (c) make-up policies
 - 28 (d) reading assignments and topics covered
 - 29 (e) special reports, papers, group projects, etc., and completion dates
 - 30 (f) attendance policy
- 31 (3) Grading criteria.
 - 32 (a) relative weight of each examination, quiz, paper, report, etc.
 - 33 (b) role of attendance and class participation in determination of final grade
 - 34 (c) grading scale
 - 35 (d) how final grade is determined
 - 36 (e) the plagiarism policy
- 37 (4) Clinical and field experiences.

38 **GEN 4.B.9. Emergencies, Class Absences Notification Procedures.**

- 39 (1) Emergencies.

40 The Dean of Students Office serves as the contact point in student emergencies with students
41 and family members.

42 Contact the Dean of Students Office if an emergency occurs and a student needs to be notified

1 through his/her class. Examples of emergencies include a child who is ill, death in the family, life-
2 threatening situations, childbirth, serious accident involving a family member, and personal sup-
3 port or backup for a student who has attempted suicide. The following are examples of situations
4 not considered emergencies requiring notification by the Dean of Students Office: notification of
5 doctor's appointments, employer attempting to contact an employee, general message to stu-
6 dents.

7 (2) Non-Emergencies.

8 In non-emergency situations students are expected to make arrangements for contact when ne-
9 cessary. This could include providing a copy of class schedule, telephone numbers, etc., to fami-
10 ly, friends, employers, and/or school officials.

11 (3) Absences.

12 If a student will be absent from class for emergencies, medical reasons or exceptional personal
13 reasons, he/she is responsible, if capable of doing so, for contacting professors individually or
14 through their departments. If the student, family member or friend are not able to contact profes-
15 sors or the student will be absent *more than three (3) class days*, the Dean of Students Office
16 may be asked to send notifications of the absence as reported to staff. The Dean of Students Of-
17 fice does not verify this information.

18 **GEN 4.B.10. Field Trips.**

19 (1) Permission for Students to be Absent from Classes.

20 (a) Regular Classes.

21 The form titled "Clearance for Field Trip Involving Absence from University Classes and Stu-
22 dent Teaching Assignments" must be circulated by students to each instructor as soon as
23 possible. If the absence is approved by all instructors, the absence will be considered ex-
24 cused, and the student may request the instructor for make-up work which he/she may feel
25 should be performed. If the absences are not approved by all instructors, or if the slip is not
26 returned to the originator with approvals properly recorded, the student is not free to go on
27 the trip.

28 (b) All-University Type Events.

29 There are certain activities, beyond the classroom, that can be considered as field trips which
30 are all-University in nature, e.g., athletics, debate trips, and certain music trips. For these ac-
31 tivities students will be considered excused from classes with make-up work for time missed
32 assigned by the professor as he/she feels appropriate. The student may not be penalized for
33 this absence. The faculty or academic staff member originating the trip shall send a memo to
34 his/her Dean, Assistant or Associate Vice Chancellor or Vice Chancellor requesting the stu-
35 dents be excused. The memo shall include the destination, purpose of the trip, dates of the
36 trip, hours to be missed if the trip does not include full days, and the names of all students in-
37 volved.

38 The information shall be forwarded via the immediate supervisor (e.g., chairperson or director,
39 with his/her approval also necessary).

40 If approved, the Dean, Assistant or Associate Vice Chancellor, or Vice Chancellor shall issue a
41 memo to the originator (enough copies for each student) excusing the students. Each student
42 should show the memo to professors of classes that will be missed.

43 In the event that the appropriateness of a field trip is in question, inquiries should be directed to
44 the Provost and Vice Chancellor's Office.

45 Below is a sample format that could be used by the Dean or equivalent.

46 The students listed below will be attending (list the destination and pur-
47 pose) with (originator's name) on (dates and/or time). They are to be con-
48 sidered excused from classes, and make-up work for classes missed
49 should be assigned as you feel appropriate. (List of students.)

50 (2) Other Aspects

1 The Facilities Management Fleet Vehicle Office, Budgets/Controller Office, and the Risk Man-
2 agement Office should be contacted for additional information.

3 (a) Transportation.

4 Student and volunteer drivers must file a "Student or Volunteer Driver's Authorization" form,
5 signed by the activity advisor and department chairperson or Dean. Students are not allowed
6 to drive 15-passenger vans. This must be filed in time to be approved by the Facilities Man-
7 agement Fleet Office. Allow a *minimum* of five days.

8 In order to operate a University 15-passenger van, each driver must have completed the pre-
9 scribed Driver Training Course. This course is scheduled on an as "as needed" basis, de-
10 pending on the availability of a van and instructor. It is therefore necessary to sign up well in
11 advance of the anticipated departure date.

12 In addition, please refer to Travel Regulations, Section 8.20.

13 (b) Fiscal. (For international trips, contact the Office of International Education.)

14 At minimum the amount of cash on hand held at any given time by the individual in charge of
15 the trip should be the minimum required. Cashier's checks, travelers' checks, and letters of
16 credit should be utilized to reduce the chances of loss or theft of ready cash. Where practica-
17 ble, arrangements should be made through Purchasing to have the University billed directly.

18 Individuals responsible for off-campus field trips should contact the Vice Chancellor for Ad-
19 ministrative Services *at least* 30 calendar days prior to the start of such trips to ensure that a
20 clear understanding is reached as to the type of financial documentation required, proper stu-
21 dent charges, records to be kept, and types of expenses which can be authorized.

22 If segregated fees are going to be utilized, then approval must be granted from the Student
23 Allocation Committee (the request is usually made in the spring semester for the up-coming
24 year).

25 (c) Liability/Risk Management.

26 All state employees or agents (students/volunteers) are protected by the state statute
27 (895.46) against liability while they are functioning within the scope of their employment or
28 agency. Scope of employment is usually defined in the employment contract or job descrip-
29 tion.

