

2010-2011 STUDENT HANDBOOK

GREETINGS!

Welcome to the University of Wisconsin Oshkosh and the 2010-2011 Academic Year!

The University of Wisconsin Oshkosh is a community of engaged learners. This is a community that builds relationships and connections that convey respect for individuality and diversity while honoring the needs and standards of this University. There are so many ways to learn, contribute and be engaged in this campus community. Whether it is participation in class or research, being active in one of the 150 campus organizations, participating in intramurals or intercollegiate athletics, attending performances or speakers, or volunteering in the community, you can become an integral part of this active and engaged community.

As a University, we share a series of Governing Ideas that describe our campus' values, ideals and directions. At the core of these Ideas is: engagement, life-long learning, freedom and responsibility, the student-faculty relationship and quality. I encourage you to learn more about our campus ideals and values at: www.uwosh.edu/strategic/govideas/govideasmission.html.

This document, the 2010-2011 Student Handbook has been designed as a resource to provide helpful information which will make your educational experience here at UW Oshkosh a successful one. Please take advantage of the resources, programs and services available to you and use this document to make the most of your academic and personal experience here.

The Student Disciplinary Code is printed as a separate document. The Code is an important resource for all students. This publication contains the rules and regulations which define appropriate student conduct; states processes and procedures related to behaviors that are viewed by our community as irresponsible and inappropriate; and outlines student rights and procedures for grievances. Extra copies of the Student Disciplinary Code are available in the Dean of Students Office, Reeve Union, Polk Library and Residence Life.

Of course, both the Disciplinary Code and the Handbook are available, respectively, on-line at www.tts.uwosh.edu/dean/studentdisciplinecode.html and <http://www.uwosh.edu/stuaff/studenthandbook/>.

Of behalf of the staff of Student Affairs and myself, I wish you an enjoyable, rewarding and successful academic year.

Best Wishes,

Petra Roter, Ph.D.
Vice Chancellor for Student Affairs
Dempsey 148
424-4000

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WHERE TO GO FOR HELP

Universities are dynamic and complex social institutions, so it is understandable that students need time to adjust to them. During the period of adjustment, students may have questions, experience problems, or occasionally have complaints.

The following table is a “quick reference” guide to those professional persons on campus who want you to ask questions early, often, and of the right people.

UNIVERSITY PREFIX

All four-digit numbers below have a 424- prefix. When on campus, simply dial the four-digit extension. To call a University extension from off-campus, dial the prefix + four-digit extension, and (920) area code when applicable.

ABSENCES			
Short-Term	Contact Instructor(s)		
Extended/Emergency	Dean of Students Office	125 Dempsey	3100
ACADEMIC ADVISING, PROBATION, SUSPENSION			
Discuss first with advisor. If not resolved at that level, discuss with Assistant Director of Advising of your college, located in the Advising office, 2 nd floor of the Student Success Center, Suite 202, 750 Elmwood Ave. 424-1268.			
College of Business Administration	Cindy Fruhwirth	Student Success Center	0006
College of Education and Human Services	Bryan Bain	Student Success Center	3262
College of Letters and Science	Rebecca Spurlock	Student Success Center	3141
College of Nursing	Dawn Arnold	Student Success Center	3291
ADDRESS CHANGES			
	Registrar's Office	130 Dempsey	3454
ADMISSIONS			
		135 Dempsey	0202
ADULT STUDIES (CENTER FOR NEW LEARNING)			
Program Director		111 Dempsey	0234
ADVANCE TITAN (STUDENT NEWSPAPER)			
		Reeve Union	3048
ALCOHOL AND DRUG ABUSE			
Education Coordinator	Counseling Center	Student Success Center	3100
ALLOCATIONS COMMITTEE			
	Student Involvement Center	105 Reeve Union	0334
ALUMNI OFFICE			
		Pollock House	3414
ART GALLERIES			
Gail Floether Steinhilber Art Gallery		3 rd Floor, Reeve Union	2281
Allen Priebe Gallery		N101 Arts and Communications Building	0147
CAMPUS VIOLENCE PREVENTION PROJECT (CVPP)			
		Student Success Center	3127
CANCELLED CLASSES (WEATHER ADVISORY)			
			0000
CAREER SERVICES			
		Student Success Center	2181
CASH MACHINE (ATM)			
	Reeve Union	1 st Floor	
CHILDREN'S LEARNING AND CARE CENTER			
		Swart Hall	0260
CLASS SCHEDULING (ADDS AND DROPS)			
	Advising Office	Student Success Center	3454
COPY CENTERS			
	Copy This	1 st Floor, Reeve Union	3180
	Document Services	Facilities Management	1122
COUNSELING CENTER			
		Student Success Center	2061
CREDIT EVALUATION			
	Registrar's Office	130 Dempsey	3454
CREDIT UNION			
	Satellite Office	1 st Floor, Reeve Union	3283

CRISIS INTERVENTION HELPLINE (24-HOUR)			
			233-7707
DATING VIOLENCE			
	Campus Violence Prevention Project	Student Success Center	3127
DEAN OF STUDENTS			
	TTY/TTD 1319	125 Dempsey	3100
E-MAIL ACCOUNTS			
	Academic Computing	207 Dempsey	3020
EMERGENCY NOTIFICATION			
	Dean of Students Office	125 Dempsey	3100
ENROLLMENT VERIFICATION			
	Registrar's Office	130 Dempsey	1199
FINANCIAL AID			
		104 Dempsey	3377
FOOD SERVICE			
	University Dining	Blackhawk Commons Lower Level Room 8	2391
GRADES/COURSE REQUIREMENTS			
Discuss first with course instructor. If not resolved at that level, discuss with department chair. If not resolved at that level, contact the college dean.			
College of Business	E. Alan Hartman, Dean	131 Clow	1424
College of Education and Human Services	Frederick Yeo, Dean	113 Nursing Education	3322
College of Letters and Science	John Koker, Dean	101 Nursing Education	1210
College of Nursing	Rosemary Smith, Dean	148 Nursing Education	3089
GRADUATE RECORD EXAMINATION			
	Testing Services	3 Polk	1401
GRADUATION/COMMENCEMENT			
Application	Cashier's Office	232 Dempsey	1338
Cap and Gown	University Books and More	Reeve Union	2312
GRADUATE STUDIES			
		338 Dempsey	1223
GRANTS OFFICE (Office of Sponsored Programs)			
		738 High Avenue	1315
GRUENHAGEN CONFERENCE CENTER			
		Main Desk	1107
HEALTH CENTER			
		118 Radford Hall	2424
HEALTH INSURANCE			
	Health Center	118 Radford Hall	2424
LIVING HEALTHY COMMUNITY CLINIC			
		510 Doctor's Court	1242
HONORS PROGRAM			
		8 Polk	1303
HOUSING			
On-Campus	Residence Life	2 nd Floor, South Gruenhagen	3212
Off-Campus	OSA Office	105 Reeve Union	3202
HUMAN RESOURCES			
		328 Dempsey	1166
IDENTIFICATION CARD (TITANCARD)			
	Titancard Office	Titan Central, Reeve Union	1234
INTERNATIONAL STUDENT ADVISOR			
	Brian Mylrea	146 Dempsey	0775
INTRAMURAL SPORTS			
	Student Recreation & Wellness Center	125 SRWC	2330
JOBS (ON- & OFF- CAMPUS)			
	Career Services	Student Success Center	2181

LEGAL ASSISTANCE			
	Student Legal Services	105 Reeve Union	3203
LOST AND FOUND			
	Facilities Management (Keys)	Facilities Management	0343
	Reeve Union Office	Titan Central, Reeve Union	1234
	University Police	Security Building	1213
MULTICULTURAL EDUCATION CENTER			
		751 Algoma Boulevard	1246
NON-TRADITIONAL STUDENTS			
	Adult Student Access Services	323 Dempsey	1401
NOTARY PUBLIC			
Registration	Marla Krueger	144 Dempsey	0933
College of Nursing	Brenda Garza	148 Nursing Education	3089
College of Education & Human Services	Nancy Mugerauer	113 Nursing Education	3323
Dean of Students Office	Ellie Maslowski	125 Dempsey	3100
Financial Services		236 Dempsey	3030
Residence Life	Carolyn Bauer	263 South Gruenhagen	3206
Student Recreation & Wellness Center	Jill Reichenberger	SRWC	1245
Human Resources	Jo Fenrich	328 Dempsey	2279
Student Health Services	Rosalie Slomski	109 Radford Hall	2425
University Police		Security Building	1216
PAYMENTS			
After 3:00 p.m., payments may be made at the drop-box located next to the Cashier's Office window (232 Dempsey.) Such payments require the student's identification number on the face of the check to ensure proper crediting.			
Tuition	Cashier's Office	236 Dempsey	1338
Residence Life Fees	Cashier's Office	236 Dempsey	1338
Parking	(Registration, Tickets, Appeals)	Blackhawk Commons, Lower Level	4455
POSTAL SERVICES (CAMPUS)			
Campus Mail	Main Desk	Each Residence Hall	
Drop-Boxes		122 Dempsey	1145
		Behind Polk Library	
		Front of Reeve Union	
Substation	Titan Central	Reeve Union	1234
PREGNANCY TESTS			
	Student Health Center	118 Radford Hall	2424
PUBLICATIONS			
		237 Dempsey	2442
RADIO STATION (WRST-FM)			
	Arts and Communications Building		3113
READING-STUDY CENTER			
		201 Education	1031
RESIDENCE LIFE DEPARTMENT			
		2 nd Floor South Gruenhagen	3212
RESIDENCY INFORMATION			
	Registrar's Office	130 Dempsey	3007
SAFEWALK ("KNIGHT OWLS" CAMPUS ESCORT – NO CHARGE)			
			7421
SCHOLARSHIPS			
	Financial Aid Office	104 Dempsey	3377
SERVICES FOR STUDENTS WITH DISABILITIES			
	Dean of Students Office	125 Dempsey	3100
SEXUAL ASSAULT			
	University Police	Security Building	1212
Counseling	Counseling Center	Student Success Center	2061
Investigation Policy	Dean of Students Office	125 Dempsey	3100

SEXUAL ASSAULT CONT.			
Campus Violence Prevention Project		Student Success Center	3127
Crisis Intervention Helpline (24-Hour)			233-7707
SEXUAL HARASSMENT			
	Affirmative Action	239 Dempsey	0330
STALKING			
	Campus Violence Prevention Project	Student Success Center	3127
STUDENT GOVERNMENT			
	OSA Office	105 Reeve Union	3202
STUDENT LEADERSHIP AND INVOLVEMENT CENTER			
		105 Reeve Union	2249
STUDENT RECREATION & WELLNESS			
	Student Recreation & Wellness Center	125 SR&WC	1245
TELEVISION STATION (TITAN TV 2)			
	Arts and Communication Building	W112	3133
TESTING SERVICES			
		3 Polk	1401
TICKETS			
Athletic Events		At the event	
RUB Events		Titan Central, Reeve Union	1234
Fredric March Theatre	Theatre Box Office	W103 Arts and Communications Building	4417
TRANSCRIPTS			
	Registrar's Office	130 Dempsey	1199
UNIVERSITY BOOKS AND MORE			
		1 st Floor, Reeve Union	2312
UNIVERSITY POLICE			
		Security Building	1212 or 1216
VENEREAL DISEASE (VD) BLOOD TESTS			
	Student Health Center	118 Radford Hall	2424
VETERANS INFORMATION			
	Registrar's Office	130 Dempsey	1804
WEATHER ADVISORY (CANCELLED CLASSES)			
			0000
WITHDRAWAL			
Class	Registrar's Office	130 Dempsey	3454
University	Registrar's Office	130 Dempsey	3454
University (for Medical Reasons)	Dean of Students Office	125 Dempsey	3100
IF THE INFORMATION YOU NEED IS NOT LISTED, CONTACT THE DEAN OF STUDENTS OFFICE, 125 DEMPSEY, 424-3100 OR TITAN CENTRAL, 424-1234.			

UNIVERSITY OF WISCONSIN OSHKOSH

HISTORY

In its 139 years, the University of Wisconsin Oshkosh has gloried in successes; attracted visionary leaders; experienced building booms and a devastating fire; weathered economic depression, wars and dissent; and evolved from a teacher-training institution to an exemplary, comprehensive University. Mindful of its long and distinguished academic history, the University works in partnership with the community, responding to the educational, cultural and civic needs of Oshkosh and the Fox River Valley.

Oshkosh Normal School was destined to become the state's foremost teacher-training institution, producing thousands of teachers and contributing to Wisconsin's leadership in education. Adhering to its first president's decree that a normal school must be in a state of perpetual evolution, the University consistently stays on the leading edge of change. A resiliency of spirit honed through 138 years, outstanding faculty, staff and students, and dedicated leaders have brought the University of Wisconsin Oshkosh to heights even the most farsighted could not have envisioned in 1871.

MISSION

Ours is a comprehensive public University with unique ties to both urban and rural environments. We have a tradition of strong programs in the arts and sciences and in select professional career fields. Our faculty and staff are united in believing that the fundamental purpose of a University education is to develop thinking men and women capable of independent growth and adaptation in all roles of life. Accordingly, our select mission as a University is:

To acquire, preserve, and disseminate knowledge.

To provide undergraduate course-work designed to develop learning proficiencies and to cultivate the values and perspectives of educated citizens—in particular, respect for human dignity and cultural diversity, commitment to personal excellence, and the habit of taking thought.

To challenge students to develop their talents, intellectual interests, and creative abilities; to promote an appreciation for both continuity and change; to provide the impetus for a lifelong commitment to, and enthusiasm for, learning; and to prepare persons for critical evaluation and decision-making.

To expect scholarly activity, including research, scholarship, and creative endeavor that support its programs at the associate and baccalaureate degree level, its selected graduate programs, and its special missions.

To provide a broad range of undergraduate degree programs in the arts and sciences, business administration, education, and nursing.

To offer an array of master's and specialist level graduate programs which grow clearly from areas of undergraduate strength and meet the emerging needs of the regions which we serve.

To develop and offer programs and services responding to the needs of the people, institutions, and communities which we serve.

TRADITIONS

The University has a number of traditions that are passed on from one student generation to another. Our colors are Gold and White. Our sports teams are known as the Titans. Traditional events and activities on campus include:

The Taste of UW Oshkosh during opening week in the fall is a wonderful all-campus gathering on the Mall that stretches from Reeve Memorial Union across the campus. Student organizations and clubs, departments and food tastes abound. An employment fair provides students with an opportunity to find on- or off-campus employment for the school year.

Celebration of Racial Inclusiveness is an annual event held each fall bringing the campus together for Celebration at the MEC. All students are invited to attend.

Homecoming brings students, faculty, staff and alumni together to renew old friendships, reminisce, and build new memories. Homecoming involves a week-long series of events that feature a variety of student competitions. Homecoming Day begins with a parade, followed by a pre-game celebration near the stadium grounds that brings the community and campus together. An annual "Titan Challenge" between students is part of this event. Food, beverages and entertainment are offered. At the end of the celebration, spectators walk to the football game.

Winter Carnival provides a chance to celebrate the snow! Residence halls and Greek organizations compete for a spirit award throughout the week. Traditional events include snow and ice sculpting, Titan Trivia, broom hockey, sign painting and skit night.

THE ALMA MATER

Sing with joy of all we share now; sing with love for all.
Sing of truth and cherish learning, sing a joyous call.
Remember well the days of dreaming, and a hope declare
That all may live with dignity upon the earth we share.
(Link/Dennis)

HAIL TITANS

Hail Titans! Hail Titans!
Sons strong and mighty of the U.W.O.
Hail Titans! Hail Titans!
Titans to victory.
Let's go charging down the field,
Fighting Titans never yield;
For the Gold and the White
We will fight, fight! U-rah-rah:
Hail Titans! Hail Titans!
Sons strong and mighty of the U.W.O.
Hail Titans! Hail Titans!
Titans to victory.

STUDENT SERVICES & RESOURCES

DIVISION OF STUDENT AFFAIRS 424-4000

<http://www.uwosh.edu/admin/stuaff/stuaff.html>

The mission of the Division of Student Affairs is to support and extend the mission of the University of Wisconsin Oshkosh by providing essential services, shaping an environment which enhances student learning and personal growth, and communicating the needs and concerns of

students to the larger University community. In addition, the Student Affairs Office provides advising for O.S.A., the Segregated Fee Committee, and the Children's Learning & Care Center.

CAREER SERVICES 424-2181

<http://uwosh.edu/career/>

The Career Services office at UW Oshkosh provides a variety of services to students and alumni. These services include on-campus recruiting/interviews, career fairs, career events, workshops and one-on-one career advising appointments. Titan Jobs is an on-line recruitment database for students, alumni and employers. It allows students and alumni to post resumes, search for positions and sign up for events. Titan Jobs is also the place where students can find on-campus employment. We have a number of advisors working with each College that will lend assistance with developing resumes and cover letters, obtaining internships, learning interviewing skills and implementing job/internship search techniques. The Career Services staff works daily with employers and organizations on opportunities to connect students and alumni. Career Services is open expanded evening and weekend hours to accommodate students and alumni schedules. Courses and programs offered include Career Implementation, Letters and Science Internship Course, Job Shadowing and Informational Interviewing. Career resources are available on-line at www.uwosh.edu/career/ with links to company web pages and other career search sites. Titan Jobs postings are updated daily.

Career Services is located on the second floor of Student Success Center, and is open Monday-Thursday from 7:45 a.m. to 6:00 p.m., Fridays from 7:45 a.m. to 4:30 p.m. and Saturdays from 9:00 a.m. to 12:00 noon. Hours may change during interim, summer and vacation periods. Career Services staff is here to help - stop in often! Remember to pick up your FREE jolly rancher.

CHILDREN'S LEARNING AND CARE CENTER 424-0260

http://www.uwosh.edu/childrens_center/

UW Oshkosh Children's Learning and Care Center offers a warm, nurturing, educational atmosphere for your child based on developmentally appropriate practices and the principles of Creative Curriculum®. Our comprehensive program addresses your child's emergent learning in the areas of social/emotional, physical, cognitive, and language development. The infant/toddler nursery utilizes tons of hugs, love and smiles while keeping each child on his/her individual schedule of eating, sleeping and waking. Our diligent attention to your child's individual level of development helps to keep laughter and sunshine levels high. Each age group engages in active play daily in our fully equipped indoor gym and/or outdoor playground. State Licensed.

One parent must be a UW Oshkosh student, faculty or staff member in order to use the childcare program. Enrollment forms are available at any time at the Children's Center Office, Swart Hall, (920) 424-0260. Swart Hall is located on the UW Oshkosh campus on the corner of Algoma Boulevard and Woodland Avenue. The entrance is on the north side of the building near the playground.

University Counseling Center

www.uwosh.edu/couns_center

Everyday the University Counseling Center works with students to address their personal, career, and academic success. Personal counseling addresses a broad range of

concerns such as stress, relationship conflict, depression, anxiety, family issues, substance abuse, body image, self-esteem, relationship or sexual violence, impacts of racism, GLBTQ issues and other common concerns. Affected partners and family members may be seen with the enrolled student. Academic major and career counseling is also provided to help students assess their interests, skills, abilities, and work values; then to learn about the world of work and develop a concrete plan for career development. Individuals not associated with UW Oshkosh can also access this service for a fee; please call for information. Finally, the Center offers counseling related to academic performance issues such as enhancing motivation, addressing attention/ADHD, improving time-stress management skills, and conquering math, speech and test anxiety.

The Counseling Center offers a variety of services to students to address more specific needs.

Career and Self Help Library contains a wide variety of information on major and career options, including computerized career exploration programs. The library may be used by students without an appointment. Trained staff is always available to help you find what you need. Additionally, the Center's Self-Help Library contains a wide selection of self-help books and materials addressing many topics faced by students.

The Center for Balance was created to help individuals enhance their physical and mental well being. Individuals accessing this service will be taught stress management skills and relaxation exercises that can be used in everyday life to reduce overall stress levels. An assessment of current stress level will be provided in order to tailor a personal plan to help restore balance to your life based on your specific stressors. Many tools are available through the Center for Balance some of which are biofeedback, individual therapy, group therapy, self-help books, relaxation CD's, yoga CD's, stress management plans and relaxation exercises.