30 Students participating in field trips are not covered by the state liability protection or medial
31 coverage. It is *recommended* that the instructor obtain information from each student about
32 the student's medical coverage (insurance company and policy number) so the information is
33 available if the instructor has to arrange for medical services in an emergency situation while
34 supervising the field trip. Students are responsible for their own medical expenses.

35 UW System policy (ACIS-7.1) requires that every participant in international education pro-
36 grams purchase insurance for accident and health, repatriation, and medical evacuation.
37 Purchase of the Cultural Insurance Service International (CISI) insurance coverage is manda-
38 tory for students enrolled in a study abroad or international exchange program sponsored by
39 a UW System institution. For the purpose of this System-wide requirement, a program will be
40 considered to be a Study Abroad or International Exchange program if it meets the following
41 criteria.

- 42 1. The program is operated under the auspices of an office with designated responsibility
43 for international programs at a UW System institution.
- 44 2. The primary focus of the program is academic.
- 45 3. The program activities occur outside the United States.

46 Contact the Office of International Education for further clarification.

48 (d) Travel Arrangements Involving Student Passengers and Drivers Beyond Fifty Miles.

49 In addition to approval to travel, the following emergency information must be provided to the

1 University Police for use of University vehicles, rental vehicles, or contracted bus service.

- 2 1. A complete itinerary including telephone numbers of each destination point. If it is neces-
3 sary to alter the itinerary in route, contact the University Police. This information will as-
4 sist University personnel in the event of an emergency.
- 5 2. A complete list of all individuals on the trip. This list must include the full names of all
6 people traveling, and the names and numbers of people to contact in the event of an
7 emergency. Only individuals who are officially a member of the trip are permitted to travel
8 in trip vehicles.* All drivers must be qualified and certified for use of fleet vehicles. The
9 Office of Facilities Management provides qualification and certification information and
10 procedures.
- 11 3. The person leading the trip should make every effort to have in his/her possession a copy
12 of the health insurance card for insured travelers. This is particularly important for trips of
13 one or more overnight stays.
- 14 4. Special efforts should be made to ensure that there is more than one qualified and certi-
15 fied driver for each University or rented vehicle. Drivers should be rotated at frequent in-
16 tervals to assure proper alertness and rest.
- 17 5. All vehicular safety and speed laws must be observed.

18 **GEN 4.B.11. Grades.**

19 Faculty and instructional academic staff must submit final grades at the end of each semester, following
20 procedures set by the Registrar's Office.

21 Grades are considered part of a student's confidential "education record," as defined under the Family
22 Educational Rights and Privacy Act (FERPA). Grades may not be publicly posted using personally identifi-
23 able information from education records without consent. Methods that ensure only the particular student
24 can identify his/her grades may be used. Examples include publicly posting grades using a random num-
25 ber assigned to each student by the course instructor or posting grades using a secure course manage-
26 ment system.

27 **GEN 4.B.12. Off-Campus Study Programs.**

28 Off-campus study programs are defined as instructional programs for which the academic content is de-
29 termined by the site (e.g., study of French in France), the instructor and students leave the campus for 72
30 hours or more, and the instruction is conducted at sites not under the University of Wisconsin jurisdiction.
31 Off-campus study programs must meet established academic and administrative standards.

32 (1) Programs conducted within the United States (except programs of the Diversity Council) must be re-
33 viewed and approved by:

- 34 (a) the academic unit head(s),
- 35 (b) the college Dean(s),
- 36 (c) the Director of the Division of Continuing Education & Extension, and
- 37 (d) the Provost and Vice Chancellor.

38 Requests for the Off-Campus Study Guidelines, application forms and other information should be
39 addressed to the Division of Continuing Education & Extension.

40 (2) All Study Abroad programs and domestic programs of the Diversity Council must be reviewed and
41 approved by:

* In general, non-employee and non-agent passengers are not allowed to ride in State-owned vehicles due to the additional liability exposure which they pose. Exceptions to this rule arise when transportation is necessary or convenient for individuals who are dealing directly with, or are involved in, University or State business, (or it is part of the mission of the university). Transportation of student athletic teams and students participating in institutional governance activities may be considered University business. Exceptions have also been made for handicapped employees who need the assistance of a non-employee driver, and long distance (300 miles round trip) trips where alternating drivers are necessary. If these passengers are required to drive, they must follow the same authorization procedures used for students and volunteers. When non-employee/non-agent individuals wish to travel with a University employee, i.e. spouse, family, team booster, they should use a personal vehicle so their personal liability insurance will apply to the loss. (UWSA Risk Management Manual)

- 1 (a) the academic unit head(s)
- 2 (b) the Diversity Council (required of Diversity Council programs only)
- 3 (c) the college Dean(s)
- 4 (d) the International Programs Coordinator in the Office of International Education, and
- 5 (e) the Provost and Vice Chancellor.

6 Requests for the guidelines, application forms and other information should be addressed to the
7 Office of International Education.

8 **GEN 4.B.13. Office Hours.**

9 Faculty and instructional academic staff members are expected to hold regularly scheduled office hours
10 and make themselves available by appointment when other hours are needed. Office hours should be
11 posted on office doors and a copy should be kept by the unit secretary.

12 **GEN 4.B.14. Proctoring.**

13 (1) Proctor Definition.

14 A student who acquires experiential educational benefits by assisting a faculty member in con-
15 ducting specific course-related activities.

16 (2) Undergraduate Proctoring Policy.

17 (a) Proctoring may be for credit or pay, but not both for the same course.

18 (b) If a student is proctoring a course for credit, he/she may take up to the maximum number of
19 credits awarded that course.

20 (c) Maximum proctoring credit that may be earned toward a bachelor's degree is six credits.

21 (d) Credits earned for proctoring cannot be used to fulfill general education requirements.