Campus Victim Advocate provides you with support and information about the legal and disciplinary options for dating or domestic violence, stalking, sexual assault, bias incidents/hate crimes or sexual harassment. The advocate also: goes with you and speaks up for your rights in any community or campus actions you might choose to pursue; provides you with ongoing support and information through 24-hour crisis support, attends medical or legal appointments with you, and helps with "safety planning." Safety planning includes helping you file restraining or no-contact orders and make changes in your residence hall or classes to avoid contact with the person who hurt you. Besides meeting with you at legal or medical offices, advocates can meet with you in their on-campus office or in the place most comfortable for you.

Alcohol and Other Drug Abuse (AODA) program works with student who are struggling with the negative consequences of drinking in their academics, relationships and career plans. The Counseling Center staff use motivation based approaches to assist students to decrease their risk and increase their safety, quality of life and personal success.

The Counseling Center staff embraces all differences within our campus community. We strive to serve and be an ally to our students, faculty and staff, by promoting an inclusive and welcoming environment.

Students may make appointments at the Center by calling 424-2061, or stopping in Suite 240 in the Student Success Center. During the Fall and Spring terms, the Center is open from 8:00 a.m. to 7:00 p.m. on Monday and from 8:00 a.m.

to 4:30 p.m. on Tuesday through Friday. We also offer on call triage appointments for students, parents, friends and roommates to address urgent situations. Counseling is limited to 12 individual sessions per year, referral to community services is provided when this best serves a student's needs.

DEAN OF STUDENTS OFFICE 424-3100

<http://www.uwosh.edu/dean/>

The Dean of Students Office supports the educational mission of the University by providing a variety of programs, activities and functions which promote critical thinking, an appreciation for diversity, independent growth and life adjustment skills in men and women.

The Dean of Students Office fosters an environment that is based on the belief that:

- each student is unique, has worth and dignity, bears the consequences for his/her behavior, and has specific rights and responsibilities in our community;
- bigotry is best confronted by encouraging dialogue while freedom of speech is guaranteed;
- learning is affected by a student's involvement in experiences both in and out of the classroom and by the presence of a healthy and safe community;
- active participation in the community should be encouraged and citizenship and leadership taught.

The Dean of Students Office staff serves as a contact for problems and concerns as well as providing advice and guidance to students regarding their rights and responsibilities. The office administers the Student Discipline Code and coordinates new student orientation programs, advises Student Allocations Committee, assists and students with disabilities.

NOTIFICATION PROCEDURES: EMERGENCIES, CLASS ABSENCES

Emergencies

The Dean of Students Office can be contacted if an emergency occurs and a student needs to be notified through their class. Staff will attempt to reach the student through the department, faculty member, etc., and will inform the caller of the outcome of the notification. Examples of emergencies include a child who is ill, death in the family, life-threatening situations, childbirth, serious accident involving a family member, and personal support for a student who has attempted suicide.

Non-Emergencies

In non-emergency situations students are expected to make arrangements for contact when necessary. This could include providing a copy of class schedule, telephone numbers, or other information to family, friends, employers and/or school officials.

Absences

The Dean of Students Office's policy is consistent with those stated in the current Faculty and Academic Staff Handbook. If a student will be absent from class due to an emergency, medical reasons or exceptional personal reasons, he/she is responsible, if capable of doing so, of contacting professors individually or through their departments. If the student, family member or friend is not able to contact professors, the Dean of Students Office may be asked to send notifications if the absence will be longer than three class days. It is the

student's responsibility to make up any missed classwork. The Dean of Students Office does not verify this information.

STUDENTS WITH DISABILITIES

Students with disabilities in need of assistance or who have questions regarding available services should contact the Dean of Students Office at 424-3100. If possible, requests for accommodations should be made at least eight weeks in advance in order to evaluate them and implement those services deemed to be reasonable.

FINANCIAL AID OFFICE

424-3377

The Financial Aid office administers many programs of student financial assistance including grants, scholarships, loans, and the College Work Study Program. UW Oshkosh students receive more than \$80 million in assistance each year.

While information about specific programs is available at the Financial Aid office, the important thing to remember is to apply for financial aid each year. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) over the internet at: <http://www.fafsa.ed.gov>. Apply as soon as possible after January 1. There are no application deadlines; however, priority consideration is given to applications received by March 15.

PARKING SERVICES 424-4455

<http://www.uwosh.edu/parking/>

With the exception of parking meters and pay stations, all parking on the UW Oshkosh campus is by permit. If you plan to have an automobile, motorcycle or moped on campus at any time, be sure to obtain the proper permit and a copy of the parking regulations from the Parking Services office, lower level, Blackhawk Commons. Parking Services' normal business hours are 7:30 a.m. - 4:30 p.m., Monday through Friday with extended hours during the first week of each semester (check our website for details).

The following permits are available to students and their guests:

COMMUTER STUDENT PERMIT

A commuter permit allows a student to park in any of the commuter lots or in level one of the parking ramp, from 6:00 a.m. - midnight, Monday through Thursday, and from 6:00 a.m. - 4:30 p.m. on Friday. Parking permits are not required from 4:30 p.m. on Fridays through 6:00 a.m. on Mondays; however, parking in reserved or restricted areas is prohibited. ##

Evening commuter permits, valid from 4:00 p.m. through midnight, are also available for students taking evening classes.

RESIDENT STUDENT PERMITS

Parking permits for students living in Residence Halls are limited and sold on a seniority/lottery basis. Resident permits are assigned on the basis of the applicant's class standing: graduate students and seniors receive permits first, then juniors, then sophomores, etc. The first class where there are not enough permits available to cover every applicant from that class will go into the lottery. Applications for resident parking permits are accepted until July 31st of each year, with a subsequent lottery drawing held in early August. Students not selected in the lottery are placed on a waiting list and sent off-campus parking options. A limited number of remote lot

permits are available at a reduced price and are sold on a seniority/lottery basis as well.

VISITOR AND SHORT TERM PARKING

Visitor and short term permits are available for \$2.00 per day at the Parking Services office, the Visitor Information Booth located in Lot 15 (across from Reeve Union) or at University Books & More in Reeve Union. Holders of visitor permits may park in any commuter lot or in level one of the parking ramp. A visitor permit is valid from 6:00 a.m. through midnight, Monday-Thursday and from 6:00 a.m. through 4:30 p.m. on Fridays. Visitors requiring overnight parking may purchase an overnight visitor permit from the Parking Services office or use the pay stations located in the parking ramp stairwells. Overnight permits are only valid on the first level of the parking ramp. Visitors do not need permits from 4:30 p.m. Friday through 6:00 a.m. on Mondays; however, parking in reserved or restricted areas is prohibited.##

Questions should be directed to the Parking Services office at 424-4455 or FAX (920) 424-0906.

This weekend accommodation is voided if a snow emergency requires the University grounds crew to plow the lots. Any vehicle parked in a commuter lot from midnight to 6:00 a.m. will be cited and towed to allow for the removal of snow in order that the lots are available for use by permit holders.

REEVE MEMORIAL UNION

Reeve Memorial Union is the center of campus activities and serves as the gathering place for the campus community. Reeve Union offers student-focused programs including concerts, lectures, art exhibits, comedy shows, dances and nationally known speakers.

The Union includes a variety of services such as a copy center, bookstore, hair salon, massage therapy, TV lounge, commuter lounge, art gallery, 190-seat theatre, satellite credit union, and a nightclub. Wireless internet access is available throughout the building. Laptops are available for use in the building from Titan Central.

The Marketplace, Reeve Union's retail food court, offers abundant seating on two levels as well as a fireplace in the eating area. Nearby is the coffee shop, which serves Starbucks coffee and Freshens smoothies and yogurts. The Union also houses the campus' information center. Numerous employment opportunities are available at Reeve Union.

For more information about Reeve Union, call 424-1234 or visit our website at www.reeve.uwosh.edu
Administrative Office Hours: Monday-Friday,
8 a.m. – 4:30 p.m.

Reeve Union Administrative Office 424-2346

The main office is located on Reeve Union's first floor (Room 104) and includes the offices for reservations, catering, technical services, student activities and other Reeve operational and administrative functions. The following services are offered in Reeve Union:

Titan Central – Information Center and Titan Cards 424-1234

www.reeve.uwosh.edu/titancentral

Titan Central provides information regarding any aspect of University life: on-campus telephone numbers, office numbers, events, ticket sales, and campus and community

resources. Titan Central also provides postal services, serves as the campus' lost-and-found department, offers dry-cleaning drop-off and pick-up as well as wireless laptops for checkout. Gift cards for use at Reeve Union retail operations, University Dining, laundry facilities and snack/soda vending machines can be purchased at Titan Central.

Titan Central in Reeve Union produces the University identification cards for all UW Oshkosh students, faculty and staff. The TitanCard functions as an identification card, meal plan card, access card, sports pass, door access card, library card and a debit card.

Titan Dollars

You don't need cash on campus when you have Titan Dollars on your TitanCard. Titan Dollars is a declining balance (debit) account used exclusively for on-campus purchases. All students may make deposits to their Titan Dollar account. However, students living in the residence halls will be allocated 150 Titan Dollars per semester (Fall & Spring), which is charged directly to your student account. Titan Dollars can be used to buy goods and services all over campus and the maximum account balance is \$1,500.

Use Titan Dollars at these locations:

- Blackhawk Commons
- Copy This!!
- Corner Convenience Store
- Cyber Café – SRWC
- Marketplace Dining - Reeve Union
- MiTaza Coffeehouses – Reeve, Clow, Halsey & Polk Library
- Polk Library Photocopiers
- Reeve Union Board Activities
- Residence Life Laundry Facilities
- Salon Shahnaz
- Scotty's Subs & Stuff – Scott Hall
- Snack Vending Machines
- Soda Vending Machines
- Student Health Center
- Titan Underground
- University Books & More
- University Parking
- Xpeditions: Outdoor Adventure Center - SRWC

Titan Dollars may also be used at Titan Central to purchase Reeve Union Gift Cards, laundry and dry cleaning services and tickets to events at Reeve Memorial Union. However, Titan Dollars cannot be used to pay for student account bills. Titan Dollars are valid until the last Friday of each Spring Interim in June. After that date, any remaining Titan Dollars on your TitanCard are forfeited. You can purchase a Reeve Union Gift Card with unused Titan Dollars, which is valid for 18 months after the date of purchase and can be used in the same manner as Titan Dollars.

Bank Card: Beginning January 1, 2010, UW Oshkosh has partnered with UW Credit Union to provide an optional banking service that can be linked to the TitanCard. Students, who choose to activate a checking account with UW Credit Union, will be able to use their TitanCard as a PIN-based debit card. This eliminates multiple cards and the need for carrying cash. For students who choose to continue with their existing bank, the new TitanCard will provide the same on-campus conveniences.

Reservations and Catering 424-2435 www.reeve.uwosh.edu/reservations

Most rooms in Reeve Union can be reserved for meetings and special events. To make a reservation, contact the reservationist in the Union administrative office. The

reservationist can also assist with catering as well as scheduling other facilities on campus. Meeting facilities in Reeve Union are available to recognized student organizations and University departments at a low or no cost. To be assured of finding the best space for your event, reservations must be made well in advance. Please contact the reservations coordinator for specific policies regarding use of facilities.

CampusVision 424-2346

The Union's electronic information system displays upcoming activities, services, news updates, and campus special announcements on television monitors located throughout campus. Recognized student organizations, University departments and offices may display information about group activities and events or University services. Reservations must be submitted to the administrative office in Reeve Union a minimum of two weeks before they are to be displayed.

Lost and Found, Titan Central, 424-1234

www.reeve.uwosh.edu/titancentral

The Union Information Center houses the University's primary lost and found department. Misplaced articles can be reclaimed from Titan Central.

Courtesy Phones

Four courtesy phones are located in Reeve Union and provide free 800, local and campus calls. Customers needing to make a long distance call may use phone credit cards. The phones are located on the first floor near the Algoma Blvd. entrance and The Marketplace restrooms; on the second and third floors, they are located near the elevators.

Art Gallery 424-2281

www.reeve.uwosh.edu/gallery

Located on the third floor of the new Reeve Union, the art gallery exists primarily to serve UW Oshkosh students and to exhibit work that is intriguing, inspiring, thought-provoking, and at times socially challenging, yet always in keeping with the University's institutional excellence. Works by local, regional and nationally recognized artists are exhibited during the academic year. Exhibitions are decided by the gallery committee, which is composed of students, a staff adviser and a community representative.

Copy This!! 424-3180

www.reeve.uwosh.edu/copythis

Reeve Union houses a full-service copy center that provides color copies, transparencies, resume supplies, black-and-white copies, UPS shipping and faxing. Copy This!! can print directly from e-mail attachments, discs or CDs.

The Marketplace Food Court

www.reeve.uwosh.edu/dining

Reeve Union offers five retail dining concepts amid a dramatic back-drop of arching glass walls and two-tiered seating. The Marketplace provides popular favorites including burgers and fries, made-to-order salads, deli and sub sandwiches, soups, fresh fruit, fresh items made to order and a variety of desserts. Table or bar seating is available. A fireplace sits in the center of one of the dining areas.

MiTaza Coffeeshop 424-0101

Reeve offers a full-service coffeeshop with its own intimate seating area. Espressos, cappuccinos, lattes, Starbucks coffee, smoothies and frozen yogurt are also served. Mi Taza also hosts live music events during lunch times and open mic nights during the week.

Salon Shahnaz 424-0880

www.salonshahnaz.com

A full-service hair salon is located in the lower level of Reeve Union that also offers Aveda products.

Student Leadership and Involvement Center

424-0847

www.reeve.uwosh.edu/SLIC

Located on the main level of Reeve Union, the Student Leadership and Involvement Center provides office space for student groups that are recognized by the Oshkosh Student Association and the University and offers a variety of resources to student organizations. Sixteen computers are available for student use throughout this student activities center.

Theatre

Reeve Union offers a state-of-the-art space for movies, entertainment, small theatre productions, lectures, satellite teleconferencing and more. The theatre offers stadium seating for 190, surround-sound with DVD or VHS.

Titan Underground 424-2020

www.reeve.uwosh.edu/underground

Bands, singers, comedians and other performers are booked throughout the semester in the Titan Underground, a nightclub/sports club in the lower level of Reeve Union. Regular events such as Karaoke, pool league, Club Underground, video-game tournament are held. In the fall, watch your favorite teams on the big screen and on the flat screens throughout room. Sodas and hot foods are offered; beer is served Sunday-Tuesday. Meal exchanges are available after 8pm daily.

Reeve Union Phone Directory

Administrative Office 424-2346

Allocations 424-0334

Fax 424-2122

Advance Titan 424-3047

Art Gallery 424-2281

Catering 424-3412

Corner Convenience Store 424-2343

Copy This!! 424-3180

Credit Union 424-3283

Greek Life 424-1270

Reeve Advisory Council (RAC) 424-3090

Reeve Union Board (RUB) 424-0441

Reservations 424-2435

Salon Shahnaz 424-0880

Student Leadership and Involvement Ctr. 424-0847

Titan Central 424-1234

Titan Underground 424-2020

University Books & More 424-0277

REEVE MEMORIAL UNION

ALCOHOL SERVING POLICY

Reeve Memorial Union is committed to supporting the educational success, health and wellness of all members of the university community. Managing the responsible use of alcohol is an important element in the educational success and health of students and other community members. To fulfill this commitment Reeve Memorial Union will serve alcoholic beverages for decorous occasions and special events as approved by the Director of Reeve Memorial Union. The following are policies regulating the service:

1. The State of Wisconsin has a drinking age of 21 years of age. Acceptable proof of age and identity includes: ID card from home state, birth certificate, passport, military ID, or driver's license.

- Alcoholic beverages may be served on a catered basis as requested by University organizations, in conjunction with University-sponsored events and other functions as approved by the Director of Reeve Memorial Union

Alcoholic beverages cannot be carried out of the beverage serving areas, and non-alcoholic beverages must always also be offered when alcohol is served. Consumption of alcohol must not be the primary focus of the event.

- Students, faculty and staff purchasing or consuming alcoholic beverages in food service areas must show University ID card and proof of age to the Reeve Memorial Union staff.
- Guests of University of Wisconsin Oshkosh students attending a UW Oshkosh function may be served alcoholic beverages if they are 21 years of age and able to provide proper identification. Guests must be in the company of a University of Wisconsin Oshkosh student, faculty, or staff member. Sponsors will be responsible for the actions of their guests.
- All alcoholic beverages will be furnished and served exclusively by the Reeve Memorial Union staff. Individuals or groups may not bring alcoholic beverages on campus.

For more information on alcohol policies at Reeve Union and University-wide, refer to the Student Discipline Code available at Reeve Union, the Dean of Students office, and on the university's web page (www.uwosh.edu).

BOOKSTORE 424-0277

University Books & More, located in Reeve Memorial Union, is UW Oshkosh's only full service on-campus bookstore. In addition to both new and used textbooks, University Books & More offers a wide selection of general interest books, including best sellers and graphic novels, CDs and DVDs, Apple products including ipods, school and art supplies, CD and MP3 players, UW Oshkosh clothing and gift items, greeting cards and posters. University Books & More accepts Visa, MasterCard and American Express, Reeve Union gift cards, Titan Dollars on the TitanCard (campus ID/debit card), personal checks, bank debit cards and cash. TitanCard or a valid driver's license is required for all check purchases and all refunds.

Because University Books & More is owned and operated by UW Oshkosh, store hours are tied directly to the academic year. In addition to hours posted below, watch for extended hours for special events such as Homecoming or bookstore sales.

14-WEEK SEMESTER HOURS:

Monday-Thursday	8 a.m. – 7 p.m.
Friday	8 a.m. – 6 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	Closed

The first week of every 14-week semester, University Books & More is open extended hours as follows:

Monday-Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.

INTERIM SUMMER SESSION/VACATION HOURS:

Monday-Friday	8 a.m. – 5 p.m.
Saturday-Sunday	Closed

For current information on University Books & More news and events, visit our website

(www.uwosh.edu/bookstore/) or call 424-0277. For textbook questions, call 424-2312. For general book information, call 424-3458. For other merchandise or clothing questions, call 424-2381.

Students can order textbooks and UW Oshkosh clothing and gift items on our website. All web orders will ship UPS anywhere in the continental United States.

Before 14-week semesters, students are welcome to reserve their textbooks for pick-up through University Books & More. Watch for a mailing, or submit your order via phone at 424-2312 or on our website.

All textbooks purchased at University Books & More are subject to specific refund periods for each academic term. Each student purchasing textbooks is issued a copy of the bookstore's textbook refund policy for their review, and the refund policy is also posted throughout the store. Please note all refund dates carefully.

Students have the opportunity to sell their books back to the store during Textbook Buyback, which takes place during the final week of every 14-, 3-, and 4-week session. Look for specific dates posted around campus, and on each session's refund policy.

University Books & More also operates the Corner Convenience Store, located in Reeve Memorial Union.

Corner Convenience Store 424-2343

The Corner Convenience Store stocks a variety of snacks, candy, beverages, refrigerated grocery items and frozen foods, health and beauty aids, school supplies, film, newspapers, and magazines. The Corner Convenience Store has DVDs and console games available for rental, and also offers balloon bouquet deliveries. The Corner Convenience Store accepts Visa, MasterCard, American Express, TitanCard, Reeve Union gift cards, personal checks, bank debit cards and cash. Visit the Corner Convenience Store on the first floor of Reeve Memorial Union next to the mall entrance.

14-WEEK SEMESTER HOURS:

Monday-Friday	7:30 a.m. – 10:30 p.m.
Saturday	11 a.m. – 10:30 p.m.
Sunday	Noon – 10:30 p.m.

Interim & Summer session/vacation hours are subject to change.

STUDENT HEALTH CENTER 424-2424

The Student Health Center provides a full range of health care services to the UW Oshkosh student body. The staff consists of physicians, nurse practitioners, nurses, medical technologists, and support staff. Located on the first floor of Radford Hall, the Student Health Center is open for medical care Mondays, 8:00a.m. to 6:30p.m. and Tuesdays through Fridays from 8:00a.m. to 4:30p.m. during regular class sessions. Limited services are available when classes are not in session. Scheduling appointments is encouraged to shorten your wait time, but walk-in services are available.