22 (e) Proctoring activities are not limited as to the type of instructional format.

23 (f) Only the pass/fail grading system may be employed in awarding proctoring credit.

24 (g) A "P" will be registered on the student's transcript next to the course number being proctored.

25 (h) A descriptive statement which outlines the specific duties and activities a proctor is expected
26 to perform for a given course will be maintained in the appropriate academic department of-
27 fice. A proctor must provide a summary of completed student activities at the end of the
28 course.

29 (i) Proctors are selected on the basis of competency as determined by mastery of the course
30 content.

31 (j) Proctors should have received a grade of at least a "B" in the course they are proctoring or in
32 a similar course experience.

33 (k) Student proctors cannot provide classroom instructional services.

34 **GEN 4.B.15. Project Assistants.**

35 A project assistant may be a graduate student enrolled in the University of Wisconsin System who is as-
36 signed to conduct training, administrative responsibilities or other academic or academic support projects
37 or programs, *except* regular preparation of instructional materials for courses or manual or clerical as-
38 signments. Project assistants are used primarily in Student Affairs areas such as Residence Life.

39 **GEN 4.B.16. Religious Accommodation.**

40 **UWS 22 Religious Accommodation. *Wisconsin Administrative Code*, Rules of the Board of Re-**
41 **gents.**

42 **UWS 22.01 Declaration of policy.**

43 It is the policy of the Board of Regents that students' sincerely held religious beliefs shall be reasonably

1 accommodated with respect to all examinations and other academic requirements. The board of regents
2 adopts this chapter in order to ensure that all institutions of the University of Wisconsin System have in
3 place appropriate mechanisms for ensuring the reasonable accommodation of students' sincerely held
4 religious beliefs, and for appeals related to these matters.

5 History: Cr. Register, August, 1993, No. 452, eff. 9-1-93.

6 **UWS 22.02 Definitions.**

7 In this chapter:

- 8 (1) "Board of Regents" or "board" has the meaning given under s. UWS 1.02.
- 9 (2) "Chancellor" means the chief executive officer of a university, the University of Wisconsin Cen-
10 ters, or the university extension.
- 11 (3) "Examination or other academic requirement" means any course requirement established by an
12 instructor which will be considered in awarding the student's grade in the course.
- 13 (4) "Institution" has the meaning given under s. UWS 1.06.
- 14 (5) "Instructor" has the meaning given under s. UWS 14.02 (11).
- 15 (6) "Student" means any person who is registered for study in an institution of the University of Wis-
16 consin System for the current academic period.

17 History: Cr. Register, August, 1993, No. 452, eff. 9-1-93.

18 **UWS 22.03 Accommodation of religious beliefs.**

- 19 (1) A student shall be permitted to make up an examination or other academic requirement at another
20 time or by an alternative method, without any prejudicial effect, where:
 - 21 (a) There is a scheduling conflict between the student's sincerely held religious beliefs and taking
22 the examination or meeting the academic requirements; and
 - 23 (b) The student has notified the instructor, within the first three weeks of the beginning of classes
24 (within the first week of summer session and short courses), of the specific days or dates on
25 which he or she will request relief from an examination or academic requirement.
- 26 (2) Instructors may schedule a make-up examination or other academic requirement before or after
27 the regularly scheduled examination or other academic requirement.
- 28 (3) Instructors shall accept, at face value, the sincerity of students' religious beliefs.
- 29 (4) Student notification of instructors and requests for relief under sub. (1) shall be kept confidential.
- 30 (5) Complaints of failure to provide reasonable accommodation of a student's sincerely held religious
31 beliefs as required by this rule may be filed under institutional complaint and grievance proce-
32 dures adopted pursuant to Chs. UWS 6 and 13.
- 33 (6) The Chancellor of each institution shall, through appropriate institutional publications (to include at
34 a minimum the timetable and catalog), provide notification to students and instructors of the rules
35 for accommodation of religious beliefs, and of the procedure and appropriate office for filing com-
36 plaints.

37 History: Cr. Register, August, 1993, No. 452, eff. 9-1-93.

38 **GEN 4.B.17. Students With Disabilities Policies and Procedures.**

- 39 (1) Introduction.

40 On July 8, 1988, the Board of Regents of the University of Wisconsin System approved its "Policy
41 and Guidelines Applying to Nondiscrimination on the Basis of Disability." The policy was amended
42 on December 6, 1996. The policy statement reads as follows:

43 The University of Wisconsin System is committed to making individuals with disabilities
44 full participants in its programs, services and activities through its compliance with Sec-
45 tion 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)
46 of 1990. The Board of Regents recognizes that individuals with disabilities may need ac-

1 accommodations to have equally effective opportunities to participate in or benefit from the
2 university's programs, services and activities.

3 It is the policy of the University of Wisconsin System that no otherwise qualified individual
4 with a disability shall be denied access to or participation in any program, service or activ-
5 ity offered by the universities. Individuals with disabilities have a right to request accom-
6 modations. Individuals will receive appropriate accommodations to their needs in order to
7 fully participate in or benefit from the university's programs, services and activities in a
8 non-discriminatory, integrated setting.

9 The University of Wisconsin System and any of its agents shall not coerce, intimidate, re-
10 taliate against or discriminate against any individual for exercising a right under the ADA
11 or Section 504, or for assisting or supporting another to exercise a right under the ADA or
12 Section 504.

13 The University of Wisconsin System will not give significant assistance to any agency,
14 organization, or person that discriminates on the basis of disability in providing any aid,
15 benefit or service to beneficiaries of the university's programs.

16 (2) Accessibility and Equal Opportunity. [Note: Portions of this section are modified from the Univer-
17 sity of *California Guidelines Applying to Nondiscrimination on the Basis of Handicap*, 1983.]

18 (a) General.

19 Qualified persons may not be denied the benefits of, or be excluded from participation in, any
20 University of Wisconsin Oshkosh program or activity because University facilities are inac-
21 cessible to, or unusable by, persons with disabilities.

22 (b) Existing Facilities.

23 Each program or activity, when viewed in its entirety, shall be readily accessible to qualified
24 persons with disabilities, or made accessible through such means as:

- 25 1. Redesign equipment/facility after individual case review;
- 26 2. Provide appropriate signage;
- 27 3. Reassign classes, staff, or services to accessible buildings;
- 28 4. Deliver health, advisory, and support services at accessible sites.

29 Providing one or two accessible entries to a building makes entrance to the building itself ac-
30 cessible; it is not required that every outside entry be accessible. Structural changes in exist-
31 ing facilities are not required where other methods provide program accessibility.

32 If sufficient relocation of classes, programs or activities is not possible using existing facilities,
33 structural alterations to ensure program accessibility shall be made. Students may not be ex-
34 cluded from a specifically requested course offering, program or other activity because it is
35 not offered in an accessible location. Not every section of a specifically requested course or
36 program, however, need be made accessible.

37 Priority will be given to methods that offer programs and activities to persons with disabilities
38 in the most integrated setting appropriate. Programs not wholly operated by the University
39 that require student participation in educational activities or internships (e.g., student teaching
40 assignments) will provide an equal opportunity for qualified persons with disabilities to partici-
41 pate.

42 Remodeling projects must be consistent with the State of Wisconsin's "Survey Guideline for
43 Determining Building Accessibility" or the Uniform Federal Accessibility Standards, whichever
44 promotes greater accessibility, and with Federal and State codes.

45 (c) New Construction.

46 Facilities, or parts of facilities, constructed for the use of the University will be designed and
47 built so that they and their parts are readily accessible to and usable by persons with disabili-
48 ties. New construction must be planned in accordance with the State of Wisconsin's "Survey
49 Guideline for Determining Building Accessibility" or the Uniform Federal Accessibility Stan-

1 dards, whichever promotes greater accessibility.

2 (d) Off-Campus Programming.

3 When any University of Wisconsin Oshkosh-related classes, programs or activities are held in
4 private facilities, attempts shall be made to obtain facilities which are accessible. The pro-
5 gram sponsor has responsibility for making recommendations which ensure access. In cases
6 where an accessible facility is not chosen, documentation shall be kept on file reflecting ef-
7 forts to obtain accessible facilities.

8 (e) Support Services.

9 No qualified student or participant in a University program or activity may be denied the bene-
10 fits of, be excluded from participation in, or be otherwise discriminated against because of the
11 absence of, educational support services. Students with disabilities are encouraged to re-
12 quest support services by completing the form entitled "Disability Notification and Accommo-
13 dation Request Form." Support services include academic and career advising, counseling,
14 remedial and tutorial programs. Support Services also include auxiliary aids and academic
15 adjustment provided to disabled students. The accommodations may include, but shall not be
16 limited to:

- 17 1. special parking;
- 18 2. registration assistance;
- 19 3. referral to appropriate on- or off-campus resources, services, or agencies;
- 20 4. reader services;
- 21 5. note taker services;
- 22 6. assistance with exams (e.g., taking exams with extended time in a distraction reduced
23 environment, using aides to write exams as directed by the student or to verify that the
24 questions are understood clearly), as agreed upon in consultation with the instructor;
- 25 7. interpreter services for the deaf;
- 26 8. arrangements for specialized auxiliary aids, including tapes and Braille materials;
- 27 9. assistance in finding needed attendants;
- 28 10. supplemental orientation;
- 29 11. mobility assistance referrals.

30 As long as no qualified person with a disability is excluded from a program because of the
31 lack of an auxiliary aid, such support need not be on hand at all times. In order to ensure suf-
32 ficient time to make provisions for accommodations and/or appropriate auxiliary aids, it is the
33 responsibility of the individual to request the necessary accommodation and/or auxiliary aid at
34 least 8 weeks before classes, programs, or activities begin. Requests may be submitted late
35 and the Coordinator of Services for Students with Disabilities will make an effort to honor ap-
36 propriate requests.

37 The University shall not limit the number auxiliary aids requested by or provided to a disabled
38 student. Arrangements may be made for auxiliary aids during the interim and summer ses-
39 sions as well as the regular fall and spring semesters. All note takers, readers, etc. must be
40 requested by using the Disability Notification and Accommodation Request Form available
41 from the Coordinator of Services for Students with Disabilities..

42 Prohibitions against the use of tape recorders (inconsistent with those stated in Regent Reso-
43 lution 1556) or brailers in classrooms, or guide dogs in campus buildings, or other rules that
44 have the effect of limiting the participation of qualified students in education programs or ac-
45 tivities, may not be imposed.

46 (f) Physical Education, Athletics, and Similar Activities.

47 The University of Wisconsin Oshkosh will not discriminate on the basis of disability in physical
48 education, athletics and similar programs and activities. Qualified disabled students or partic-

1 participants in University programs or activities will be provided with an equal opportunity to partici-
2 pate in physical education courses, intercollegiate and intramural athletics or other similar ac-
3 tivities. For example, a student in a wheelchair could not be denied the opportunity to enroll in
4 a regular archery course, nor could a deaf student be excluded from participating in a wres-
5 tling course.

6 (g) Housing.

7 1. On-Campus Housing.

8 Comparable, convenient, and accessible on-campus housing/food service will be pro-
9 vided at the same cost to qualified students with disabilities as are afforded to nondi-
10 sabled students.

11 2. Off-Campus Housing.

12 Listings of off-campus housing provided by any University office, shall identify units that
13 are accessible.

14 (h) Financial Aid.