Office visits are funded by the student segregated fee, which is paid along with tuition. There are minimal charges for medications, lab tests, supplies and medical procedures. Services provided include evaluation and treatment of medical, psychiatric and stress-related problems, men's and

women's health care, STD/HIV/AIDS counseling and testing, immunizations and injections, laboratory tests, minor medical procedures, medications, and health education.

Students requiring medical care when the Student Health Center is closed can be treated at a local immediate care clinic, hospital emergency room, or by their own physician. Students are responsible for the cost of all health care provided at locations other than the Student Health Center. Students who do not have health insurance or local health care coverage under their current health insurance policy should consider additional insurance. The UW Oshkosh Student Health Center recommends a health insurance program that provides yearlong coverage. Brochures regarding the student insurance plan are available at Student Health. Visit our website at: www.uwosh.edu/health_center/.

For further information or to make an appointment call 424-2424.

STUDENT RECREATION & WELLNESS CENTER 424-1245

Student Recreation offers a variety of programs and facilities for all UW Oshkosh students including the Student Recreation & Wellness Center (SRWC), Intramural Sports, Sport Clubs, and Xpeditions Outdoor Adventure Center. The SRWC, which opened in September of 2007, includes a three-court gym, a multi-purpose gym, cardio and strength training areas, strength theatre, walking/jogging track, 2 golf simulators, 3 group exercise studios, cyber café with fireplace and wireless internet access, climbing wall, wellness station, locker rooms, and outdoor patio. The building was constructed to LEED (Leadership in Energy and Environmental Design) standards. Intramural Sports offers recreational and competitive leagues and tournaments during the fall and spring semesters. Xpeditions offers outdoor equipment rental as well as outdoor adventure clinics, events, and trips.

The \$21M state of the art Student Recreation and Wellness Center opened in September of 2007. More than 100,000 square feet of space is dedicated to informal recreation and wellness programs. The facility includes: 1 three court gym, 1 multi-purpose gym, cardio area, strength theatre, walking/jogging track, 2 golf simulators, 3 group exercise studios, cyber café with fireplace, media center, climbing wall, outdoor adventure center, wellness station, locker rooms, offices, and outdoor patio. The building was constructed to LEED (Leadership in Energy and Environmental Design) standards.

Numerous employment opportunities are available at the SRWC. For more information about the SRWC, please call 424-1245, email student_recreation@uwosh.edu, or visit recreation.uwosh.edu.

Xpeditions: Outdoor Adventure Center 424-HIKE (4453)

Xpeditions Outdoor Adventure Center, located in the SR&WC, offers outdoor equipment rental.

TESTING SERVICES 424-1432

Testing Services Department is located in Polk Library Rooms 2, 3, 4 and 6. The department has two primary roles: test administration and test scoring. A variety of paper/pencil and computer based tests are administered by the department. These include, but are not limited to, the following examinations: MAT (Miller's Analogies Test), PRAXIS

I/PPST (Pre-Professional Skills Test), PRAXIS II/Subject Area Exams, and the University of Wisconsin-System Placement tests. The TOEFL, MCAT, NBPTS, GRE, and Praxis I (PPST) are administered via computer-based format.

The CLEP (College Level Examination Program) and DANTES (Defense Activity for Non-Traditional Educational Support) examinations are administered as part of the college's credit by examination program.

The department also provides space for year-round classroom and make-up testing (Polk Room 2), and computer based testing (Polk 3). Additional space and accommodations are available for non-standardized testing of students who meet criteria set by the Americans with Disabilities Act. The Business and Professional Testing Center (Polk 6) offers Professional and Certification testing for a number of testing organizations covering a wide range of areas of employment.

Students seeking general testing information, test registration, hours of operation, or non-standard testing accommodation information may contact the department at 424-1432 or go to our webpage, www.uwosh.edu/testing.

Students must present valid identification with photo and signature in order to take an examination. Students may not begin testing within one-half hour of closing time. Examination sessions are proctored and may also be video and/or audio taped. The department reports all testing irregularities including academic dishonesty.

UNIVERSITY DINING 424-2391

Welcome to UW Oshkosh. We want you to eat well and be happy. Our dining choices fit every craving possible and we encourage you to take advantage of our meal plans and services.

If you have questions not answered here, please call us or access our website for more information: 920-424-2391 or www.reeve.uwosh.edu/dining.

MEAL PLAN CHOICES

All-Access Meal Plan

Fall or Spring – 17 weeks - \$1,230

Our best value, the All Access Meal plan allows unlimited visits to Blackhawk Commons (Reeve Memorial Union on weekends). You can never run out of meals on this. The Plan comes with Titan Dollars each semester. No guests or meal exchanges are allowed with this Plan.

The 21-Meal Plan

Fall or Spring – 17 weeks - \$1,115

The 21-Meal Plan includes a set number of meals per week at Blackhawk Commons (Reeve Memorial Union on weekends), that can be used one meal per meal period each day. Two of these meals per week may be used for guests. Unused meals do not roll over from week to week. This Plan comes with Titan Dollars and allows meal exchanges. Meals may also be exchanged at Scott Hall Corner Pocket.

The 14-Meal Plan

Fall – 17 weeks - \$1,040

The 14-Meal Plan includes a set number of meals per week at Blackhawk Commons (Reeve Memorial Union on weekends), that can be used one meal per meal period each day. Two of these meals per week may be used for guests. Unused meals

do not roll over from week to week. This Plan comes with Titan Dollars and allows meal exchanges. Meals may also be exchanged at Scott Hall Corner Pocket.

Block Plans

Characteristics: Allow unlimited guests. When the meals are gone, the plan ends. No meal time restrictions. Meals may be exchanged at Blackhawk Commons and Scott Hall Corner Pocket during normal business hours and at Reeve Memorial Union Marketplace from 10:30am – 2pm, M-Th and all day on weekends. Block plans are limited and students will be assigned on a first come first served basis.

Meal Block Plans

Fall or Spring – 17 weeks - \$1,040 (for 145 meals plus \$150 Titan Dollars) - \$1,380 (for 235 meals plus 125 Titan Dollars)

The Fall Block Plans include 145 or 235 meals and 150 or 125 Titan Dollars. These Plans include Titan Dollars and meals may be used for guests or meal exchanges.

Titan Dollar Meal Plans

Fall or Spring – 17 weeks - \$1,105

This plan includes a set amount of Titan Dollars that may be used at any University Dining eating establishment on campus.

Upper Class (more than 48 credits)

90-Meal Block Plan

Fall or Spring – 17 weeks - \$605

Restricted to on-campus students with more than 48 credits; meals may be used at Blackhawk Commons (Reeve Memorial Union on weekends). This Plan includes Titan Dollars and meals may be used for guests or meal exchanges.

Summer Block Plan (optional)

14-Meal Plan

8 Weeks - \$560

Weekly - \$70

The Summer Meal Plan is optional for students enrolled in the summer session. The 14-Meal Plan includes a set number of meals per week at Blackhawk Commons Monday-Friday, that can be used one meal per meal period each day. Two of these meals per week may be used for guests. Unused meals do not roll over from week to week. The 8-Week Plan comes with Titan Dollars.

Commuter 90-Meal Block Plan \$605

Commuter 50-Meal Block Plan \$330

Computer 25-Meal Black Plan \$180

Commuters can purchase any meal plan offered at UW Oshkosh, however these plans are offered only to commuters. Allow unlimited guests. When the meals are gone, the plan ends. No meal time restrictions. Meals may be exchanged at Blackhawk Commons, Clow & Halsey MiTaza-To-Go and Scott Hall Corner Pocket during normal business hours and at Reeve Memorial Union Marketplace before 10:30am and after 2pm, M-Th and all day on weekends. The 90-Meal Plan includes Titan Dollars.

Add-On 5-Meal Block

\$34

If you are enrolled in any block plan, you may purchase additional blocks of five meals each at any time during the fall or spring semester. Titan Dollars do not come with this plan.

Note: Each meal plan includes a fee for facilities and operations. Prices and information are current at the time of printing. For the most recent information please visit our website at <http://www.reeve.uwosh.edu/dining>.

ADDITIONAL DINING SERVICES

Premium Meal Nights

Offered once a month during the academic semester, premium meal nights include entrees such as New York strip steak, deep fried shrimp or marinated chicken breast. More than one premium entrée is offered. Premium meal nights are included in your meal plan.

Pack-outs

If your schedule prevents you from eating during a scheduled mealtime, you can exchange meals for pack-out food. Simply fill out a pack out request form (available from the University Dining office or online), tell us your food choices and how long you want us to pack your meals. We'll have your food ready for pick up each morning. We request a three-day notice.

Sick Trays

Give someone a signed note stating they have your permission to pick up a meal, along with your ID card. They can take a carry-out of your choice – hot soup, crackers, fruit, jell-O, juice, etc. This option doesn't require a three-day notice.

Special Diets

If you require any special dietary foods or have food allergies, we will arrange a consultation with the Sodexo General Manager at (920) 424-4330 to create personalized menus with you. Also, food/recipe ingredients are available in the dining area so you can check them before you dine. Managers will be available to answer questions as well.

A REVIEW

Are all students required to get a meal plan?

UW Oshkosh currently has a policy requiring all students living in residence halls to purchase a meal plan from the University. Students who do not select a plan will be assigned the 14-meal plan and billed. Students who live off campus are not required to obtain a meal plan but are encouraged to consider the convenience.

What types of meal plans does the University offer?

The University offers the following basic meal plans:

The All Access Plan: Eat as often as you like and as much as you like at Blackhawk Commons. Includes Titan Dollars.

The 21-meal plan: 21 meals per week plus Titan Dollars

The 14-meal plan: 14 meals per week plus Titan Dollars

The 145/235-block meal plan: A set number of meals to use during the semester plus Titan Dollars.

The Titan Dollar Plan: Can be used at any retail dining outlet or Blackhawk Commons at any time.

Upper Class Block Plan: 90 meals per semester plus Titan Dollars.

Optional commuter and faculty/staff block plans: 25, 50, or 90 meals plus Titan Dollars.

Can I give my unused meals to someone else?

Patrons on the 21- and 14-meal plans can use two meals per week for guests. Patrons on a block plan may use as many meals as they want for guests. The student must be in attendance with the guest.

Can I change my meal plan after I have chosen it?

Students have until the first Thursday of each semester to change their meal plan. Students who do not change meal plans by that date must use the meal plan they selected. Changes can then be made for the following semester.

What if I have a special dietary need?

Our food service provider will work with students to address specific dietary needs. Students must inform the General Manager at (920) 424-4330 of special menu needs and allergies.

How does the meal exchange program work?

Students on certain meal plans can exchange their all-you-can-eat meal for a meal at another location like Scott Hall Corner Pocket. These meals are limited to specific items and are not necessarily all-you-can-eat. Meal exchange locations and restrictions vary according to meal plan.

What are the hours of operation?

Our board meals (all-you-care-to-eat) in Blackhawk Commons provide continuous service from 7:00 am to 7:30 pm, Monday thru Thursday, and 7:00am to 2:00pm on Friday. Weekend meal service starts at Reeve Union 2:00pm on Friday and on Saturday and Sunday from 9:00am – 7:00pm. Hours may vary during holidays, break times, and as demand warrants.

What if a student is too sick to eat in the dining rooms?

Students may have roommates or hall personnel pick up their meals while they are sick.

What is available for students to eat after 7:30pm?

Students will find at least one retail operation on campus open until at least 10:00pm during the academic year, including Corner Pocket and Titan Dollars and Cash can be used in Titan Underground in Reeve Union.

What meal plan offers the best value?

The 21-meal plan offers the best value, provided the student eats all 21 meals during a given week and visits between meal times.

What is the most popular meal plan?

The 14-meal plan is our most popular meal plan choice for incoming freshman and the 145 Block Plan is the most popular for second semester (however there is a limit to how many students are allowed on the block plans).

How do I choose the appropriate meal plan?

Evaluate your dining needs. How many times a week do you eat? Also, consider flexibility vs. cost. If you eat a couple of meals a day, then the 14-meal plan is the best choice. If you have an erratic eating schedule, the block plan or the Titan Dollar plan might be the best. The Titan Dollar plan and block plan are the most expensive per meal and will cost more over the semester. The All Access plan offers significant flexibility for students who may need to eat more often or may have meal breaks at odd times.

Can I use my Titan Dollars in any food service operation on campus?

Students can use Titan Dollars in any of our dining operations. Students on a meal plan will save money when they pay with Titan Dollars vs. cash.

Do I have to pay for meals during Interim period if I'm not here?

Yes, all meal plans run for the regular 14-week semester plus the 3-week interim. A block plan or Titan Dollar plan may be your best option if you will not be on campus during interim as all of the meals could be used in the 14-week semester.

Where is the University Dining Office?

In the lower level of Blackhawk Commons. Use the Algoma Street entrance to access the dining office.

Meal Plan Cancellations and Change Policies**Cancellation Policy**

It is the patron's responsibility to notify University Dining, Rm 8, Blackhawk Commons to cancel non-Resident meal plan contracts. Non-Residence Life students may cancel their meal plans until the end of the sixth week of fall and spring semesters. Residence Life patrons may not cancel fall or spring meal plan contracts. Any credit received will be applied to your student account. No refunds will be issued after the completion of any meal plan term.

Change Policy

Changes for first semester will be accepted until the first Thursday of Fall semester. Changes for second semester will be taken starting October 1, through the first Thursday of Spring semester.

Hours are tentative and are confirmed each semester. Hours may vary during holidays and academic breaks. For current information, check the University Dining website at www.reeve.uwosh.edu/dining/ or call the office at 424-2391.

UNIVERSITY POLICE 424-1212

The Mission of the University Police Department (UWOPD) is to provide, with a commitment to professional excellence, effective and efficient law enforcement service to the university community. We are dedicated to the preservation of life and property, and the maintenance of law and order.

Every member of the University of Wisconsin Oshkosh Police department will strive to protect the rights of all persons. We will endeavor to treat every person with respect, dignity, and compassion. We are committed to personal integrity. We provide leadership as an example for all law enforcement, and guarantee the best possible service to our citizens.

The University Police Department is responsible for the enforcement of all applicable federal and state laws, rules of the University of Wisconsin Board of Regents, and the University of Wisconsin Oshkosh, 24 hours a day, 365 days a year.

The Department currently has a staff of ten sworn personnel including the Chief of Police, Lieutenant, Patrol Sergeant and seven Patrol Officers. The Department also employs two full-time Police Communications Officers and approximately 30 part-time student employees as Community Service Officers.

University police officers are all state certified police officers with full police authority and arrest powers. They maintain their certifications by attending in-service and advanced specialized law enforcement training.

The department participates in the National Uniform Crime Reporting System, which the FBI uses to gather statistics on crime. The department maintains a good working relationship with federal, state, county and city law enforcement agencies thereby increasing the effectiveness of all agencies involved.

The University Police Department is located at 738 High Avenue, which is located between Blackhawk Commons and Taylor Hall. The emergency phone number for the University Police Department is 424-1212 and the non-emergency general information number is 424-1216.

CENTER FOR ACADEMIC SUPPORT & DIVERSITY

The Center for Academic Support and Diversity (CASD) is a one-stop, student support center, which serves as the anchor of retention efforts for multicultural and first-generation students. The CASD has the primary responsibility of providing academic and student support services and programs which assist in the recruitment, matriculation, retention and graduation of these students, including the following student populations: African American, Asian American, Hispanic American, Native American and eligible first-generation, low-income and disabled students. The Center for Academic Support and Diversity works cooperatively with other programs and services and faculty and staff on campus, as well as organizations within the extended community to achieve its mission. The Center for Academic Support and Diversity consists of: The Office of the Assistant Vice Chancellor, Multicultural Retention Programs, PreCollege Programs, Student Support Services (SSS) and the Multicultural Education Center (MEC). For more information visit the Foundation Center at 717 W. Irving Street, call 424-3080 or visit our website at www.uwosh.edu/acad-supp.

MULTICULTURAL RETENTION PROGRAMS

424-3081

The Multicultural Retention Programs in the Center for Academic Support & Diversity provides academic and student support services to help increase the recruitment, enrollment, retention and graduation of multicultural and disadvantaged students. The program also works closely with faculty, staff and community members who are interested in improving cross-cultural relations and understanding cultural differences. The Multicultural Retention Programs Office plans and implements programs and activities for multicultural and disadvantaged students to enhance academic success, to foster a positive transition to campus life and to enhance intra-cultural and cross-cultural experiences. In addition, the Multicultural Programs advisors/counselors serve as advisors to the six student organizations housed at the Multicultural Education Center (MEC). These include: Asian Student Association, Black Student Union, Hispanic Cultures United, Hmong Student Union, Inter-Tribal Student Organization and the MEC Coalition. For more information, visit the Campus Center for Equity and Diversity at 717 W. Irving Street, call 424-3081 or visit our website at www.uwosh.edu/acad-supp.

PRECOLLEGE PROGRAMS

424-2115 OR 424-2459

PreCollege Programs offer residential experiences which help middle and high school students prepare for college. The primary goal of the programs is to assist economically disadvantaged students to prepare for postsecondary education. The programs include an academic component, career and personal development courses, and social and cultural activities. There are seven precollege programs available for middle and high school students. These include: PreCollege Enrichment Program (PEP), Aspiring Pupils for Professional Leadership in Education (APPLE), Exploring Science, Technology and Engineering Education Majors (ESTEEM), Summer Mathematics and Reading Talent Scholars (SMARTS), Wisconsin Youth in Nursing (WYN), Young Entrepreneurial Scholars (YES), and Making Aspirations Turn to Honors (MATH). For more information, visit the Center for Academic Support and Diversity,

PreCollege Programs at 717 W. Irving Avenue, call 424-2115, or visit our website at <http://www.uwosh.edu/go/precollege>.

STUDENT SUPPORT SERVICES

424-1310

Learn the skills of becoming a successful student! Student Support Services (SSS) works with students so they achieve their academic, career, and personal goals. SSS provides academic and career advising, financial aid assistance, financial literacy information, personal support, job search assistance, and graduate school guidance. In addition, the SSS staff connects students to tutoring and other campus resources. Two Learning Communities were started in 2010; one focusing on **STEM** (science, technology, engineering and math) careers and **global citizenship** is the theme of the second. Each semester SSS students attend a variety of cultural events offered on and off campus. SSS scholarships are available to eligible first and second year students. The SSS program is limited to 300 students. For additional information and program guidelines visit the SSS website: www.uwosh.edu/ss, phone 920-424-1310, or stop by the SSS offices in the Campus Center for Equity and Diversity. The US Department of Education funds the SSS program.

MULTICULTURAL EDUCATION CENTER 424-1246

The Multicultural Education Center (MEC) serves as a campus and community resource center and sponsors programs and activities to increase levels of understanding and appreciation for cultural diversity. The MEC serves as an embassy for all multicultural and international students, faculty and staff on campus. It is the home of the Norma Shanebrook Multicultural Library and six student organizations: Asian Student Association, Black Student Union, Hmong Student Union, Inter-Tribal Student Organization, Student Organization for Latinos and the MEC Coalition. Faculty and staff can reserve meeting rooms for classes or programs. For more information visit the MEC at 751 Algoma Boulevard, call 424-1246 or visit our website at www.uwosh.edu/acad-supp.

OTHER RESOURCES

COMPUTER RESOURCES

COMPUTER ACCOUNTS

You will need to keep track of several accounts to access information and use campus systems:

- TitanWeb – aka PeopleSoft – course registration, grades, etc.
- TitanMail – aka SunMail – campus email and instant messaging
- TitanFiles – aka Xythos – 500M of personal storage
- Desire2Learn – aka D2L – course materials, discussions, quizzes, homework drop-box
- Lab login and Printing account-aka Domain account-used to access general student computer labs to release print jobs in the labs.

TitanMail, TitanFiles, and Desire2Learn are all connected to the same username and password. Lab login uses the same username, but a separate password. TitanWeb uses a different username and separate password. The “separate” password means that it is stored independently from the other systems.