15 The University shall not provide less financial assistance to disabled students based solely on
16 disabilities, limit their eligibility for assistance, or otherwise discriminate against them. Finan-
17 cial aid awards will recognize the special needs of students with disabilities, including addi-
18 tional costs related to the disability, the possible need for reducing credit loads or extending
19 the time allowed to complete graduation requirements. These accommodations will be made
20 within the limits prescribed by state and federal programs. The University will not assist any
21 entity or person that provides financial assistance to any students in a manner that discrimi-
22 nates against qualified students on the basis of disability.

23 The University may administer financial aids which are established under wills or other legal
24 instruments that require awards to be made on the basis of factors that discriminate only if
25 the overall effect of the award of the financial assistance is not to discriminate on the basis of
26 disability.

27 (i) Student Employment.

28 University programs which employ students may not discriminate on the basis of disability.

29 (j) Advising, Counseling and Placement Services.

30 Personal, academic, or career counseling, guidance, and placement services shall be pro-
31 vided in an accessible setting without discrimination on the basis of disability. Qualified stu-
32 dents with disabilities shall not be counseled/advised toward more restrictive career objec-
33 tives than are non-disabled students with similar interests and abilities. This does not pre-
34 clude providing factual information about licensing and certification requirements that may
35 present obstacles to disabled persons in their pursuit of particular careers.

36 (k) Student Health.

37 The Student Health Center will provide the same types and levels of service for all students,
38 nondisabled and disabled. In addition, the Health Center will inform students with disabilities
39 about specialized health services if the services are not provided at the Center. No student
40 health plan offered by the University shall discriminate on the basis of disability.

41 (l) Social Organizations.

42 Before official recognition or significant assistance is given to fraternities, sororities, or other
43 campus organizations, the organization must provide assurance that it does not permit ac-
44 tions prohibited by these guidelines.

45 (3) Coordination of Programs and Services for Students With Disabilities.

46 (a) The Dean of Students Office is responsible for the coordination of programs and services for
47 qualified applicants for admission and enrolled students with disabilities. Such coordination
48 will relate solely to students' disabilities. The Dean of Students shall appoint a coordinator to
49 assume these responsibilities.

1 (b) The ADA Advisory Committee is charged with providing information and recommendations
2 relating to the needs and concerns of persons with disabilities. The Committee will examine
3 and evaluate existing programs annually and investigate unmet needs. The committee will
4 include the following:

- 5 1. Coordinator of Services for Students with Disabilities (chairperson);
- 6 2. Director of Equity and Affirmative Action;
- 7 3. One representative from the Division of Vocational Rehabilitation;
- 8 4. Two faculty representatives (appointed by Faculty Senate);
- 9 5. Two academic staff representatives (appointed by Senate of Academic Staff);
- 10 6. Two students (appointed by Oshkosh Student Association).

11 (c) Duties of the Coordinator.

- 12 1. Provide a "Disability Notification and Accommodation Request Form" to those applicants
13 and enrolled students who seek assistance. The Coordinator may require verification of
14 the disability as presented. When necessary, the Coordinator will discuss the requests
15 with the student to determine appropriate accommodations and consult with the faculty
16 and other offices regarding the request. S/he will then assess the appropriateness of the
17 requested accommodations or auxiliary aids and inform the requestor of the decisions in
18 writing within ten working days.
- 19 2. Make arrangements for necessary and appropriate accommodations or auxiliary aids.
20 The Coordinator shall consult with, and act as a liaison to, the Division of Vocational Re-
21 habilitation, if appropriate.
- 22 3. Make regular efforts to provide current information to faculty, staff, and students regard-
23 ing disabilities and the available programs and services relating to them.
24 As determined by the ADA Advisory Committee, the Coordinator will arrange regular in-
25 service training for faculty and staff to develop fuller awareness and understanding of the
26 needs of students with disabilities.
- 27 4. Establish such record-keeping procedures as are necessary to document institutional
28 responses to requests for accommodation and provide required data to UW System and
29 the Board of Regents.
- 30 5. All materials relating to individual cases, including completed forms ("Disability Notifica-
31 tion and Accommodation Request Form"), action or correspondence relating to those
32 forms, and records relating to any formal complaints or appeals shall be held and main-
33 tained in confidence. These records shall be destroyed six (6) years after the student's
34 last date of enrollment unless the Disability Coordinator determines unusual circum-
35 stances necessitate a longer period of retention.

36 (4) Recruitment, Admissions, and Registration.

37 (a) General.

38 The University seeks a diversity in its student body which reflects our pluralistic society. Qual-
39 ified persons may not, on the basis of disability, be denied admission to, enrollment in, or par-
40 ticipation in University programs or activities, or be discriminated against in admissions or re-
41 cruitment.

42 (b) Admissions or Enrollment.

- 43 1. The number or proportion of persons admitted or enrolled will not be limited solely on the
44 basis of disability.
- 45 2. Before admissions/placement tests are selected and administered, the University of Wis-
46 consin Oshkosh will ensure the following:
 - 47 a. Tests are selected and administered so that the test results reflect the applicant's ap-
48 titude or achievement level, or whatever other factor the test purports to measure, ra-

1 ther than the applicant's disability (except where that is what the test purports to
2 measure).

3 b. Those tests designed for persons with a disability are available as regularly and in as
4 timely a manner as are other admissions tests. It is the responsibility of the individual
5 taking the test to make special needs known before the specified test registration
6 deadline.

7 c. Tests are administered in facilities that are accessible to persons with disabilities.

8 3. All registration forms, including those for off-campus programs, shall provide a place for
9 the applicant to identify special needs (e.g., physical accessibility, interpreter, large print),
10 so that notification takes place before the enrollment deadline and facilitates the needed
11 accommodations.

12 (5) Responsibilities of Students With Disabilities.