Students are automatically given an e-mail account on the UW Oshkosh e-mail server, TitanMail, as soon as they are admitted. This e-mail account can be accessed on or off-campus using the WebMail address <https://webmail.uwosh.edu>. Faculty, advisers, and campus administrators use the assigned student e-mail address to communicate deadlines, events, and other useful information to all students. Students are expected to check their campus e-mail account regularly.

File storage accounts are also automatically created for students on TitanFiles from the residence halls and off-campus. Each student is assigned a username, password and 75M of personal storage space on the student file server (your U: drive).

Each student is given 500M of storage space on TitanFiles. TitanFiles is entirely web-based, so you can access your files from anywhere. It is ideal for collaborative projects since it allows you to track who has accessed files, keep automatically generated versions of files, and grant permission to others to access files – both on-campus teams as well as off-campus users, such as prospective employers. TitanFiles is located at <https://titanfiles.uwosh.edu/> and the username and password are the same that you use for email.

Faculty can also request space on TitanFiles for course folders to collect homework from students and distribute course materials. Many faculty use the campus course management system, Desire2Learn (D2L), to distribute course materials, collect homework, as well as to provide space for online discussions and quizzes. D2L also uses the same username and password you set for email and is located at <http://uwosh.courses.wisconsin.edu/>.

Upon request students can be assigned an account and space on the UW Oshkosh web server to create their own web pages. These requests can be made to the UW Oshkosh Help Desk, located in Dempsey 207 (424-3020 or acshelp@uwosh.edu). Additional information can be found at our web page <http://www.acs.uwosh.edu/>.

COMPUTER ASSISTANCE

For assistance using the computer labs or any of the accounts described above, please contact the UW Oshkosh Help Desk located in Dempsey 207, 424-3020 or acshelp@uwosh.edu. We are available to take your calls or provide walk-in service from 7:45am to 4:30pm, Monday through Friday.

For assistance using computers in the residence halls, please contact MIO at resnet@mio.uwosh.edu or 424-0863.

COMPUTER LABS

There are five (5) “general access” computer labs, supervised by Academic Computing, available for all University students to use. These labs contain Pentium-based computers running Windows 7 or Linux, and Macintosh computers running OS X, as well as a variety of application software. All of the labs are staffed by Academic Computing Lab Consultants. All of the labs have at least one handicap accessible workstation with adjustable height work surface, a trackball and specialized software. Halsey lab is open 24 hours while classes are in session. For more information on the lab hardware, software and hours, please check <http://www.acs.uwosh.edu/campus-computer-labs/>.

COMPUTER LAB LOCATIONS

Clow - C238, 424-0232
Halsey - HS101, 424-3040
Polk - P-118, 424-2297

Radford - Radford Basement, 424-0921
Swart - S-229, 424-7440

Additional computer labs are sponsored by specific academic disciplines, such as Art, Geography and MIS or by Residence Life in specific residence halls.

USE OF PERSONAL COMPUTERS ON CAMPUS

Recommendations for minimum hardware specifications can be found on the Academic Computing web site – <http://www.acs.uwosh.edu/>. If you are bringing your personal computer on campus and attaching it to the campus network, please be diligent about operating system updates, security patches, and antivirus protection. The University's current anti-virus license allows for distribution to current students. Instructions and a download link can be found at <https://titanfiles.uwosh.edu/groups/ACS/index.html>. Additional student software (Adobe, Microsoft, etc.) is available at a discount through UW System at the Wisconsin Integrated Software Catalog - <http://wiscsoftware.wisc.edu/wisc/school.asp?institution=1023>.

MIO, the Residence Hall IT office, will help students attach their computers to the Residence Hall network (or ResNet). There is one “open” data jack in most of the “general access” labs that you could use to connect your own laptop. Wireless access is available in Reeve Union, Polk Library, and other conference or study areas in every academic building on campus. A map of these access points can be found at <http://www.acs.uwosh.edu/account-access-resources/map-of-woosh.pdf>.

Please do NOT bring your own wireless access point to campus. The campus Acceptable Use of Computing Resources Policy (<http://www.uwosh.edu/stuaff/studenthandbook/ComputingResources.htm>) does not permit installation of network devices without prior permission from network management staff.

DOCUMENT SERVICES

Document Services is located in the Campus Services Building, 650 Witzel Ave. Room 126. For duplicating of classroom and other related University materials. Business card orders and envelope orders are also handled here. Call 424-1122 with questions or e-mail Pattie Adkins at adkins@uwosh.edu.

HOURS OF OPERATION

7:00 a.m. – 4:30 p.m. Monday through Friday.

FORREST R. POLK LIBRARY 424-3320

Polk Library supports the information needs of students through a wide range of electronic information, a core collection of traditional library materials, numerous library services and several specialized collections. Traditional collections include books, current journal subscriptions, and multimedia items. The library provides access to many forms of electronic information such as full text journal articles, electronic reserves, the library's catalog, catalogs of other UW System libraries and other digital resources. Universal Borrowing allows students to check out material from any UW System library directly online and have the material delivered to Polk Library in 3-5 business days.

The library provides off-campus access to the majority of online resources. You use your university e-mail username and password to gain access to these online resources from

off-campus. There is also a general access computer lab located in Polk 118 for other computer needs such as word processing.

The library is normally open over 90 hours a week. There is wireless access in the building and open network data jacks in several spots. Students can reserve a Group Study Room for team projects. With a valid TitanCard, students can checkout books, videos, and other materials from the library.

For information about library hours, call 424-3320 or check <http://www.uwosh.edu/library/hours.html>. Direct questions about library collections or resources to the Reference Desk: 424-4333.

Office of International Education (OIE) 424-0775

<http://www.uwosh.edu/oie/>
STUDY ABROAD

<http://www.uwosh.edu/oie/abroad/>

Study abroad for a few weeks, one semester, or a year earning credit in almost any field while making progress toward your degree. Study in English, study in a foreign language or study a foreign language. Participate on a full-immersion program, a partial immersion program or on a group program in over twenty-five countries. Intern abroad, too! Apply Financial Aid, scholarships and/or the G.I. Bill toward your study abroad costs (visit the OIE for related advising). Study abroad grants based on financial need are also available to eligible students!

NATIONAL STUDENT EXCHANGE (NSE)

<http://www.nse.org>

Study at one of approximately 170 universities and colleges in the U.S. and Canada for a semester or year in almost any field while making progress toward your degree. Pay full-time tuition to UW Oshkosh, not to the host campus, making the exchange outside the state of Wisconsin affordable. There are even opportunities to study in Spanish in Puerto Rico and in French in Quebec. Apply Financial Aid, scholarships and/or the G.I. Bill toward your NSE costs (visit the OIE for related advising).

INTERNATIONAL STUDENT ADMISSIONS, ADVISING and ENGLISH LANGUAGE SUPPORT

<http://www.uwosh.edu/oie/iss>

Apply to the University of Wisconsin Oshkosh as an international student. Improve your English language skills both prior to and after entering the University. Benefit from advising related to the international student admissions process and immigration issues for students on F and J visas.

Students who meet all University of Wisconsin Oshkosh admissions requirements except the English language proficiency requirement may receive conditional admission to the university. These students will complete the Intensive English Language program at UW Oshkosh or at another institution before beginning academic coursework at UW Oshkosh.

<http://www.uwosh.edu/oie/iss/intensive-english-program>

Students admitted to the University and experiencing difficulty in coursework due to the English language may access free tutoring through the Center for Academic Resources (CAR).

<http://www.uwosh.edu/car/>

Services and resources available to students in F-1 status through the OIE focus on immigration advising and include I-20 Endorsement, I-20 Replacement, Change of Nonimmigrant Status, Loss of F-1 Student Status/Reinstatement, Immigration and Naturalization Service Forms, Program Extension, Transfer of Schools, Change of Educational Program or Degree, Employment-related services, Optional Practical Training, Curricular Practical Training, On-campus Student Assistant, I-9 issuance, Tax Related Concerns, Social Security Number.

Services and resources available to students in J-1 status through the OIE focus on immigration advising and include Health Insurance Requirement, Students Status/Reinstatement, Two-Year Home-Country Physical-Presence-Requirement (212e), IAP-66 Issuance and Information, Employment-related services, On-campus Student Assistant, I-9 issuance, Tax Related Concerns, Social Security Number.

INTERNATIONAL LISTSERV

<http://www.uwosh.edu/oie/internationalistserv.php>

Join this listserv to receive information on international-related events & opportunities on and off campus, study abroad opportunities, scholarships for study abroad, and international-related job offerings on and off campus.

R:\International\Study Abroad\Forms\Student Handbook Submission.doc
Last submitted: 10/10

Reading/Study Center

The Reading/Study Center offers all students from first-year to graduate level an opportunity to improve their overall academic performance through the development of more sophisticated reading and study techniques. Assistance with time management, memory, note-taking, textbook study, test preparation, test taking, and reading speed and comprehension is available through credit courses, handouts, web links, and staff appointments.

Students are encouraged to register for any of the following credit courses:

Intrdsdp. 125 Comprehensive Study Skills-1 credit

Intrdsdp. 169 College Reading Strategies-1 credit

Intrdsdp. 100 Developmental Reading—2 credits (paired with Geography 102)

In addition, students may choose to participate in the following Reading/Study Center programs:

- One-hour workshops on topics such as test preparation, test taking, textbook study, active learning techniques, note taking, and PPST/PRAXIS II exam preparation.
- Individual learning strategy assessment and counseling.
- Self-help resources, including learning strategy packets, lending library, and online links.

Contact: Reading/Study Center, Nursing/Education 201

Phone: 920-424-1031

E-Mail: readingstudy@uwosh.edu

Web Site: www.uwosh.edu/readingstudycenter

STUDENT LEGAL SERVICES

424-3202

OSA retains an attorney who is on campus weekly to counsel and represent students in legal matters. The service is available to all UW Oshkosh students by appointment at a

\$5.00 per case fee. The Student Legal Services office is located in the Reeve Union Student Involvement Center.

TRANSCRIPTS 424-1199

Detailed ordering information may be found online at: www.uwosh.edu/registrar/transcripts. Requests for official transcripts must be submitted in writing (mail or in-person) or online (major credit card required); we DO NOT accept requests via telephone, fax or email.

- In-person: Dempsey 130, Monday through Friday, 7:45 AM to 4:00PM
- By mail: Records Office, UW Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901
- Online: Titan Web or www.getmytranscript.com

The fee is \$8 per transcript; within 2 business days, transcripts will be mailed via USPS First Class service or may be picked up during normal business hours (photo ID required). The fee for in-person, immediate service is \$10 per transcript. Online requests incur a \$2.25 per recipient convenience fee. Expedited/next day delivery is available at an additional cost. We accept the following forms of payment: cash, personal check, money order, cashier's check, Visa, MasterCard, and American Express. We do not accept Titan Dollars nor are we able to charge students' accounts. If you have an outstanding financial obligation to the University, your transcript will not be issued.

Upon graduation, one complimentary official transcript will accompany your diploma; diplomas are mailed approximately 12 weeks after the official date of graduation.

UNDERGRADUATE ADMISSIONS OFFICE 424-0202

Located in Dempsey 135, the Admissions Office staff works closely with students, parents, alumni, faculty and administrators to represent the University. It is responsible for contact with prospective students and for processing undergraduate admissions applications. The Admissions Office organizes programs and tours for interested parties. This office also coordinates the freshman scholarship program.

UNIVERSITY HONORS PROGRAM 424-7364

The University Honors Program (UHP) at UW Oshkosh provides highly qualified and motivated students with opportunities to fulfill their intellectual promise and develop their talents through specially designed courses and co-curricular activities. It is a program that emphasizes interdisciplinary learning, critical thinking, and community leadership and recognizes the outstanding academic achievements of its graduates. First-year students who have graduated in the top ten percent of their high school class and who have earned an ACT composite score of 26 or higher are automatically eligible. First-year students who meet only one of these criteria may request consideration for admission to the program by submitting to the director a letter outlining their qualifications and copies of their high school transcripts and ACT scores. UW Oshkosh students who do not join the UHP as first-year students but who earn a 3.2 GPA or higher during their first semester at the University are invited to participate in the program during their second semester. Students transferring from other universities who have outstanding academic records may qualify for the program. Honors students must maintain a minimum cumulative GPA of 3.2.

To graduate with the transcript designation "University Honors Program Graduate," students must complete the

Honors core curriculum (Honors Seminar, Culture Connection I and II, and Senior Thesis or Senior Seminar) and several Honors elective courses and graduate with a cumulative GPA of 3.5 or higher. They are recipients of the Honors Medallion. Students who complete their requirements with a cumulative GPA of 3.2 to 3.49 are designated "University Honors Program Associates" and receive a Certificate of Recognition. Transfer students with 45 credits or more who qualify for the UHP complete the Transfer Student Pathway; if they maintain a cumulative GPA of 3.2 or higher upon graduation, they are designated "University Honors Program Affiliates" and receive a Certificate of Recognition. The Chancellor awards these UHP participants at a graduation ceremony that parents, family, friends, faculty, and staff attend. Contact Roberta Maguire, Director, (920) 424-7364 or maguire@uwosh.edu or Julie Russo, Assistant Director, (920) 424-1303 or russoj@uwosh.edu.

UNIVERSITY RELATIONS 424-2442

University Relations provides marketing and communications services, including public relations, news and media relations, graphic design and photography and printing services, to the UW Oshkosh campus community. As part of the Advancement Division, University Relations joins the University Foundation, Alumni Relations, and the Center for Community Partnerships in its community outreach mission for UW Oshkosh. The University Relations department office is located in Room 237, Dempsey Hall, (920) 424-2442.

VETERANS SERVICES 424-1804

Veterans dependents and current Reserve or National Guard members may be eligible to receive benefits from the Federal Veterans Administration (VA) and the Wisconsin Department of Veteran Affairs. Disabled veterans may be eligible to enroll under a special Vocational Rehabilitation program administered by the VA. Tutorial assistance is also available for veterans requiring tutoring in any field of study.

For information about VA benefits, veterans should contact the Veterans Administration Regional Office at 1-888-GIBILL1. For state benefits, veterans should contact their County Veterans Service Office (CVSO), and access their website at <http://dva.state.wi.us/> for further information. For assistance with processing educational benefits or the WI GI Bill visit the UW Oshkosh Veterans Office located in Dempsey 146D, contact them by phone at (920) 424-1804, send them an email at va@uwosh.edu or visit their website at <http://www.uwosh.edu/registrar/veterans/index.php>.

CENTER FOR NEW LEARNING 424-0234

The Center for New Learning (CNL) offers many options for the busy working adult who may prefer evening, distance education, web-enhanced and online classes. The Center for New Learning offers collaborative degree programs that work closely with Wisconsin Technical and UW Colleges to offer a Bachelor of Applied Studies in either Leadership & Organizational Studies or Fire & Emergency Response Management, Bachelor of Science in Human Services (online), Bachelor of Liberal Studies with an emphasis in Organizational Administration (online), Bachelor of Liberal Studies with an emphasis in Leadership Development or an interdisciplinary Bachelor of Liberal Studies with or without a minor of choice. Students may also earn a professional Certificate in

Workplace Communication, Certificate in Fire & Emergency Response Management, or the Certificate in Civic and Community Leadership. All degree programs and emphases are scheduled to allow flexible, accessible education while delivering the highest quality UW degree. For more information, contact the CNL office, Dempsey Hall 111, (920) 424-0234 or (800) 463-6896; email: newlearning@uwosh.edu or visit our website at www.uwosh.edu/newlearning/.

UNIVERSITY GOVERNANCE

A legally incorporated Board of Regents governs UW Oshkosh, along with the other institutions in the University of Wisconsin System, which is responsible for all functions of the UW System. Since the UW System is supported primarily through public funds appropriated by the legislature of the State of Wisconsin, Regents are appointed by the Governor and are responsible for representing the interests of the tax paying citizens of the state. Responsibility for the on-going policies and operations of the University is delegated by the Regents to the Chancellor of the University. The Chancellor, in turn, delegates responsibility to various administrative officers in the University organizational structure. Student, administrative, and faculty committees have been established by the Chancellor to make recommendations in terms of policy and practices in various academic and nonacademic areas.

The opinions and beliefs of students are considered to be important and are sought by the Chancellor and his administrative staff. For this reason a student government organization has been established, providing students with a united voice to be heard by University faculty, staff, administration and the Chancellor. This allows students to take on major responsibility for decision making in certain areas of their activities, within the limitations of budget and policy established by the Chancellor and administrative officers in the University. In addition, it is believed that student government contributes to the overall intellectual and social development of the entire student body by promoting student interest in the governance of the University as well as supplementing their academic experience.

Student participation in governance at UW Oshkosh is based upon Chapter 36.09(5) of the Wisconsin State Statutes:

The students of each institution or campus subject to the responsibilities and powers of the Board of Regents, the President of the UW System, 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.

The following student organizations are directly involved in the governance process of the University, representing the manner in which students have chosen to organize themselves: Oshkosh Student Association, Reeve Union Board, and United Students in Residence Halls.

OSA - THE OSHKOSH STUDENT ASSOCIATION 424-3202

All students enrolled in UW Oshkosh are members of OSA. OSA is the constitutionally recognized voice of the student body in all-general University policies by being an equal partner with faculty and administration in the governance of the campus. OSA is the appointing agency for students to institution-wide committees, as well as those not specifically delegated to the Reeve Union Board or the United Students in Residence Halls.

The legislative powers of OSA are vested in a bicameral legislature with the Senate as upper house and the Assembly as lower house. The Senate is composed of 25 Senators, proportionally equal to the enrollment in each college. The Senators are elected from the college he/she is enrolled in, with all full-time students being eligible to run. The Senate meets on Tuesdays at 4:45 p.m. in Reeve Union 202. The Assembly is composed of one representative from each recognized student organization desiring representation. The Assembly meets on Mondays at 4 p.m. in Reeve Union 227. The Executive Officers of OSA, elected by the student body in the spring, are the President and the Vice President. The Executive Board consists of the President, Vice President, Speaker of the Assembly, Speaker Pro-Tempore, Vice President Pro-Tempore, and presidential appointed Directors of Academic Affairs, Legislative Affairs, Shared Governance, Diversity, Public Relations and Student Legal Services.

In addition, there are numerous opportunities to become involved in OSA as a student representative on one of the approximately 50 University committees. Membership is open to all interested students, and information on these committees is available in the OSA office.

OSA is a member of the United Council of UW Students. United Council, consisting of representatives from UW schools, lobbies on behalf of students to improve student life and services. OSA's membership in United Council is funded through a mandatory refundable fee of \$2.00 per semester.

The OSA office is located in the Reeve Memorial Union Student Leadership and Involvement Center, Room 105E. Visit our website at osa@uwosh.edu.

REEVE ADVISORY COUNCIL 424-3090

The Reeve Advisory Council (RAC) is the governing council for Reeve Memorial Union. They deal primarily with long-range planning, facility use policy and general operations in advising the Union Director.

The Reeve Advisory Council consists of the following appointments:

Voting members:

- One faculty member appointed by the Faculty Senate
- One academic staff appointed by the Senate of Academic Staff
- One classified staff appointed by the Classified Staff Advisory Council
- One alumnus appointed by the Alumni Board.
- Two students appointed by the Oshkosh Student Association
- Two students appointed by United Students in Residence Halls

- Two students appointed by the Multicultural Education Center
- Two students appointed by RUB Programming Council
- Two student employees of Reeve Memorial Union
- Two students at large appointed by the Reeve Advisory Council

The Reeve Advisory Council meets twice a month and represents the campus in the governance of the Union. You are encouraged to contact RAC members or the Director with your concerns. Stop by the Student Leadership and Involvement Center and ask for RAC.

REEVE UNION BOARD 424-0441

Reeve Union Board (RUB) is the primary student programming board on campus. As a programming board, RUB develops programs that provide social, educational, recreational and cultural activities and events. The purpose of RUB is to provide opportunities for students to learn from a wide variety of experiences. These experiences encompass leadership, citizenship, management, programming, fiscal responsibility, marketing, promotion and many more. Reeve Union Board is based on the philosophy that involvement from students is necessary in the development and implementation of programs and services offered in the Union as well as the opportunity to gain valuable educational experiences outside the classroom.