13 (a) All students seeking assistance must disclose the presence of a handicapping condition. Ac-
14 commodated or auxiliary aids are requested by completion of the form entitled "Disability
15 Notification and Accommodation Request Form." The student is encouraged to make timely
16 and appropriate disclosures and requests (at least 8 weeks in advance of a course, work-
17 shop, program, or activity for which accommodation is requested; exceptions to the eight-
18 week notification requirement are allowed if the faculty members involved and the CCSD
19 have approved), and to engage in appropriate and responsible levels of self-help in obtaining
20 and arranging for accommodations or auxiliary aids, including applying for funding for specia-
21 lized support services from the Division of Vocational Rehabilitation. Requests may be sub-
22 mitted late and the coordinator will make every effort to accommodate these requests. Un-
23 timely requests may result in delay, substitution, or denial of accommodation. Because each
24 disability presents unique needs, each student must discuss requested accommodations with
25 instructors each semester.

26 (b) Before receiving requested accommodations, the student may be required to submit medical
27 or other diagnostic documentation of disability and limitations and may be required to partici-
28 pate in such additional evaluation of limitations as may be appropriate.

29 (c) Students or participants in University programs or activities may be required to sign an
30 agreement that they will not release tape recordings or transcriptions of lectures, or otherwise
31 hinder the ability of a professor to obtain a copyright (Regent Resolution 1556). The form
32 "Taping Agreement for Students with Disabilities" may be obtained from the Coordinator of
33 Services for Students with Disabilities.

34 (d) For those auxiliary services that are likely to be funded by the Division of Vocational Rehabili-
35 tation, the University may require that the student apply to that agency. The coordinator may
36 provide assistance with this request.

37 (6) Academic Adjustment.

38 (a) Academic Requirements.

39 Academic requirements will be modified, as necessary, to ensure that they do not discrimi-
40 nate against qualified applicants or currently enrolled students with disabilities. After consulta-
41 tion with the Coordinator of Services for Students with Disabilities, an academic adviser or in-
42 structor can recommend such modifications according to established processes. The Coordi-
43 nator may recommend modification in compliance with state and federal mandates. Because
44 of the diversity of individual needs relating to disabilities and the uniqueness of each class,
45 students must discuss their request for modification with their instructors each semester.
46 These modifications shall not affect the substance of the educational programs or compro-
47 mise educational standards, nor shall they intrude upon legitimate academic freedom. Modifi-
48 cations may include changes in the length of time permitted for the completion of degree re-
49 quirements (including credit load), substitution of specific courses required for the completion
50 of degrees, and adaptation of the manner in which specific courses are conducted. For ex-
51 ample, the University of Wisconsin Oshkosh may permit an otherwise qualified student who is
52 deaf a program change that would substitute an appropriate history, international education,

1 literature in translation, or cultural studies class for a foreign language requirement. If ac-
2 commodation is not possible in a required course, a procedure for obtaining a substitution will
3 be available. Each college shall adopt procedures for course substitution requests. These
4 procedures may be recommended by the ADA Advisory Committee in conjunction with each
5 College.

6 Academic requirements that are essential to programs of instruction (e.g. a French major or
7 minor) or to any directly related licensing requirement (e.g., licensing for nursing) are not re-
8 garded as discriminatory.

9 (b) Program Examinations and Evaluations.

10 Examinations or other procedures for evaluating students' academic achievement shall be
11 adapted, when necessary, to permit evaluating the achievement of students who have a dis-
12 ability; the results of the evaluation must represent the student's achievement in the program
13 or activity, rather than reflecting the student's disability. These procedures must be consistent
14 with state and federal guidelines. Questions regarding appropriate evaluations may be ad-
15 dressed to the Coordinator of Services for Students with Disabilities. The 504 compliance of-
16 ficer (the Coordinator of Services for Students with Disabilities) will be the final interpreter of
17 these guidelines and the appropriateness of accommodations or evaluation. It is the student's
18 responsibility to request test accommodation according to the procedures outlined by this pol-
19 icy. Exceptions to the 8 week notification time period are possible by obtaining approval of the
20 faculty member and the Coordinator of Services for Students with Disabilities. Testing ac-
21 commodation may include but need not be limited to:

- 22 1. enlarged materials;
- 23 2. oral test;
- 24 3. taped test;
- 25 4. extended time;
- 26 5. reader;
- 27 6. distraction reduced environment;
- 28 7. preferential seating (front, etc.);
- 29 8. alternate format (black/white copy);
- 30 9. writer;
- 31 10. computer assistance;
- 32 11. Braille material.

33 (7) Funding for Auxiliary Aids.

34 In addition to providing accommodations needed to ensure equal access to educational oppor-
35 tunities by disabled students, the University of Wisconsin Oshkosh is responsible, under 34
36 C.F.R. 104.44, for ensuring that no disabled student is denied benefits or excluded from participa-
37 tion in a program because of the absence of auxiliary aids. "Auxiliary aids" include such items as
38 taped texts, interpreters, or other effective methods of making orally delivered materials available
39 to students with hearing impairments; readers in libraries for students with visual impairments;
40 classroom equipment adapted for use by students with manual impairments; and other similar
41 services and actions.

42 Funding for accommodations to ensure equal access is provided by the University of Wisconsin
43 Oshkosh through the usual budget processes.

44 (8) Grievance Procedure.

45 (a) Introduction

46 1. Definitions

47 Disability means, with respect to an individual:

- a. a physical or mental impairment that substantially limits one or more of the person's major life activities;
- b. a history of such an impairment; or
- c. being regarded as having an impairment.

A qualified Individual with a Disability is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the University.

The University has an obligation to provide reasonable accommodation for an individual with a disability if that disability substantially limits access to facilities or service. Reasonable accommodations include, but are not limited to adjustments to rules, policies, or practices; environmental adjustments such as removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Reasonable accommodations *do not* include changes that involve a significant alteration of admission or academic curriculum requirements, actions that create an "undue hardship" on the operation of the University, or services/aids considered to be personal in nature.