The executive board members of RUB include the president, vice president of public relations, budget manager, and five committee chairpersons who work with over 80 committee members to provide students with a wide selection of local and national programs. Students are encouraged to get involved with RUB to help plan programs, develop leadership and organizational skills, make life long friends, and have fun while they're at it.

The following is a list of the four Reeve Union Board committees and their responsibilities:

Cinema - responsible for the "Big Screen Theater" which features current blockbuster hits, classic, and cult favorites which are shown in the Union Theatre every other weekend.

Music & Variety - programs a wide variety of musical acts and the annual Battle of the Bands competition. Also programs variety acts such as comedians and hypnotists.

Creative Leisure – this committee plans a variety of hands-on arts and crafts activities, trips and athletic pride initiatives. Annual events include Films on the Fox, Student Art Contest and the Student Writing Contest.

Special Events - coordinates three major traditional events on campus each year: Homecoming, Winter Carnival, and the end of the year celebration Bye Gosh Fest.

Concerts – responsible for bringing nationally touring musical acts for all UWO students.

USRH – UNITED STUDENTS IN RESIDENCE HALLS 424-4334

www.mio.uwosh.edu/usrh

The United Students in Residence Halls (USRH) is the primary residence hall student government body. The purpose of USRH is to provide an opportunity and means of self-expression and self-government by students living in the residence halls on the Oshkosh campus. It serves as a recommending body to the Department of Residence Life and other departments that relate to and affect student life in residence halls. USRH is based on the philosophy that student input is necessary and valued when determining policies that direct student conduct, social and academic programming and operational procedures. Each residence hall has USRH representatives that are elected by residents of their respective halls. USRH also has an executive board composed of officers elected by the students for a one-year term.

Along with having the opportunity to be part of the assembly body, hall residents are encouraged to actively participate in one of the organization's many committees (whose chair(s) are also a part of the legislature). Students may participate in the following committees: Appeals Committee, Activities Committee, Budget and Facilities, Elections Commission, Food Committee, USRH Hall Funds, Leadership Development Committee, Policies Committee, and Safety and Security Committee. For more information regarding specific committees, contact the USRH office located at 121 Scott Hall, or call 424-4334.

CAMPUS INVOLVEMENT

Experiences outside the classroom are highly significant to your education. Skills you acquire through involvement will enhance your employment opportunities after graduation as well as increase professional contacts and networks. The University encourages members of the student body to participate in existing student activities and organizations and to establish new student organizations.

STUDENT ORGANIZATIONS

STUDENT LEADERSHIP AND INVOLVEMENT CENTER

The Student Leadership & Involvement Center, in Reeve Union, is designed to create a friendly, professional community for students and their organizations. It is the place to get involved! It is home to the Oshkosh Student Association (OSA), Reeve Union Board (RUB) and Reeve Advisory Council (RAC), Student Allocations Committee (SAC), and Multicultural Education Council (MEC), and many other recognized student organizations. It provides office space, resources and leadership development training to student group members.

ARTS AND CULTURE

Advance-Titan - The student run weekly newspaper is a great opportunity for those interested in the field of journalism, but is open to all students and is independent from the Journalism Department. The editor in chief, elected each year by the paper's staff, hires staff members. Call the A-T at 424-3048.

Arab American Organization – Is a student organization open to all students who are interested to learn

about culture, history and language, holding activities such as: food preparation, movies, calligraphy, guest speakers, and field trips. This organization will meet biweekly. If you would like more information, contact the advisor: Laly Yahyawi-Valenzuela, 424-2024, or the Department of Foreign Languages and Literatures, 424-4004.

Asian Student Association (ASA) – Promotes diversity, unity and culture awareness on campus and to the local community. The organization strongly values acceptance, understanding and discovery of other cultures. The organization holds regular meetings and assists in the planning, developing, and implementing of cultural activities. Contact: Ka Youa Kong, Multicultural Retention Programs, 424-0788.

Black Student Union (BSU) - The purpose of the Black Student Union (BSU) is to create a positive African American voice on campus and in the community. BSU focuses on the educational advancement of all students, while encouraging cultural awareness, political issues, leadership development, and building a strong alliance with organizations and resources on campus. BSU addresses the advancement of students through cultural, educational, and civic activities. BSU develops and encourages students to participate in all events to develop student's sense of ownership, worth and belongingness to the organization. The overall goal of BSU is to strengthen and motivate one another through cultural and academic activities. Contact: Byron Adams, Multicultural Retention Programs, 920-424-1143 for more information.

Forensics - Compete in debate. Open to all students. Credits can be earned. Contact: Doug Roubidoux, Director of Debate, 424-7048.

Hispanic Cultures United (HCU) – The mission of Hispanic Cultures United is to promote educational and cultural awareness of Hispanic cultures throughout the University and community through educational, social and cultural activities and awareness programs. The organization also provides academic and personal support to Hispanic students along with opportunities for leadership development. Membership is open to members of the campus community who are interested in learning about and/or wish to share their knowledge and experience of Hispanic cultures. Meetings and cultural events are scheduled regularly throughout the year. For more information call Jennifer Castillo, Women's Center, 424-33247 or Flora Stapel, Admissions, 424-0864.

Hmong Student Union (HSU) – Promotes the cultural, social and educational interests of all UW Oshkosh students and serves as the elected voice of the Hmong students to ensure that their concerns are considered in the academic and nonacademic operations of the University. The organization holds regular meetings and assists in the planning, developing, and implementing of cultural activities. Contact: Ka Youa Kong, Multicultural Retention Programs, 424-0788.

Inter-Tribal Student Organization (ITSO) – Promotes educational and cultural awareness of Native Americans throughout the University and community by providing presentations in cultural beliefs and tribal history. In addition, ITSO supports American Indian students in their quest for higher education by providing referral services to various university and community resources. ITSO also serves as an information resource about American Indians for the University and community. Open to all. Contact: Abbas Yaghmaian, 424-3081 or Guadalupe Salinas, 424-2115.

Multicultural Education Coalition (MEC)

Student Organization – The MEC serves as an umbrella organization for the five multicultural student organizations on campus. These include the Asian Student Association (ASA), Black Student Union (BSU), Student Organization of Latinos (SOL), Inter-Tribal Student Organization (ITSO) and Hmong Student Union (HSU). In addition, the MEC Coalition actively promotes and sponsors educational, social and cultural activities, and serves as the voice of multicultural students on campus. The MEC also provides a platform for student groups, faculty and staff to share ideas, issues and concerns related to campus diversity and inclusive excellence. The Multicultural Education Coalition maintains office hours at the Student Leadership and Involvement Center in Reeve Memorial Union. For more information please call 424-3081 or Abbas Yaghmaian, 424-1604.

Musical Ensembles - The Department of Music offers the following performing ensemble courses for credit. They are open to all students, although some require auditions:

Chamber Choir

Carl Chapman, 424-2272

Jazz Choir

Jessica Israels, 424-3036

Jazz Ensembles I & II

Marty Robinson, 424-7015

Opera Theatre

Frank Hoffmeister, 424-4229

Percussion Ensemble

Alison Shaw, 424-4224

Symphonic Band

Robert McWilliams, 424-7016

University Choir

Jessica Israels, 424-3036

University Symphony

Andre Gaskins, 424-4227

University Wind Ensemble

Robert McWilliams, 424-7016

University Women's Choir

Jessica Israels, 424-3036

Priebe Gallery - The Allen Priebe Gallery Board is a student run organization. The Student Gallery Board selects and curates a variety of exhibitions of high national and international distinction in an effort to further enrich not only the students and faculty of the Art Department, but also the university and the community at large. In sum, the Priebe Gallery is a vital extended arm of the Art Department. This board consists of five students elected by peers, as follows: one from two-dimensional art area, one from three-dimensional art area, one from the graphic communication area, one from art history/art education area, and one non-art major. During the spring semester, students declare intent to run and elections are held. Contact: Andrew Redington, 424-1349 or Susan Coghill, 424-2235.

Student TV - Students produce, direct, crew, and host several locally produced television programs such as news, sports, variety, and entertainment. These programs are shown on Titan TV, cable channel 66, which is the University's cable television channel. Open to all students. Credit and non-credit participation possible. Talent selected from auditions. Contact: Al Folker, AC W112, 424-3133.

Theatre - Provides opportunities to all students to work directly in all phases of theatre (directing, acting, scenic/lighting/costume design, technical crafts & management) in both traditional and experimental forms of contemporary and historical theatre. All students are eligible to participate in every aspect of the theatre program, auditions, and technical crews, and are strongly encouraged to join the student organization T.A.B. (Theatre Arts Board). Contact: Roy Hoglund, 424-7043.

UWO Debate Team – The debate team is a competitive traveling organization that competes in policy debate (The NDT and CEDA). The team travels to tournaments across the country. No previous debate experience is required. You will compete against teams from different universities who have the same amount of experience. Contact Doug Roubidoux, Director of Debate, 424-7048.

University Radio Station (WRST FM) - Non-commercial student-run radio station broadcasting 365 days a year, 24 hours a day at 90.3 FM and online at www.wrst.org. Programming includes alternative rock, jazz, blues, other alternative music, as well as news and public affairs programming. Station also provides live coverage of Titan sports events and a daily sports talk show. Students interested in WRST should contact the Student Station Manager (920) 424-0934. Campus news and announcements should be addressed to WRST News Director. Faculty Advisor: Randall Davidson, (920) 424-7427.

University Speakers Series - A student committee responsible for providing a wide variety of speakers and topics for the University community. Consists of 12 students in good academic standing. Office located in the Student Leadership and Involvement Center, first floor of Reeve Union. Call Sarah Suwalski, Reeve Union, 424-3446, the Speaker Series Chair, 424-1144 or visit our website at www.reeve.uwosh.edu.

Wisconsin Review – The University's student-run literary magazine published once a year and sponsors literary readings. Open to students with an interest in learning various skills in magazine publishing and experiencing trends in contemporary literature. Contact: L. J. Baker, 424-0917; Nicholas Williams and Nate Reid, co-editors.

DEPARTMENTAL

Ad Club - Members gain "hands on" experience in advertising. Students can participate in the National Student Advertising Competition each spring semester, attend professional meetings of the local advertising community, field trips, in-house advertising campaigns, speaking presentations, and workshops. Open to all students. Contact: James Tsao, 424-0352.

APICS – The UW Oshkosh APICS student club is one of over 170 officially chartered student chapters of APICS, a professional organization of over 70,000 members throughout the world. The students of the APICS organization participate in a variety of professional, social and community service activities. Students work closely with their "parent chapter," the Fox Valley chapter of APICS, an active and well-established group of professionals. In addition to providing funds for scholarships, paper competitions and other activities, the parent chapter provides valuable networking opportunities, which help prepare students for internships and, upon graduation, employment.

The campus chapter has won gold or platinum awards in national APICS Chapter Management competitions every year since 1987.

Beta Alpha Psi – This is an international scholastic and professional accounting honorary organization. The primary objective of the organization is to encourage and give recognition to scholastic and professional excellence in the field of accounting. This includes promoting the study and practice of accounting, providing opportunities for self-development and association among members and practicing accountants, and encouraging a sense of ethical, social, and public responsibility.

Chapter activities are divided into categories according to: plan of activities and budget, initiations, professional programs, involvement in campus and professional activities, community service, and annual audit and year-end report. Activities include speeches and panel discussions by students, faculty and professionals, field trips, business meetings, and a wide variety of professional, social and service activities. Faculty advisor: Will Morrison, CF 005, 424-3484.

COBA Student Ambassadors – A select group of students, who represent the College of Business at events, assist with special projects and advise the college on curricular and student issues. Membership is by invitation to students meeting the criteria of having completed 45 credits or more and with an overall GPA of 3.2 or better.

Computer Science Club - Promotes interest in computer science and gives students the opportunity to participate in activities that use programming skills. In the past the CSC has participated in the ACM Intercollegiate Programming Contest, CCSC:MW contest, and the Mech Mania contest. It has also hosted its own High School Programming Contest, LINUX Informfest/TechFest, and College-Wide Mock Mech Mania contest. It has visited Miles Kimball, Cray Research, and OEC Graphics. General activities include speakers from around campus and local businesses, discussions and activities involving both software and hardware concerns, Code Burning Party, and Show-and-Tell. Open to all majors and other interested parties. Contact: Thomas Naps, Halsey 229, (920)424-1388.

Criminal Justice Association - Broadens knowledge and better educates students in the Criminal Justice areas; familiarizes students with career opportunities. Open to all interested students. All meetings are open to the public. Associated with the Criminal Justice Program is Alpha Phi Sigma, the criminal justice academic honors society. It is open to Criminal Justice majors who meet the minimum grade point requirements. Contact: David Jones, 424-2492.

Economics Student Association (ESA) – The goals of the Economics Student Association are:

1. To bring together students that are interested in Economics.
2. To increase the interaction between students and the UWO Economics Department faculty
3. To promote an understanding and appreciation by the UWO academic community of the nature of economic issues.

The Economics Student Association is open to all students interested in economics. ESA activities include monthly meetings that provide members with the opportunity to meet professional economists and learn about employment and internship opportunities. The ESA also provides tutoring, students research opportunities, and graduate school counseling. Other events are the annual banquet and awards ceremony, the spring field trip to the Chicago Financial

Markets and a Cubs game, and the ESA t-shirt design contest. Faculty advisor: Marianne Johnson, CF317, 424-2230, johnsonm@uwosh.edu. Co-faculty advisor: Ryan Haley, CF315, haley@uwosh.edu. Website: www.uwosh.edu/faculty_staff/johnsonm/esa.html

English Club – The English Club serves English majors, minors, and all interested persons who have a desire to explore the realm of English studies. It serves as a forum for students to comment and support one another in their English pursuits. The club functions as a way in which English Majors can connect with other majors on campus. Not only does the English Club work to serve its members and college community as a whole, it also serves as an excellent resume builder. Members of the English Club have the opportunity to meet and talk exclusively with faculty members, as well as establish and maintain communication throughout their college career. Contact: English Department office, 424-2259.

Health, Physical Education, and Recreation (H.P.E.R.) Club –

The purpose of the Health, Physical Education, and Recreation (H.P.E.R.) Club is to promote interests and attitudes concerning the fields of health, physical education and adapted physical education. This club aims to assemble a cohort of individuals who remain closely connected to the evolving fields of health and fitness. H.P.E.R. Club fosters leadership and scholarship while providing participants with vast networking opportunities with our state and national level. Our club aspires to encourage all to practice a healthy active lifestyle by putting on events throughout the school year. The student body, staff, faculty and administrators are invited to participate. Members pay small dues for a semester or year, to get great benefits. For further information, please contact our Club at uwohper@gmail.com. Our advisors are Mary DeMunck at demunck@uwosh.edu or Chris Stratton at strattonc@uwosh.edu.

History Club – The History Club serves to foster awareness within the university community of the impact of history in our lives. Members are encouraged to think about the future of the historical community, historical scholarship, and the role they may play in its preservation. The organization routinely invites respected scholars as part of its speaker series, shows movies relevant to historical topics, schedules exciting projects and events, and much more. All students, regardless of academic focus, are urged to attend since history is a field that ultimately affects us all. Contact: History Department, Clow Faculty 325, 424-2456.

The Student Chapter of the Institute of Management Accountants (IMA) – This accounting organization is different from Beta Alpha Psi in that they do not hold grade point average or class standing requirements. Activities include monthly dinner meetings with speakers from the business community. Although geared towards accounting, IMA is open to all majors. Faculty advisor: Troy Hyatt, CF 116, 424-1090, hyatt@uwosh.edu.

International Business Club – The International Business Club is a partnership of students, faculty, and practitioners committed to promoting awareness of business globalization and facilitating the acquisition of knowledge, skills, and expertise needed to excel as professionals in the global marketplace. Professional development and social interaction through corporate sponsorship and university collaboration are the main goals. Guest speakers, workshops, site visits and cultural entertainment are organized per calendar year. Faculty advisor: Dr. B.S. Sridhar, CF 203, 424-0199, sridhar@uwosh.edu.

Management Information Systems Club (MIS) – The goal of the MIS Club is to provide opportunities for students interested in careers in the information systems area to learn more about the world of MIS and special topics related to MIS students.

Club activities consist of meetings and tours where students are provided opportunities to meet industry representatives and hear speakers on relevant topics. The club also holds occasional social events where students, faculty, and industry representatives will be able to network. Faculty advisor: Jakob Iversen, CF 220, 424-0166, iversen@uwosh.edu.

Math Club – Allows students interested in math to meet and interact outside of class through talks, games and social mixers. The club also provides resources to students planning for a career in a math-related field. The Math/Stats Club office is located in Swart Hall, Room 119. For more information, email Grady Bullington (Math) at bullingt@uwosh.edu or Asoka Ramanayake (Stats) at ramanaya@uwosh.edu.

Microbiology Club - Sponsors tours of microbiological industries, scientific speakers, academic advisement regarding applying for jobs, information on research and internship opportunities, academic and social interaction with Biology and Microbiology professors and students. Contact: Todd Sandrin, 424-1104 or sandrin@uwosh.edu.

Model United Nations Organization (MUN) - Students gain first hand experience in negotiation, diplomacy, and dispute settlement by playing roles of representatives of the nations of the world at intercollegiate competitions at which each university represents a different nation in dealing with current global and regional issues. National competitions involve over 5,000 students from 290 universities in 35 states and 36 countries and five continents while regional competitions involve students from 80 universities. One of the top ten teams in the U.S. Open to all students. Contact: Kenneth J. Grieb, 424-1291.

Phi Beta Lambda (PBL) – Phi Beta Lambda is the largest nationwide business organization at colleges. PBL is the collegiate level chapter of Future Business Leaders of America. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Currently, there are over 10,000 college students involved in Phi Beta Lambda throughout America.

Members can compete in a variety of individual or team events at state and national levels. Annual activities include a National Fall Leadership Conference where students and advisors participate in motivational sessions and special workshops. Every summer there is also a National Leadership Conference in a major American city. Members can take part in workshops, tours of businesses, and competitive events. Faculty advisor: Jodi Carlson, COBA Career Advisor, 424-2181, carlsonj@uwosh.edu.

Philosophy Club - Informal discussion group focusing on philosophical topics. Open to anyone. Contact: Laurence Carlin, 424-1368, carlin@uwosh.edu.

Political Science Student Association (PSSA) – The Political Science Student Association strives to promote political dialogue and political awareness at UW Oshkosh. Membership is open to all students. PSSA organizes informal discussions, social events, panel discussions, and hosts respected guest speakers. Activities are designed to foster connections between UW Oshkosh students, faculty, and the

community. PSSA aims to give students a greater sense of connectedness with their community and the world, and to promote the leadership skills of those involved. Contact: Mike Jasinski, 424-7163

Psychology Club – Open to anyone with an interest in psychology. Meetings are held jointly with Psi Chi. Provides enrichment opportunities in psychology. Contact: Jim Koch, kochj@uwosh.edu.

Public Relations Student Society of America – UW Oshkosh chapter of the national PRSSA provides students of public relations with the opportunity to participate in regional and national conferences and compete in case study competitions. Members can build their portfolios by working with businesses and organizations from the community and region. PRSSA is a pre-professional organization closely tied to its professional sponsor, the Northeast Wisconsin chapter of PRSSA. If interested, contact Julie Henderson, 424-1105.

ROTC - The ROTC program emphasizes problem solving, leadership, ethics, and self-confidence building. Enrolling in basic Reserve Officer Training Corps (ROTC) instruction does not obligate a student to United States Army service. Instead, ROTC opens up many opportunities including adventure training, leadership labs, rappelling, social events and a weekend field training exercise each semester. Qualified students can compete for two-and three-year scholarships paying college tuition, books, and lab fees. ROTC courses are open to undergraduate and graduate students on campus regardless of academic major. Select students can acquire practical leadership in summer internship programs around the world. Students serious about a career as an officer in the United States Army enter the advanced course of instruction during their junior year of school. Upon completing ROTC instruction and earning a college degree, a student is then commissioned as a Second Lieutenant in the U.S. Army, Army Reserve, or National Guard. Contact Department of Military Science: (920) 424-3400, sorensek@uwosh.edu, or visit Kolf Sports Center, Room 156.