2. Accommodation Request Process

All requests for reasonable accommodation for students with disabilities should be directed to the Coordinator of Services for Students with Disability (CSSD). The student must request accommodation in writing and provide supporting medical documentation. Specific criteria for documentation (i.e. learning disabilities, attention deficit disorder, medical conditions, etc.) can be obtained from the CSSD. Applications for accommodation can be submitted at any time. The CSSD will issue a response to the written application and its accompanying documentation within 30 calendar days of receipt. However, a thorough review of the request as well as implementation of reasonable accommodation usually takes approximately eight weeks.

(b) Filing a Grievance

1. Informal Process

If the CSSD denies a student request for accommodation due to disability or a student has a complaint about an action that potentially violates the ADA or Section 504 of the Rehabilitation Act, the student should first engage in new or continued contract with the CSSD (i.e. submission of additional documentation, meeting in person, exploration of alternative options) to identify a solution. The CSSD will consult with faculty, staff, department chairs, or other University personnel involved in the dispute to understand their perspectives and solicit additional potential solutions. Every effort will be made to reach a solution informally.

2. Formal Process

A student may file a formal grievance if the efforts to informally resolve the request for accommodation are not considered satisfactory by the student. The grievance should be submitted in writing to the ADA Advisory Committee. The student must describe the nature of the grievance, the accommodation requested of the University and accompanying rationale, and supporting medical documentation related to her/his condition. This information will be forwarded, along with relevant records from the CSSD, Dean of Students, and other involved University personnel, to an ad hoc Grievance Committee comprised of five individuals appointed from the University ADA Advisory Committee. Minimum representation will include one faculty member, one staff member, and one student. A faculty or staff chairperson will be assigned for each Grievance Committee. Grievances relating directly to accommodations for course requirements or class assistance will have at least two faculty members on the committee. The Grievance Committee will meet to review the matter within 30 calendar days of receipt of the grievance. The Grievance Committee and student may mutually agree to postpone the proceedings to a specified date for further information gathering purposes (i.e. additional opinions or information). The committee can request witnesses, materials, and opinions related to the case as it deems ne-

cessary and will protect the confidentiality of the student (disclosing the student's identity only on a "need to know" basis) to the extent allowed under state and federal law. Within 14 calendar days after their first meeting to review the matter, the Grievance Committee will communicate the findings in writing to the student, CSSD, faculty or staff directly involved. If the Grievance Committee's decision is unacceptable for the student, faculty, or staff, an appeal may be filed with the Provost and Vice Chancellor within 10 calendar days from the notification date of the decision. The Provost and Vice Chancellor will make a final decision and provide this response in writing to all involved parties.

GEN 4.B.18. Student Nondiscrimination Policy.

GEN 4.B.18.A. Statutory Language.

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 or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

(2) The board shall

(a) direct each institution and center 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 or center within 300 days of the alleged violation of sub.(1).
4. Provide periods within which the complainant and the institution or center 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 or Dean of the center.

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

GEN 4.B.18.B. Criteria for Determining Whether the Prohibition on Discrimination Has Been Violated.

In determining whether discrimination in violation of s. 36.12, *Wisconsin Statutes*, has occurred, the University of Wisconsin Oshkosh, through the Dean of Students Office, shall apply state and federal statutes, regulations, and case law relevant to the basis of discrimination being alleged, including but not limited to such legal materials and precedents as Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, s. 101.223, Wis. Stats., s. 36.1` (3)(a), Wis. Stats., the United States Constitution, the Wisconsin Constitution, and related regulations and case law.

In any case where there is a question as to whether the action or conduct in question violates s. 36.12, *Wisconsin Statutes*, University Legal Counsel shall be consulted.

GEN 4.B.18.C. Deadline for Filing Complaints.

Complaints alleging a violation of s. 36.12, *Wisconsin Statutes*, must be filed with the Dean of Students Office within 300 calendar days of the alleged violation.

GEN 4.B.18.D. Procedures and Remedies For Violations of Section 36.12, Wis. Stats.

(1) The Dean of Students Office shall be responsible for:

- (a) Reviewing each complaint;
- (b) Providing procedural information to the complainant;
- (c) Referring the complainant to any other more relevant complaint or grievance process, if appropriate (as for example, if the complaint alleges sex discrimination, referring the matter to

- 1 the grievance process established under Title IX); and
- 2 (d) Conducting investigations of complaints, where no other complaint or grievance mechanism
3 applies to the subject matter of the complaint.
- 4 (2) After initial review to determine jurisdiction and the availability of appropriate review mechanisms,
5 the Dean of Students Office shall refer a complainant to another relevant complaint or grievance
6 procedure and further action on the matter will be taken in accordance with that other procedure.
7 In those instances where there is no other relevant complaint or grievance procedure, the Dean of
8 Students Office shall process the complaint as provided below.
- 9 (3) Where the Dean of Students Office retains jurisdiction and determines after investigation that no
10 discrimination in violation of s. 36.12 has occurred, the complaint shall be dismissed, and the
11 complainant and any other interested parties will be so advised. In the event a complaint is dis-
12 missed under this paragraph, the complainant may appeal to the Vice Chancellor for Student Af-
13 fairs within 10 calendar days of the dismissal.
- 14 (4) Where the Dean of Students Office has retained jurisdiction over the complaint and determines
15 after investigation that discrimination in violation of s. 36.12 has occurred, the Dean of Students
16 Office may:
- 17 (a) Attempt to resolve the matter through mediation among the involved parties;
- 18 (b) Recommend remedial action to eliminate the discrimination to the appropriate administrators;
19 or
- 20 (c) Refer the matter to the appropriate administrators for review and consideration of possible
21 disciplinary action, where misconduct by faculty, staff or students appears to be involved. In
22 those instances where the Dean of Students Office makes such a referral, the matter so re-
23 ferred shall then be reviewed and processed as provided under the appropriate applicable
24 disciplinary procedure.
- 25 (5) The Dean of Students Office shall make every effort to complete its processing of a complaint
26 within 30 calendar days of receipt (subject to possible extension up to a maximum of 90 calendar
27 days of receipt).
- 28 (a) In the event attempts at mediation under paragraph (4)(a) fail, or a recommended remedial
29 action under paragraph (4)(b) is rejected, the complainant may appeal to the Vice Chancellor
30 for Student Affairs within 10 calendar days of the action. The review of the appeal conducted
31 by the Vice Chancellor for Student Affairs shall result in the preparation of written report and
32 recommendation to the Chancellor.
- 33 (b) In the event the matter is referred under paragraph (4)(c) above, the time limitations and pro-
34 cedures applicable to employee or student disciplinary matters shall apply.
- 35 (6) In all matters involving an alleged violation of s. 36.12, the Chancellor's decision shall be final, ex-
36 cept that the Board of Regents may, consistent with the Bylaws of the Board of Regents of the
37 University of Wisconsin System, conduct a review on the record.