Society for Human Resource Management – The Society for Human Resource Management is the leading voice of the human resource profession, representing the interests of 210,000 professional and 11,000 student members from around the world. SHRM provides its members with education and information services, conferences and seminars, government and media representation, and publications that equip human resource professionals to become leaders and decision-makers within their organizations. The Society is a founding member and Secretariat of the World Federation of Personnel Management Associations (WFPMA), which links human resource associations in 55 nations.

Members of over 400 student chapters located at colleges and universities throughout the United States and Puerto Rico, participate in activities that build knowledge of the HR field and develop valuable leadership and organizational skills. By interacting with local HR professionals, students develop professional skills and build a network of professional contacts that will support their careers now and in the future. Faculty advisor: Barbara Rau, CF 308, 424-7197, rau@uwosh.edu.

Urban Studies Club - Promotes greater understanding and appreciation of cities and suburbs through field trips, speakers, and special applied research projects. Open to all interested students.

UWO Finance Club – Provides opportunities for students to make real world business contacts, to explore

career opportunities in finance, and to learn leadership skills. The club hosts professional speakers from the areas of banking, corporate finance, financial planning, insurance, investments, and real estate. The club also has member socials and a community service activity. New officers are elected every semester to allow students an opportunity to develop their leadership skills. Club information is available on the bulletin boards outside Clow Classroom 151. Faculty advisor: Dr. Robert Kunkel, CF108, 424-7191, kunkel@uwosh.edu.

UWO Student Marketing Club - - Members participate in marketing and sales projects to gain practical, hands-on experience. Programs include speakers, trips, and social events offered to enhance personal and professional development.

By participating in Student Marketing Club, members sharpen skills through professional business ventures, build a network of contacts, and gain experience through managing business affairs. Faculty advisor: Bryan Lilly, CF 221, 424-7201, lilly@uwosh.edu.

FOREIGN LANGUAGES

Club Nippon - Japanese Culture and Language Club is open to students who are interested in learning the Japanese language, history or culture. Club members meet biweekly, hold special events, host speakers, and share information about both Japanese and American cultures. Contact: Fumiko Fukuta, 424-7271.

Deutsche Kaffeestunde – Students and faculty meet weekly during the academic year to interact in German in an informal setting. Students attend not only to practice expressing themselves in German on a variety of topics, but also to obtain extra help with current German coursework. The day and time of the Kaffeestunde are announced at the beginning of each semester. Contact: Monika Hohbein-Deegen, 424-7278 or the Department of Foreign Languages and Literatures, 424-4004.

French Club - The *Cercle Francais* seeks to promote an awareness of the rich and diverse nature of all French-speaking cultures (Franco-European, North African, Quebecois-Canadian, Caribbean, African and Asian) and offers students opportunities to gather and to express their interests. Included are regular meetings, lectures, field trips, folksong sessions, French foods, etc. Contact: A. Dziedzic, 424-7277, advisor.

German Club – The German Club seeks to complement traditional classroom learning by offering extra-curricular activities that provide opportunities to experience the language and cultures of German-speaking countries. Activities may include informal conversation, film showings, outings, and guest speakers. The German Club strives to enhance the academic experience at UW Oshkosh and improve awareness of intercultural influences and contributions. Contact Monika Hohbein-Deegen, 424-7278 or the Department of Foreign Languages and Literatures, 424-4004.

La Table De Francais – Informal meetings of students and faculty held twice weekly during the academic year that provide opportunities to speak French and to interact. Open to all students, this represents an excellent and entertaining way to improve language skills. Days and times of the Tables are announced at the beginning of each semester. Contact S. Sibelman, 424-2375.

Spanish Club - Spanish Club is designed for students interested in Spanish and/or Spanish American language and

culture. Included among the many activities are cultural programs, guest speakers, international dance, conversation hours, careers seminar, film series and field trips. Spanish students of all levels are welcome to participate in club activities. This is an excellent opportunity to practice Spanish language skills, learn about Hispanic cultures abroad and in the U.S., and meet other students of Spanish. Contact: Cecilia Herrera, 424-0912 or the Department of Foreign Languages and Literature, 424-4004.

HONORARY

Beta Gamma Sigma – National Honors Society for accredited Schools of Business. To be eligible, students must be in the top 10% of the second semester junior class, the top 10% of the senior class or the top 20% of the graduating MBA/MSIS classes in the College of Business. For more information, please contact the Beta Gamma Sigma coordinator, Patti Wild, College of Business, wildep@uwosh.edu.

Kappa Delta Pi - National Honor Society in Education. Open to undergraduates who have junior standing and 3.25 GPA; graduates need to have completed 12 credits with a 3.50 GPA. Contact: Bonnie Gaskill, 424-0115.

Kappa Tau Alpha - National society honoring scholarship in journalism and mass communication. Kappa Tau Alpha recognizes and encourages scholarship and good character among students of journalism and mass communication. Election to the society is based on academic achievement and commitment to the journalism profession. No more than 10% of junior and senior students can be members, and students are invited by the journalism department using objective criteria.

Omicron Delta Epsilon – ODE (Economics Club) – Omicron Delta Epsilon is the international honor society in economics, one of the world's largest academic honor societies. The society was founded in 1915 and the UW Oshkosh Zeta Chapter was established in 1972. All students who have completed 12 semester credit hours of economics with a B average are eligible for membership.

The objectives of Omicron Delta Epsilon are 1) the recognition of scholastic attainment in economics; 2) the establishment of closer ties between students and economics faculty; and 3) the publication of its official journal, *The American Economist*.

ODE students work closely with members of the Economics Student Club to organize club activities which have included: speakers at biweekly meetings; brat sales near a local social establishment; spring trips to the Chicago Financial Markets and a Cubs game; social events at faculty homes; and tutoring for economics classes. The Economics Student Lounge is in CF 327 and is a great place for studying between classes. Faculty advisor: Marianne Johnson, CF 317, 424-2230.

Order of Omega - Omicron Kappa Chapter - National Greek honorary society that recognizes sorority and fraternity members who have attained a high standard of leadership. Eligibility: Junior standing, minimum GPA of 3.0. Selection is based on exemplary character, scholarship and intelligence, service and leadership. Contact: Student Leadership & Involvement Center, 424-1230.

Phi Alpha Theta - International Honor Society in History. Contact: History Department, Clow Faculty 325, 424-2456.

Pi Chi - Chapter of Pi Sigma Alpha, National Honor Society in Political Science. Membership by invitation to those Political Science majors in junior standing with a 3.0 cumulative grade point average and 3.3 in Political Science. Contact: Mike Jasinski, 424-7163.

Psi Chi - National Honor Society in Psychology. Provides students with enrichment and opportunity in the discipline of psychology through professional speakers and activities with other psychology majors. Eligibility: minimum 3.2 GPA in psychology and 3.0 overall, minimum 9 credits of psychology earned at UW Oshkosh, and at least 45 credits overall. Contact: Jim Koch, kochj@uwosh.edu.

Sigma Iota Rho - Gamma Chapter - International Honor Society in International Studies. Recognizes accomplishment and service of students in International Studies. Eligibility: Junior standing, 18 credits in courses giving credit in International Studies including 9 upper division credits, completion of BA foreign language requirement, 3.2 cumulative GPA and 3.3 GPA in International Studies courses. Contact: Kenneth J. Grieb, 424-1291.

Sigma Theta Tau - Eta Pi Chapter – Sigma Theta Tau International (STTI) Honor Society in Nursing. The purpose of this organization is to facilitate and recognize the development of excellence, leadership and creativity in nursing. STTI is open to faculty, students (undergraduate, BSN completion and graduate) and community nurse leaders. Undergraduate nursing students having completed the first one-half of the nursing curriculum must maintain a 3.0 or better and be in upper 1/3 of class. Graduate students are required to maintain a 3.5 GPA or better to qualify for membership. Questions about membership should be directed to Rebecca Cleveland, Faculty Advisor Eligibility Committee, Eta Pi Chapter, 424-2127, cleveland@uwosh.edu.

PROFESSIONAL

Collegiate MENC: The National Association for Music Education (CMENC) – Enhances the preparation of music educators by providing professional development, service, and networking opportunities through activities such as music conference participation, workshops on and off campus, field work, professional journal subscriptions and social gatherings. Membership is open to any UW Oshkosh student. Website: www.uwosh.edu/cmenc
Contact: Kenneth Liske, 424-7029

Medical Technology Club - Promotes interest in the profession of medical technology. Open to those interested in medical technology and other science majors. Contact: John E. Strous, 424-1487.

National Broadcasting Society (NBS) - AERho (Beta Tau Chapter) - Encourages and recognizes outstanding student performances through regional and national competitions. Allows for growth in broadcasting and film making knowledge through meetings, guest professional speakers, and scholarship opportunities. Other activities include community service, fundraising, and various social/professional-networking possibilities. Any interested major is encouraged to join. Contact: Keith Kitner, 920-424-7357

Phi Alpha Delta (Pre-Law Society) - For students interested in law, provides assistance in preparing for the LSAT, exposure to attorneys in different facets of the law, and visits to law schools. Open to all students. The Pre-Law Advisement office is in CF422.

Society of Professional Journalists - For students preparing to work in news-related careers. Contact: Mike Cowling, 424-7144.

Student Council for Exceptional Children (SCEC) - Provides opportunities for students to become involved in a professional organization whose emphasis is children with disabilities. Activities include Special Olympics and the annual Special Education Conference. Other activities may involve community organizations. SCEC hosts speakers who discuss current special education issues. Local chapter members also belong to the state and national organization. Open to all students. You may contact SCEC at uwoscec@yahoo.com or visit their bulletin board (located across from NE 113) for activity details.

Student Social Work Association – Stimulates interest in professional social work practice and develops leadership qualities. The SSWA does volunteer work in the community, sponsors fundraisers, participates in the Volunteer Fair, sponsors career speakers, organizes the senior banquet, and is involved in many more fun events. Come join, meet new friends and enjoy college life as a Social Work major! Open to all students. Membership is also great for your resume. Contact any Social Work instructor or the department for more information.

University of Wisconsin Oshkosh Nursing Student Organizations – These organizations include Oshkosh Student Nurses' Association with an integrated student council, Men in Nursing, and Eta Pi Chapter of Sigma Theta Tau. The purpose of the groups is to promote professionalism while representing the students who have declared Nursing as their major. Activities of the organizations include representation on many College of Nursing Faculty committees, volunteer opportunities on campus and the wider community, educational presentations on professional topics, opportunities to attend State and National conventions and social networking. The activities are intended to enhance and promote positive student experiences within the profession of nursing. Contact: Becky Cleveland, cleveland@uwosh.edu, (920) 424-2127.

Young Entrepreneurs Society (YES) – The Young Entrepreneur Society is a club made up of students who share an interest in possibly owning their own business at some time. While the majority of members are College of Business students, others from throughout the University are invited to join in YES club meetings and events. Yearly activities include such things as running a campus-based business, interacting with local and regional entrepreneurs who serve as speakers and mentors, attending state and regional conferences, sharing business ideas with each other, and working with the COB and the community on special projects. Contact: Dr. Burk Tower, CF 103, 424-0351, tower@uwosh.edu.

RELIGIOUS

Campus Crusade for Christ - Our desire is to create a fun Christian atmosphere on campus. If you want to come check us out, our upbeat meeting called Real Life is at 8 p.m. on Thursdays in Clow 103. Our other activities include Bible studies, parties, conferences, retreats, prayer groups and summer mission trips. We strive to give all students an opportunity to know Jesus Christ in a real and personal way and grow in a relationship with Him. Contact: Jon or Cheryl Peli, 235-6413.

Christian Student Association – The CSA is a group of students who like to have a great time and be spiritual in the process. We have Bible discussion groups in which

students can apply the lessons to their lives right away. We have personal Bible studies as well, which help students develop a strong, lifelong relationship with God. Above all we like having a great time. Who says you've got to be boring to be a Christian! We have fun events all year, including barbecues, parties, guest speakers, opportunities to serve the community and fun trips to Milwaukee and Madison. For more information contact: Aaron Huebner, huebna29@uwosh.edu, 920-284-4373.

Lutheran Student Movement - Lutheran Student Movement is a national organization with a chapter at UW Oshkosh. Open to students of all denominations. Worship services are at 6 p.m. every Thursday at The Gathering Place, 620 Elmwood (across from Nelson Hall). Many opportunities are available to students, including peer ministry, retreats, social events, outreach projects, worship and study, an annual Alternative Spring Break trip, and the National University Student Gathering over New Year's Eve. For more information, call 231-1168 or visit our website at www.lcmosh.org.

Titan Christian Fellowship – An inter-denominational Christian ministry focusing on growing deeper in the knowledge and love of Jesus Christ. Our purpose is to share the love and truth of Jesus Christ, to make and train disciples for Him, to build unity among His body, and to bring honor and glory to Him. We carry this purpose out by offering various bible studies, discipleship groups, conferences, activities, service projects and mission trips. Our large group meeting is every Tuesday night at 7:00p.m. in Reeve 202. Come and join us anytime! Contact Katy Ahlrichs at theophilus34ad@hotmail.com or Aaron Preston at presto71@msu.edu or visit our website at www.titanchristianfellowship.org.

SERVICE

Campus Awareness for Relationship Education (CARE) is a student led peer educator group dedicated to promoting healthy dating and sexual relationships to decrease the occurrence of sexual assaults, domestic violence incidents, harassment and stalking. CARE works with the Campus Victim Advocate to offer survivors info about campus services that can provide physical, emotional, and safety assistance. CARE and the men of CARE (MenCARE) educates students that we are all responsible for each other's safety when we hear or witness acts of violence. CARE offers presentations that are available to all university student groups, classes, Residence Life, and community organizations. Students interested in working with CARE can contact Shelly Rutz, in the University Counseling Center, 424-2061 or by emailing rutzm@uwosh.edu.

Cheer/Stunt Team – Promotes enthusiasm at sporting events and represents the University through public performances. The Cheer and Stunt Team performs at selected home football games, and men's and women's basketball events as well as State and National level competitions in which the program has earned National Championship Titles. Students in good academic standing are eligible for tryouts. We hold tryouts in Spring and Fall. Call the Athletics Dept. at 424-1034 for current coach information.

Graduation Awards Committee – Each semester, the Graduation Awards Committee chooses recipients of commencement-related awards. Awards include Who's Who in American Universities and Colleges; Student Leadership Award; and Commencement Speaker. Any student may apply. Contact: Dean of Students Office, 424-3100 or graypatt@uwosh.edu.

Human Services Organization – is a multi-faceted student organization. Students sponsor community projects for local human services agencies, plan workshops for majors in the field, engage in fund-raising events and enjoy social gatherings. They also encourage and support classmates to attend local, regional, and national conferences. Students develop leadership skills by becoming officers in the organization. They also develop long lasting friendships with their classmates. Open to all people interested in the Human Services field. Contact Carol Botz, botz@uwosh.edu, 424-0881.

M.E.N.C.A.R.E. (Men's Educational Network of CARE) – Consists of male student volunteers who are taking a Stand Against Sexual Violence. M.E.N.C.A.R.E.'s main objective is to open an extensive line of communication to encourage men to speak out against violence towards women on the University of Wisconsin Oshkosh campus. We are creating a resource for men who are currently in need of direction in order to help those women around them who have dealt with or are currently dealing with unhealthy relationships.

The aim of this initiative is to inspire more men to 1) Take a stand against men's violence, 2) To play an active role in promoting healthy, vibrant relationships. Students interested in working with M.E.N.C.A.R.E. can contact Shelly Rutz, in the University Counseling Center, at 424-2061 or by emailing rutzm@uwosh.edu.

Pom Pon/Dance Team - Promotes enthusiasm at football games and both men's and women's basketball games. The dance team is a competitive squad and performs at regional and national competitions. Students in good academic standing are eligible for tryouts. Contact: Intramurals, 424-2330.

Reeve Union Board - The Reeve Union Board consists of two councils: RUB and RAC. RAC (Advisory Council) is an advisory board for the governance of Reeve Memorial Union. RAC has several committees providing opportunities for involvement. To inquire, call the RAC office at 424-3090 or stop by the Student Leadership and Involvement Center. RUB programs a wide variety of social, cultural, and entertainment events for the campus and community while focusing on the development of leaders. All students are invited to join any of the committees (Special Events, Music and Entertainment, Cinema, Creative Concepts, Recreation and Leisure, and Comedy and Variety.) For more information, call the RUB office at 424-0441 or visit our website at: www.reeve.uwosh.edu.

Segregated Fee Committee - A University committee which serves to make recommendations concerning the distribution of the Segregated University Fee. Students are appointed by OSA for a one-year term. Contact: Assistant to the Vice Chancellor for Student Affairs, 424-4000.

Student Legal Services – Provides students with the service of an attorney who is available to advise on all legal matters including landlord/tenant problems, citations, etc. by appointment only. Legal Services has volunteer and director positions available to assist the attorney. For more information or to make an appointment, contact the Oshkosh Student Association at Reeve Union, or call 424-3202.

Student Allocations Committee – The Student Allocations Committee is a standing committee of the University of Wisconsin Oshkosh that meets weekly to recommend an equitable distribution of the allocable portion of the Segregated University Fee to Student Organizations and

University Clubs. The money that the Student Allocations Committee allocates is a portion of the Segregated University Fee that each student pays as a part of his/her tuition. The Student Allocations Committee is comprised of 8 students (5 voting/ 3 non-voting), 2 academic staff, 2 faculty members, an advisor, and a student controller. Students who are interested in sitting on this committee must be appointed by the Oshkosh Student Association. If you are interested in hearing more about the committee, or would like to inquire about student positions available, feel free to contact the committee at 424-0334.

Titan Volunteers – This student organization assists students in gaining volunteer experience with service agencies in the Oshkosh community, either on a one-time or continuing basis. Service opportunities are designed for individuals or student organizations. Contact Thomas Breunig, Program Advisor for Greek Life & Volunteerism, at 424-1270.

TitanWell – is a group of student volunteers with one main goal: promoting healthy choices during college and beyond. As wellness education moves to the future, the volunteers are committed to making changes on campus. These changes are in the form of a traveling health and wellness booth, wellness button campaign, health and wellness posters in the residence halls and a monthly newsletter called Titan Toilet Talk, which is located in residence hall bathrooms. We are always looking for volunteers. Contact Patrick Ebel, Health Education Coordinator, 424-0795.

UW-Oshkosh Circle K Club – is recognized as a student organization that is devoted to service, leadership, and fellowship on campus and in the surrounding community. All students and all former Key Clubbers are encouraged to become an official member of Circle K International by joining the UW-Oshkosh Circle K Club on campus. Circle K International, the largest non-Greek college level volunteer organization in the world, is a part of the Kiwanis family which includes: K-Kids, Builders Club, Key Club, Aktion Club, and Kiwanis International. All interested students can receive additional information about meeting dates by contacting the executive board at uwocirclek@gmail.com

Women's Advocacy Council – Our goal is to incite University of Wisconsin Oshkosh students, staff, and faculty to become politically and socially active in creating gender equity and empowering women. In order to accomplish this goal, we work to: raise awareness of impediments to gender equity, collaborate with other UWO organizations to promote attitudes and policies that empower women, and provide an atmosphere where individuals seeking gender equity and women's empowerment can interact, discuss current events, and plan social and political activism. In order to accomplish these objectives, we attend community, regional, and national activist events; we organize informational, social, and activist events on the UWO campus; and we work toward educating the campus community through the distribution of information about the current issues that relate to gender equity and women's empowerment. All students are encouraged to participate in the council. Contact: the Women's Center, 424-3247. More information is also available at www.uwosh.edu/wac.

SOCIAL

Greek Life – Since 1776, fraternities and sororities have been developing bonds in collegians that last a lifetime and create a home away from home. The experiences

encountered in a Greek organization will prepare you for the real world and put a vast network of alumni at your fingertips for job searches. Fraternity and sorority members are a diverse group of individuals that span every major on campus and many campus organizations, and they recruit new members year round. The stated objectives of Greek organizations are to develop members in the areas of scholarship, leadership, community and university service, and fellowship.