38 **GEN 4.B.19. Student Records (Buckley Amendment) Accessibility and Confidentiality.**

39 Notice Concerning Student Records. Student records must be kept and held confidential. Students retain
40 the right to inspect, copy, and correct their records. (Reference: The Family Educational Rights and Privacy
41 Act (FERPA, 20 U.S.C. 1232g, 45 C.F.R. Part 99), also known as the *Buckley Amendment*.)

42 (1) Student Directory Information.

43 The University may release "directory information" without student consent if the student is given
44 an opportunity to request that the information be kept confidential. Student requests to limit dis-
45 closure of directory information are filed with the Vice Chancellor for Student Affairs. (*Directory in-*
46 *formation includes:* name, address, telephone listing, date and place of birth, major field of stu-
47 dent, participation in officially-recognized activities and sports, weight and height of members of
48 athletic teams, dates of attendance, degrees and awards received, and the most recent previous
49 educational agency or institution attended by the student.)

50 (2) Other Records.

1 University employees with a *legitimate educational interest* in other student records may have
2 access to confidential information. This information is restricted to a "need to know basis," i.e., no
3 one should be provided with information unless the requester, by virtue of some legitimate re-
4 sponsibility to the University, has a *bona fide* reason for that information. Before releasing non-
5 directory information, the employee must be performing a task that is specified in the employee's
6 job description or that is directly related to the employee's obligations to the University.

7 (3) Questions; Additional Information.

8 Questions can be addressed to the Vice Chancellor for Student Affairs. The complete University
9 policy statement is printed in the undergraduate and graduate *Bulletin* and the *Student Handbook*.

10 **GEN 4.B.20. Winter Weather Policy and Procedures.**

- 11 (1) Extreme winter weather conditions occasionally restrict the ability of the University's faculty, staff
12 and students to travel. However, it is the University's policy to remain open whenever possible
13 despite these extreme conditions. Only in the most extraordinary conditions will a decision be
14 made to cancel or suspend classes. In those relatively rare instances in which classes are can-
15 celled, the University remains open and essential services are provided.

16 University Police in conjunction with the Facilities and Grounds crew responsible for snow remov-
17 al and addressing ice conditions have the ongoing responsibility to continuously monitor winter
18 weather conditions. These individuals are also assigned the responsibility to provide information
19 and recommendations to the administration on current and projected winter weather conditions.

- 20 (2) As road conditions can vary widely within communities and across the broad expanse of the Uni-
21 versity's service region, all members of the University community—faculty, staff, students, guests,
22 etc.—are expected to use and exercise good judgment in making the decision whether conditions
23 pose a problem in traveling to campus. Faculty and instructional academic staff who are unable
24 to meet an assigned class, should make appropriate arrangements with the department chair or
25 with other colleagues to meet all scheduled classes. Students experiencing weather-related
26 transportation difficulties should attempt to make contact with their course instructors before the
27 class is scheduled to meet. Students who exercise sound judgment and decide not to travel to a
28 class(es) should not be penalized for their absence. Faculty and instructional academic staff are
29 encouraged to discuss this policy with students and to outline any specific or particular arrange-
30 ments that pertain to a given course. Through the University's automated Weather Line (920-424-
31 0000), the University provides immediate access to information concerning any cancellations or
32 suspensions. When classes are cancelled the University notifies regional radio and television sta-
33 tions. When classes are cancelled, the University shall also send an e-mail notice to all em-
34 ployees and, if possible in a timely way, post an announcement on this condition on the Universi-
35 ty's homepage.

- 36 (3) When calling the Weather Line, please note that unless a specific time-dated message is record-
37 ed, all classes at the main campus will be held as scheduled. Programs with significant off-
38 campus course offerings (Head Start, College of Business Administration, College of Nursing,
39 College of Education and Human Services, Center for New Learning and Continuing Education)
40 have their own notification procedures for any weather-related adjustments.

- 41 (4) When classes are cancelled, the University remains open and all non-teaching staff is expected to
42 report to work. Individuals experiencing weather-related transportation problems should contact
43 their immediate supervisors or directors. Employees who miss work due to weather or who leave
44 early due to weather conditions have the following options:

- 45 (a) To make up the missed work during the week of absence, as arranged with their supervisor;
46 (b) To use accumulated leave time (whether vacations, floating holidays or compensatory time);
47 or
48 (c) To use leave without pay.

- 49 (5) Decisions to cancel or suspend classes are made by the Chancellor, or in the Chancellor's ab-
50 sence, in order, by the Provost, by the Vice Chancellor for Student Affairs, or by the Vice Chan-
51 cellor for Administrative Services.