Fraternities[#]

Beta Theta Pi
Delta Chi
Delta Sigma Phi
Kappa Sigma
Sigma Pi
Theta Chi
Omega Delta Phi

Sororities^{##}

Alpha Xi Delta
Gamma Alpha Omega
Gamma Phi Beta
Phi Mu
Sigma Sigma Sigma
Zeta Tau Alpha

The Interfraternity Council[#] is the governing body for fraternities. The Panhellenic Council^{##} governs sororities. The central office for all Greek organizations: Student Leadership and Involvement Center, 105P Reeve Union, 424-1270.

There is one Greek honorary society for which fraternity and sorority members may be eligible: The Order of Omega (see "Honorary" section.)

SPORTS AND RECREATION

Intercollegiate Athletics - Provides students with an opportunity to participate in or attend intercollegiate athletic competition. All students are welcome to try out for the varsity teams.

Men's teams: baseball, basketball, cross country, football, soccer, swimming, diving, tennis, track and field, and wrestling. Contact: Allen Ackerman, 424-1034.

Women's teams: basketball, cross country, golf, gymnastics, soccer, fastpitch, swimming, diving, tennis, track and field, and volleyball. Contact: Allen Ackerman, 424-1034.

Intramural Sports Programs - Provides students with physical activity during free time. Open gyms/recreation: the new SRWC, which is open to students year round; Kolf and Albee Hall, which are open for intramural leagues; and Albee Pool, which is open seven days a week as scheduled when school is in session.

Competitive sports leagues: Men, flag football, women's and coed volleyball, coed soccer, men's and coed slow pitch softball, men's and women's basketball, men's and coed dodgeball.

Intramural wrestling is held each semester and open badminton is played in Albee Hall and/or Kolf Gym A&B during the noon hour, Monday through Thursday of the 14 week semesters.

Bocce ball sets, croquet sets, Frisbees, hackysack balls, softball gloves, racquetball racquets and balls, tennis rackets and balls can be checked out with Titan ID and a driver's license.

Schedules are available at the Intramural Sports Office in the SRWC. All programs are open to students. Contact: Marty Petersen, Asst. Director, SRWC, 424-2330.

Men's Volleyball – Promotes the growth of volleyball. Men's volleyball competes at a local, regional and national level. Students who are interested in trying competitive volleyball and who are in good academic standing should contact Brian Schaefer, the men's and women's volleyball coach, at 424-1392.

SPECIAL INTEREST

Campus Greens - Dedicated to putting into practice the Four Pillars of the International Green Movement: Ecological Wisdom, Grassroots Democracy, Social Justice and Nonviolence. Active in both environmental and social issues, both on and off campus, we work toward building an open, sustainable community amongst ourselves and in the world – and we have a great time doing it. Check out our website at: <http://www.uwosh.edu/campusgreens/home.html>. Contact: Michelle Bogden, bogdem17@uwosh.edu or David Barnhill, barnhill@uwosh.edu.

Rainbow Alliance for H.O.P.E.

(Helping Others Perceive Equality) – The gay/lesbian/bisexual/transgender student organization which exists to provide educational support for the university and local community, as well as social support for glbt and ally students. It strives to attain this through weekly meetings, social functions, co-sponsorship of speakers and events, and member presentations.

Student Environmental Action Coalition (SEAC) – SEAC, pronounced "seek" as in "seeking a greener campus," is a grassroots environmental organization with the purpose of raising environmental awareness at UW Oshkosh and around the world. Our mission is three fold:

1. To uproot environmental injustices through action and education.
2. To challenge the power structure which threatens the environment.
3. To create progressive environmental and social change on both the local and global levels.

We are open to all students who share these interests. Check out our website: www.uwosh.edu/SEAC. Contact: Robyn Anderson anderr91@uwosh.edu, Caitlin Leahy leahyc04@uwosh.edu and M. Elsbeth (Misty) McPhee mcpheem@uwosh.edu

Students of Representative Democracy (SORD)

- Involves students in efforts to make local government more responsible to its University constituency, neighborhoods and the general community. SORD's primary purpose is to change Oshkosh city government from Council-Manager to Mayor-Alderman and promote a system of district representation. Contact James Simmons, 424-7165.

NEW STUDENT ORGANIZATIONS

A group of five or more currently registered UW Oshkosh students that would like to organize and pursue a common interest may start a student organization. A group may not duplicate the purpose and/or activities of an existing student

organization. Recognized student organizations are entitled to use of rooms in Reeve Memorial Union and other University facilities as well as rights to a seat in the OSA Assembly. To gain recognition a student group must follow the following procedures:

1. Complete the Organization Recognition form available in the OSA office.
2. Read and sign Requirements of Recognized and Registered Student Organizations form.
3. Submit a letter from your advisor outlining the purpose, scope, and intent of the organization.
4. An organization with a national office must submit a letter from its national office stating that the organization has permission to use the national name. In addition, the national organization must certify that the activities and decisions of the local chapter are not subject to a veto of the national organization as long as the local chapter is in compliance with the national constitution and bylaws.
5. Attach a copy of your organization's constitution and/or bylaws. Examples are available in the OSA office. (Organizations are also encouraged to include a minimum GPA requirement for officers).

ADDITIONAL INFORMATION

- Assembly Representatives must be present for every Assembly meeting. If listed members cannot attend, an alternate may attend in their place. Absence from more than two meetings will result in loss of rights and may not be renewed until the following cycle.
- Incomplete recognition forms (including unanswered questions and/or missing attachments) will jeopardize the process of your application.
- Groups are ineligible for Allocations funding until they reach Full Recognition status.
- Students may not sit on more than two group's executive boards. When you return your forms to the OSA office, your request will be reviewed by the OSA.

For more information or if you have questions regarding this process, please call the OSA office at 424-3202.

PROCEDURES FOR OBTAINING MEETING ROOMS IN REEVE UNION

Student organizations may reserve meeting space in Reeve Memorial Union for regular meetings for an entire academic year, a single event, or groups of meetings. The procedures to be followed by the organization president are:

ANNUAL REGISTRATION

1. Applying for and receiving official recognition or renewal of your student organization through OSA and the Dean of Students is required for access to meeting and event space on campus. Generally, this is best done first thing in the fall.

2. Obtaining and reading a copy of Reeve Memorial Union's scheduling/catering policies is also required prior to reserving space.

ROUTINE SCHEDULING

1. Obtain a reservation form from the Union Office or from the Reeve Union web page.
2. Complete all information requested on the form and return the form for confirmation.

PROCEDURES FOR RESERVING SPACES OTHER THAN IN REEVE MEMORIAL UNION

1. Make your request for a facility by calling 2435 or stopping at the Union Office, (Room 104), during office hours (8 a.m. to 4:30 p.m.) The Reservations Coordinator will refer you to the appropriate contact person and assist you with questions you may have about the facilities other than in Reeve Union.
2. Complete the form as outlined by the Union Office (procedures may vary by facility).
3. All meetings or event cancellations must be reported to the Union Office as soon as possible.

Information about reservations and scheduling and a University Calendar is available on the Union's web site at www.reeve.uwosh.edu.

UNIVERSITY ACTIVITIES CALENDAR

The University Calendar of Events is maintained by the Union Office and the Student Affairs Office (Dempsey 148). All social, cultural, recreational and educational events sponsored by student organizations on- and off-campus must be registered and placed on the University Calendar of Events. All events scheduled in Reeve Union are automatically registered on the Calendar that is updated regularly provided for your convenience on the Reeve Memorial Union website: www.uwosh.edu/departments/reeve/. Also, you may schedule your own events on the calendar by visiting www.calendar.uwosh.edu. (Events will be evaluated for approval prior to being posted by the administrator.)

COMPLAINTS PERTAINING TO THE CONDUCT OF STUDENT ORGANIZATIONS

All registered student organizations have considerable freedom to accomplish their goals. However, student organizations must comply with all Federal and State laws as well as all University rules, regulations, policies and procedures.

Some sources of relevant law and policy include, but are not limited to:

- Student organization constitution and bylaws
- Non-discrimination policy
- University affirmative action policy/procedure relating to student organizations
- Student discipline code

- University sexual harassment policy
- University alcohol policies
- Policies and procedures for the use of University vehicles
- University purchasing and accounting/cash handling procedures
- Wisconsin state statutes pertaining to the legal drinking age and the provision of alcoholic beverages to minors; as well as the statutes pertaining to illegal drugs, sexual harassment, hazing, etc.
- Federal and state laws

Any organization in violation of these standards is subject to disciplinary action. See Student Discipline Code, Complaints Pertaining to the Conduct of Registered Student Organizations. Note: Complaints regarding individual behavior can be processed through other appropriate processes. This information can be obtained from the Dean of Students Office, Dempsey 125, 424-3100.

TUTORING SERVICES

Biology Tutor 424-1102

Students may obtain tutoring for introductory biology/microbiology courses (primarily Bio105; other courses depending on tutoring staff expertise). Contact the course instructor or the Biology/Microbiology Department for the times and location of the tutoring services.

Center for Academic Resources (CAR) 424-2290

Thanks to its funding by Differential Tuition, the Center for Academic Resources (CAR) provides free tutoring for students in most classes on campus. Just check the tutor list on CAR's website (www.uwosh.edu/car); if a tutor is available for your class, email the tutor and set up a time to meet in CAR (Dempsey 317). If a tutor isn't available yet, you can request one. CAR also offers Supplemental Instruction (SI) for some courses. SI is a tutoring program in which trained leaders plan and provide three study sessions every week; SI times and places are also posted on the website. For more information about finding ways to succeed in your classes, working with a tutor, or being hired as one, contact CAR's director, Jan Norton, 424-3419, nortonj@uwosh.edu.

College of Business 424-3027

Tutoring is available three evenings a week for entry-level accounting course (BUS 204).

College of Education and Human Services 424-1033

The Project Success program offers the following remedial and support services for all students enrolled in its program: organizational tutors, mathematics courses/ tutoring, remedial reading and spelling courses, English/written expression courses/tutoring, and content area tutoring.

College of Nursing 424-2127

The College of Nursing sponsors group tutoring for some of the core nursing classes (e.g. Pathophysiology I and II) each semester. The College also facilitates the arrangement of tutoring for students in need, upon their request. Students are encouraged to contact the Center for Academic Resources (3rd floor Dempsey 424-3419) for specific tutoring needs. There is no additional charge for tutoring services provided by the College of Nursing or the Center for Academic Resources. Questions may be directed to the College of Nursing Faculty Advisors (Level Facilitators) or Coordinator of Student Academic Affairs at 424-2127.

Computer Science Tutoring 424-2068

Students may obtain tutoring for introductory computer science courses (142, 221, 251 and 262). Contact the course instructor or the Computer Science Department for the times and location of the tutoring services.

Connections 424-2245

Connections is a publication of the Center for Academic Support and Diversity (CSAD), geared toward all students served by Student Support Services and the Multicultural Retention Program. It contains student highlights, activities and services provided as well as important information. Contact Lisa Race, (920) 424-1310 for further information or to provide information to be included in the newsletter.

Economics 424-1441

Tutoring services are offered, mainly for 106, 206, 207 and 210 (but other courses may be offered for tutoring services as well). Call for times and locations.

Foreign Languages 424-4004

Tutoring may be available by volunteer upper level language students for French, German and Spanish. For French, contact 424-2375. For German, contact 424-0909. For Spanish, contact 424-0910. For Japanese, contact the Center for Academic Resources at 424-2290.

Geology Tutoring 424-4460

The Geology Department provides tutoring for students enrolled in Physical Geology (102), Evolution of the Earth (109), and Environmental Geology (150). Contact the course instructor or the Geology Department for the times and location of the tutoring services.

Mathematics Tutoring 424-1333

The Mathematics Department operates a free, drop-in tutor lab designed to assist students enrolled in Math 104, 106, 108, 110, 171, 172, 201, 204, 206, 211, 217 and 273. The tutor lab is located in Swart 113. The lab is staffed from 8:00a.m. to 4:00p.m. Monday through Friday. The lab is also open at least two evenings a week. For current evening hours, contact the Mathematics Department at (920) 424-1333.

Physics Tutoring 424-4433 or 7104

Contact the course instructor or the Physics/Astronomy Department for the times and location of the tutoring services. Hours will be arranged and posted during the first week of classes.

Reading-Study Center 424-1031

The Reading-Study Center offers motivated students an opportunity to improve their overall academic performance through the development of more sophisticated reading and study techniques. Information on time management, memory, notetaking, textbook study, test preparation, test taking, and reading speed and comprehension is available through credit courses, handouts, videos, and staff appointments. In addition, peer-assisted learning sessions will be offered with selected general education courses through a program called Supplemental Instruction. See our web page, www.uwosh.edu/readingstudycenter/ or visit us at Nursing/Education 201 for information on this and other services.

Veterans Services 424-1804

Available for veterans requiring tutoring in any field of study. Offers reimbursement for private tutoring.

CLASS ATTENDANCE

While attendance and punctuality are under the control of each instructor, students are expected to be present for each regularly scheduled class session. Students are directly responsible to each of their instructors for attendance. Instructors may initiate their own policy regarding attendance and are expected to announce their policy to each class, but it is the responsibility of the student to know the policies of the instructor.

There are certain activities, beyond the classroom, that may, with University approval, be considered as field trips, which are all-university in nature, e.g. athletics, debate trips, and certain music trips. Students are excused from class for all-university type events and circumstances beyond the student's control such as extended illness, medical emergency, and family emergency. Students may not be penalized for these excused absences as long as appropriate documentation is provided to the instructor in a timely manner.

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

If a student will be absent from class for emergencies, medical reasons or exceptional personal reasons, the student is responsible, if capable of doing so, for contacting instructors individually or through their departments. If the student, family member, or friend are not able to contact instructors or the student will be absent more than three (3) class days, the Dean of Students office may be asked to send notification of the absence as reported to staff.

For more information regarding attendance, refer to GEN 4.B.5, GEN 4.B.9, and GEN 4.B.10 in the *Faculty and Academic Staff Handbook*, which is available in the Office of the Provost, D335.

UNIVERSITY POLICIES AND PROCEDURES

STUDENT CONDUCT

UW Oshkosh students are subject in their behavior to the Wisconsin Administrative Code, as well as specific disciplinary procedures duly adopted for our campus. Specific provisions of Chapters 14, 17, and 18 of the UW System disciplinary code and UW Oshkosh provisions are available to all students as published in the Student Discipline Code. Copies are available in the Dean of Students office, Polk Library, Reeve Memorial Union office, Oshkosh Student Association (OSA) office, Residence Life office, in each residence hall, and on the university webpage (www.uwosh.edu). Any questions may be directed to the Dean of Students office, Dempsey 125, 424-3100, which administers the University's student discipline code.

ACADEMIC POLICIES

The following academic policies and procedures can be found in the 2007-2009 UW Oshkosh Undergraduate Bulletin: evaluation of credits, credit by examination, attendance, credit load, grade policies, audit, graduation honors/dean's list, application for graduation, 165 Excess Credit policy, repeat policy, academic amnesty, email policy, academic standing, drops and adds, and withdrawal from the University.

ACADEMIC APPEAL POLICIES

Each College within the University has established policies and procedures for academic appeals. These policies follow.

COLLEGE OF BUSINESS ADMINISTRATION STUDENT COMPLAINT AND APPEAL POLICY COMPLAINTS

Complaints related to the actions of any COBA faculty or staff member: Most student complaints should be handled in a discussion between the student and the instructor. Should such a meeting prove unsuccessful in resolving the problem, the following procedure is available. Generally, it is not possible to appeal grades which are based on the judgment of the faculty member (e.g., grades on papers, etc.). However, grades may be appealed if the grade assigned was a mistake, or inconsistent with the syllabus.

Student complaints will be initiated through the Undergraduate or Graduate Program Director. Should the complaint involve one of the program directors, it will be initiated through the other program director.

1. Upon receipt of an oral complaint the appropriate program director will informally interview the student to determine if the complaint can be resolved by further discussion between the faculty/staff member and student. If further discussion is warranted this discussion must occur before proceeding with the complaint process.
2. Should the student report that further discussion between the faculty/staff and student has not resulted in a satisfactory resolution, the program director will seek to determine the factual basis of the complaint and to mediate a solution.
3. If, within **30** working days of the student's oral complaint, the program director's attempts have not resulted in a satisfactory resolution, the program director shall write to the student indicating that if the complaint is to be pursued, a formal written complaint must be submitted within **10** working days. This written complaint should be specific, and include the outcome desired by the student. The complaint should be addressed to the Dean of the College of Business. The Appeals Committee is assigned the responsibility of hearing such complaints. It is composed of the team leaders and a student appointed by the College of Business Dean's Council. Unless granted an extension, any complaint which is not submitted by the due date will be dropped and no further action will be taken.
4. Upon receipt of the written complaint, the Dean will forward a copy to the instructor, requesting a written response within **10** working days after receipt of the complaint (extensions may be granted; e.g., instructor is traveling or the complaint occurs during summer vacation).
5. Within **20** working days after the due date for the faculty/staff member's reply, the Appeals Committee will evaluate the evidence. Both the faculty/staff member and the student may request to appear before the committee to answer questions or provide greater detail (when

appearing before the committee, the student and the faculty/staff member are entitled to the presence of an observer, but the observer will have no input in this meeting). The Appeals Committee shall make a decision (e.g., change grades) and inform the faculty/staff member and the student in writing.

6. Should either the student or the faculty/staff member find the Appeals Committee decision unacceptable, a written appeal may be filed (along with the copies of all prior actions) within 10 working days from receipt of notification of the Appeal Committee's decision with the Dean of the College of Business. The Dean shall resolve the complaint within 10 working days of receipt of the appeal and notify all parties in writing. This resolution cannot be appealed.

APPEALS

Appeals relate to College policies with regard to academic issues. Students may appeal any academic policy. Examples of an academic policy include late adding/dropping of courses, substitutions in curriculum, and prerequisite exceptions.

1. An appeal must be submitted on an appeal request form which is available through the advisors in the Academic Advisement Office, Dempsey 130, or from your assigned business advisor.
2. The request must state a clear explanation of the situation.
3. All information requested on the form must be filled out completely to prevent a delay in response to the request.
4. A current STAR and any supporting documentation must be attached.
5. The appeal will be reviewed by the Undergraduate Program Director who will determine the legitimacy of the request.
6. A copy of the decision will be mailed to the student's address as listed on the appeal form.

The College of Business reserves the right to approve, deny or modify any appeal request.

Updated July 17, 2007

COLLEGE OF EDUCATION AND HUMAN SERVICES STUDENT APPEAL PROCEDURES

Recognizing that evaluation of student performance and programmatic decisions are based on the professional judgments of faculty and staff, decisions which may be appealed by students are limited to Type One Grievances (grade decisions made by an individual instructor related to a specific course) and/or Type Two Grievances (decisions made by faculty and staff related to the Professional Education Program).

Type One Grievances are based upon one or more of the following criteria:

- a. an error made in grade computation;

- b. the grade is based upon factors contrary to those stated in the course syllabus or a reasonable interpretation of it;
- c. the grade reflects in whole or part some penalty for actions involving the freedom of written or spoken classroom expression;
- d. the grade involves some breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules or UW Oshkosh policies.

It should be noted that an instructor's decision regarding individual student product evaluation is not subject to appeal except as it relates to the previously identified four criteria. Type One Grievances must follow procedures as outlined in Part One of the COEHS Student Appeal Procedures.

Type Two Grievances are limited to the following programmatic decisions: program admission, transitional decisions (i.e., Admission II), exit decisions, program requirements, field experience placements and curricular/program modifications. Type Two Grievances must follow procedures as outlined in Part Two of the COEHS Student Appeal Procedures.

Part One: Type One Grievances Student Appeal Procedures

Informal Procedures

1. Any student initiating an informal resolution of a grievance will be provided with a copy of the COEHS Student Appeal policy. The student must attempt an informal resolution of the grievance with the faculty/academic staff member or administrator involved no later than ten working days after the beginning of the next regular semester.
2. If the informal resolution attempt is unsuccessful, the student shall request an informal meeting with the faculty/academic staff member involved and the department chair.

Formal Procedures

1. If the student is dissatisfied with the outcome of the informal resolution attempt, the student may file a written Request for Reconsideration with the relevant department chair or administrator. The faculty member/academic staff person involved in the grievance will be immediately informed of the student Request for Reconsideration. The Request for Reconsideration shall be in writing and filed within five working days after the adverse decision in the informal resolution phase. The Request for Reconsideration shall include:
 - a. a description of the nature of the grievance (The student must clearly indicate and justify why this is an appealable issue as specified in the Appeal Policy section of this document);
 - b. a summary of the results of the informal resolution phase;
 - c. the desired outcome the student is seeking; and,
 - d. a copy of all supporting evidence.
2. The relevant department chair/administrator, within five working days of receipt of the Request for Reconsideration, shall appoint a Department Student

Appeal Committee of three faculty members (excluding the affected faculty member) who will render a decision within ten working days of their appointment. The Department Student Appeal Committee will review all relevant information from the affected parties. The Department Student Appeal Committee shall render a written decision, which clearly informs the affected parties of the decision reached and the rationale for said decision and inform the student of the next step permitted in the appeal process.

3. If the student is dissatisfied with the outcome from this Phase 2 grievance process, the student may file a written appeal request on forms available from the Associate Dean's office.
4. This appeal must be filed within ten working days of the student's receipt of the written decision of the Phase 2 Department Student Appeal Committee. The following process for a student appeal to the COEHS Student Appeal Committee will be adhered to:
 - a. the concerned student will obtain an appeal form from the COEHS Associate Dean's office.
 - b. the completed appeal form will be submitted to the COEHS Associate Dean's office within ten working days of the student's receipt of the Department Student Appeal Committee written decision.
 - c. upon receipt of the appeal form the Associate Dean will contact the COEHS Student Appeal Committee to arrange for a meeting time and place.
5. If the Committee's decision is to grant a formal appeal hearing or if the COEHS Associate Dean concurs with the student's petition, the student and the affected department will be notified as to the date, time and location of the hearing. The following conditions will apply.
 - a. the hearing will be held within ten working days of the decision to grant the formal appeal hearing.
 - b. both the student and the faculty/academic staff member involved may elect to be present at the hearing.
6. If the student is dissatisfied with the COEHS Student Appeal Committee decision, the student may file a final written appeal to the Dean on appeal forms available from the Dean's office (Phase 4). The appeal must be filed within ten working days of the student's receipt of the written decision of the COEHS Student Appeal Committee. The Dean shall review the documents in the case, and in particular the findings, recommendations, and the rationale for the decision made at each prior level of review. The Dean shall render a final written decision within ten working days of receipt of the appeal, which shall be sent to the student, the faculty/academic staff member involved, the department chair/administrator, and the COEHS Student Appeal Committee.
7. The COEHS Student Appeal Committee for each case is constituted as follows:
 - a. One faculty member from each of the departments (except for the affected department); the affected department's representative may be present at the

COEHS Student Appeal Committee meeting to answer questions but may not participate as a voting member. Representatives will be elected by departments during the first week of the fall term and will serve for one year.

- b. One student: During the first week of the fall term each department will recommend, as appropriate, one graduate and/or one undergraduate student to serve on the COEHS Student Appeal Committee for one year. From this student pool, one graduate student will be selected to serve on each graduate appeal and one undergraduate student will be selected to serve on each undergraduate appeal. Students will be selected on a rotational basis--alphabetically by student for each appeal session.
- c. the Associate Dean will chair the Committee until a chairperson is elected.
- d. the COEHS Student Appeal Committee will examine information submitted by the student, by the affected faculty/academic staff member, and by the affected department. On the basis of this evidence, its decision will be to: (1) grant the student a formal appeal hearing; (2) support the appeal without a formal hearing; or, (3) deny the appeal without a formal hearing.
- e. the COEHS Associate Dean will inform the student of the COEHS Student Appeal Committee decision within ten working days of receipt of the appeal form.
- f. if the appeal is denied without a formal hearing, the student may petition the COEHS Associate Dean for a formal hearing. This petition must be filed by the student within five working days of receipt of the COEHS Student Appeal Committee decision.

Part Two: Type Two Grievances Student Appeals Procedures

Informal Procedures

1. Any student initiating an informal appeal will be provided with a copy of the COEHS Student Appeal policy. The student must attempt an informal appeal of the program decision with the appropriate program coordinator and/or faculty member involved no later than ten working days after the beginning of the semester following the semester in which the decision/action under appeal occurred.
2. A program representative must provide, in writing, the decision, the reasons for the decision, notify the student of the right to appeal, the right to due process, and to whom the appeal should be made. A specific date for the decision must be reasonable, e.g. 10 working days.

Formal Procedures

1. If the student is dissatisfied with the outcome of the informal resolution attempt, the student may file a written appeal with the COEHS Associate Dean within ten working days. The appeal shall include:
 - a. a description of the nature of the program;
 - b. a summary of the results of the informal resolution phase;

- c. the desired outcome the student is seeking; and,
 - d. a copy of all supporting evidence.
2. The Associate Dean will meet with the student by: 1) discussing the Student Appeals Committee hearing procedures, (2) assisting the student in filing the appropriate forms, (3) attending the hearing to ensure that procedure is followed.
 3. The hearing will be scheduled within ten working days. Adequate time and notice must be given to the student and a program representative. At the request of the student, more time can be given, but not more than thirty days total.
 4. Any committee member with a vested interest in the case must recuse him/herself. The Student Appeals Committee chair will serve as chair for the appeals hearing. The chair will be responsible for conducting the hearing and the writing of the final decision. If the Student Appeals Committee Chair has to recuse him/herself from the case, an alternative chair will be selected by the remaining committee members.
 5. The meeting must be posted as a closed meeting under Sec 19.84(5), Wis. Stats. The student however is allowed to request the meeting be open.
 6. The Student Appeals Committee accepts written information concerning the appeal. The Committee listens to oral arguments and facilitates discussion. Minutes of the hearing must be kept. The Committee must provide a written decision within ten working days of the hearing. The decision must be made only on the basis of the written or spoken testimony at the hearing. No other information can be considered. The committee members' votes are recorded.
 7. Default decision goes to the student if the program representative fails to attend the hearing. The student is not required to attend but is strongly encouraged to do so.
 8. The student may appeal the Student Appeals Committee's decision only on the grounds that due process was not followed. In this case, the student may appeal to the COEHS Dean for reconsideration. Otherwise, the Student Appeals Committee's decision is final.

COLLEGE OF LETTERS AND SCIENCE

Approved by the COLS Faculty Committee April 4, 1990.

Preamble

The evaluation or assessment of student performance leading to the assignment of the final course grade involves the exercise of independent and professional judgment by individual college faculty and academic staff. The joint statement on Rights and Freedoms of Students (AAUP, October 1967) provides: "Students should have protection through an orderly process against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled." (AAUP Policy Documents and Reports, 1984 Edition, page 142.)

Policy

All students enrolled in the College of Letters and Science shall be afforded an opportunity to seek redress of perceived

grievances concerning the assessment of student performance by faculty and academic staff. Recognizing that the evaluation of student performance is based upon the professional judgment of instructors, grievances will not be considered unless based upon one or more of the following factors: a) an error was made in grade computation; b) the grade was based on factors contrary to those stated in the course syllabus or a reasonable interpretation of it; c) the grade reflected in whole or part some penalty for actions involving the freedom of written or spoken classroom expression; d) the grade involved some breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules, or UW Oshkosh policies.

Student Grievance Procedures

I. Preliminary Procedures

- A. The student must attempt an informal resolution of the problem with the instructor no later than the tenth day of the next regular semester.
- B. If the informal process with the instructor does not resolve the problem, the student should communicate with the department chair within five working days. The chair may either attempt informal resolution of the problem within five working days or inform the student in writing of formal grievance policies within that same time limit.

II. Formal Procedures

A. Preliminary: Chair's Procedures

1. The student's request for a formal review of the matter by the department's grievance committee must be received by the chair within five working days of the notification of the failure of the attempt at mediation. If the chair decides that an attempt at informal resolution is inappropriate or should that attempt be unsuccessful, the student may request a formal review of the matter by the department's grievance committee. This request must be received by the chair within five working days of the notification of the failure of the attempt at mediation. The student's request shall be in writing and shall include the nature of the grievance, the attempt at informal resolution, the desired outcome that the student wishes, and all supporting evidence. The chair will, within five working days, inform the department's grievance committee that a grievance is to be reviewed, or, if there is no standing grievance committee, arrange for the formation of an ad hoc grievance committee.
2. At the same time the chair will acknowledge the student's request and inform the instructor of it. If the instructor, upon seeing the petition, wishes to respond, this must be done within five working days.
3. Upon receipt of the responses from the student and the instructor, the chair will convene the grievance committee within five working days and deliver to it all written documents concerning the case, including a written account of the chair's attempt at mediation, if any.

B. Department Grievance Committee

1. The committee, with the chair as an observer, will review the materials presented. It may, on its own initiative, call for oral presentations to gather or clarify information, and it may make written inquiries of either or both the student and the instructor for the same purpose. Should further evidence be presented to the

committee, each person will be given the opportunity to respond.

2. Following its review of the evidence, the committee will, on the basis of this evidence, render a formal recommendation and communicate that recommendation to the chair within ten working days of the first meeting. The report will include the committee's findings of fact, its recommendation and its rationale for the recommendation.
3. The chair will render a decision within five working days of receipt of the committee's recommendation and inform those involved.
4. Should the student reject the chair's decision or the instructor's refusal of a grade change at the departmental level, the student may continue the grievance with the dean's office of the College of Letters and Science within five working days after the notification.

C. College of Letters and Science Action

1. A member of the Dean's office shall collect all relevant department-level material, and within five working days of the receipt of the material, inform the College of Letters and Science's Student Academic Committee of the grievance.
2. The Dean's office shall forward to the Student Academic Committee all the documents in the case. The Dean's office shall inform the student and the instructor of the action.
3. The Student Academic Committee will make an independent review of all the documents in the case and, within ten working days render a written recommendation with a copy being sent to the student, the instructor, and the Dean. The report will include the committee's rationale for its decision.
4. The Dean will review the documents in the case, and in particular the findings, recommendations and the rationale for these at each level of review, and will render a decision to the student and the instructor, indicating the reasons for it. Copies will be sent to the Student Academic Committee and the department chair. The Dean's decision will be considered final, with no appeal possible.

III. Definitions, Time Deadlines, and Grievance Committee Procedures

A. Definitions

1. At all levels of review, the burden of proof shall be upon the student.
2. The term "working days" shall refer to those days when classes are normally scheduled.
3. All grievance petitions must be individually filed.

B. Time Deadlines

These procedures are designed to give all persons involved in a grievance the opportunity to be heard fully and fairly and within a reasonable length of time.

1. At the discretion of the person or committee administering a time deadline, an extension may be given

under extenuating circumstance; such extensions will be announced to all persons involved.

2. Should the student fail to meet a deadline, or a reasonable extension of it, the case will be considered closed.
3. Should the instructor fail to meet a deadline, or a reasonable extension of it, the grievance may proceed to the next step without the statement or evidence the instructor might have provided.
4. Should the instructor be out of residence, or otherwise unavailable, a reasonable attempt will be made, and time provided for this, to give notice of the grievance and receive such response as the instructor might wish to make. If, in the judgment of the person or committee charged with making the attempt, the instructor's failure or inability to respond within a reasonable time will unreasonably delay the grievance procedure, the grievance process may continue without such response.

C. Grievance Committee Procedures

Unless determined otherwise in this document, the committee will adopt its own internal procedure. Such procedures are circumscribed by federal or state constitutional protections, federal laws, state statutes, Regent's rules, and UW Oshkosh policies.

Notes

1. Should the chair be involved in the grievance, the grievance petition will be filed with the Dean of the college, who will act in the role of chair.
2. An instructor involved in a grievance may not participate in any of the procedures of the department's grievance committee concerning the case.
3. Should any member(s) of the Student Academic Committee be associated with the academic department from which the grievance originates, that (those) member(s) will be excused from any COLS-level proceedings.

COLLEGE OF NURSING Student Grievance Policy

Revised 4/07

Revised 8/06

5/7/99 Approved by College of Nursing Faculty

Definitions

Grievance: A grievance is a formal expression by a student of a difference of opinion between a student and a teaching staff member about the interpretation and application of a code of conduct or educational policy, for example, grading policy/procedure. This is distinguished from a complaint, which is the formal expression of an objection to perceived misconduct of another person. Disciplinary action is sought against the offender. Examples of a complaint would include conduct which violates University rules or policies, or conduct which adversely affects the students' performance in academic pursuits/ achievements.

Grievance process: Process to resolve conflicts that cannot be resolved through informal methods.

Any student who feels he or she has been treated unfairly has the right to file a grievance about the treatment and to receive a prompt hearing. The College of Nursing adheres to the University guidelines relative to the statute of limitations in filing a grievance. Some grievances may be caused by a

misunderstanding or communication breakdown; these are situations that can occur in any large institution. Complaints and grievances follow due process procedures as specified in Chapt. 9, Part A, 9A.3 (B) of the *University Faculty and Staff Handbook* and Chapter 9, Part B, UWS 6.01(3) which read as follows:

Chapt. 9 A.3(B): The [student] shall be assured of a fair hearing, which shall include the right to present testimony in his/her behalf, the right to offer witnesses, the right to cross examine adverse witnesses, and the right to be counseled and/or represented by any persons of choice. (In cases where there are multiple counselor/representatives, the committee may restrict discussion of such major issue to a single counselor.)

Fac. Chapt. 9, B, UWS 6.01(3): Guarantee of adequate due process to include, but not limited to, written notification of the complaint/grievance, fair and complete hearing procedures, written statement of findings to the person involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

Grades per se are not included under this policy; however, concerns about the process by which grades are determined may come under this policy. Concerns about sexual harassment or other discrimination will not be heard under this policy. There are separate policies and procedures for these concerns. See the *University Student Handbook* or contact the Dean of Students office for more information about sexual harassment and/or discrimination policies.

Grievance Procedure

1. The involved teaching staff member will discuss the concern with the person involved to see if an agreement or understanding can be reached to resolve the issue.
2. If an agreement is not reached, the student will submit a formal written description of the concern to the teaching staff member at his/her home by certified mail. (Faculty addresses are available in the nursing office.) This formal written description should include:
 - a. a description of the acts or conditions which gave rise to the concern and the dates when the acts or conditions occurred or were made known;
 - b. an explanation of the ways in which the acts or conditions constitute unfair treatment or violation of rights or are otherwise injurious to the student;
 - c. evidence to support (a) and (b);
 - d. a statement of relief sought, i.e., a statement of what the student wants to happen; and
 - e. an account of the informal efforts undertaken to resolve the conflict/concern and an explanation of the student's perception of why efforts were unsuccessful.
3. The involved teaching staff member will reply in writing to the student about the concern/ conflict within five business days of receipt of the written description of the concern.
4. If a resolution of the conflict/concern is reached, an agreement statement will be written, signed and dated by both parties.

5. If an agreement is not reached, the student may proceed to bring this concern to the director of the respective program. In this case, the written concern, including all correspondence to this point is submitted to the respective program director within three business days of the receipt of the reply from the teaching staff member. The director of the program will individually interview the student and teaching staff member to determine whether the conflict can be resolved informally. The director of the program will have access to all of the documentation of the concern. The director of the program will delineate his/her findings in writing to both the student and the teaching staff member within three business days from the date of the interview.
6. If the decision of the student is to pursue the issue further, a formal grievance must be submitted, in writing, to the Dean of the College of Nursing within three business days of receiving the program director's written findings. The grievance should be specific and include all of the information previously submitted to the teaching staff member.

Upon receipt of the written grievance, the Dean (or in the Dean's absence, the Chair of the College Committee) within three business days will:

- a. appoint a five-person ad hoc committee – three tenured, tenure track or Instructional Academic Staff with continuing contracts, 5 semesters of service and voting rights; and two students – and designates a chair from among the faculty members. Judicious selection of committee members would include disqualifying students and/or faculty who have a relationship with either party.
- b. forward copies of all written documentation of the grievance to the Chair of the Ad Hoc Grievance Committee; and
- c. forward a copy of the grievance to the teaching staff member involved.
7. The grievance committee will meet to examine the evidence, consulting with the involved parties as appropriate and decides whether the grievance merits a hearing.
8. A hearing shall be necessary only when the Ad Hoc Grievance Committee believes there is sufficient evidence to indicate the possibility that the student's rights have been violated or unfair treatment has been received. Interference by either a faculty/teaching staff member or another student during any stage of the grievance process is considered an unfair action and is prohibited. If there is no hearing, a report will be submitted within ten business days to the involved parties and to the College Dean. If the Ad Hoc Grievance Committee decides a hearing is merited, the hearing is to be completed within twenty business days. At the conclusion of the hearing the committee shall transmit its findings and recommendations to the College Dean with copies to the involved parties.
9. The Dean will in turn advise the student and the Ad Hoc Grievance Committee of his/her decision.
10. All meetings of the Ad Hoc Grievance Committee will meet the requirement of the Wisconsin State Statutes Open Meeting Law (Chapt. 5, *University of Wisconsin*

Oshkosh Faculty Handbook). Meetings related to sensitive information may be held in closed session at the discretion of the chair. In addition, either party in the grievance may request a closed meeting.

11. Open meeting notices are posted in the faculty supply room and on the student bulletin board outside N/E 148.
12. If either party withdraws from the process the Dean makes a summary judgment and informs the involved parties of the same within ten business days from notice of the party's withdrawal.
13. The Dean, with mutual agreement of the teaching staff member and the student, or at the request of the Ad Hoc Grievance Committee, may extend timelines for any of the steps in the process.

STUDENTS WITH DISABILITIES ACCOMMODATION REQUEST PROCESS AND GRIEVANCE PROCEDURE

Effective April 25, 2001

INTRODUCTION

Definitions

An Individual with a disability is defined by the Americans with Disabilities Act (ADA - 1990) as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. An individual with a disability should meet the essential eligibility requirements of the University to participate in its academic and extra-curricular life. 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 or 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.

Accommodation Request Process

All requests for reasonable accommodation for students with disabilities should be directed to the Coordinator of Services for Students with Disabilities (CSSD), Dean of Students Office, 125 Dempsey Hall, 800 Algoma Blvd., Oshkosh, WI 54901 (920) 424-3100. 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 anytime. 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.

FILING A GRIEVANCE

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 violated the ADA or Section 504 of the Rehabilitation Act, the student should first engage in new or continued contact 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.

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 Board, Dean of Students Office, 125 Dempsey Hall, 800 Algoma Blvd., Oshkosh, WI 54901. 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 Board. Minimum representation will include one faculty member, one staff member, and one student, and a faculty or staff chairperson will be assigned for each Grievance Committee. Grievances related 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 necessary 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. 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 to the Provost and Vice Chancellor within 10 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.

STATEMENT OF ACCEPTABLE USE OF COMPUTING RESOURCES

Effective April 15, 1996

Revised February 20, 2007

The University values openness and promotes access to a wide range of information. Campus information systems have been designed to be as open as possible, and as such the University insists on responsible use of these systems.

The use of computers, electronic information and computer networks are essential for research, instruction and administration within the academic community. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the work and rights of others is especially important.

Users of the University's facilities are expected to adhere to this policy and, by accessing the system, the user agrees to comply with and be subject to this policy. These policy

statements are intended to augment, not supersede any additional contractual agreements of conduct or confidentiality to which a user may be subject. The University reserves the right to amend this policy at any time with or without notice. Questions or comments regarding this document should be addressed to the Director of Information Systems and Technologies.

USER RESPONSIBILITIES

Access to University computing and networking resources is a privilege, which is available to all members of the academic community. Certain responsibilities accompany that privilege. Understanding them is important for all computer users. The framework of responsible, considerate, and ethical behavior expected by the University extends to coverage of the use of all campus computers, campus network resources, and networks throughout the world to which the University provides computer access.

The user is responsible for the correct use of the tools each computer system provides for maintaining the security of stored information. A summary of the security procedures relevant to this end is given below:

- a. computer accounts, passwords, lab access cards, and other types of authorization are assigned to individual users and should not be shared with others unless specifically authorized by proper University officials. The person to whom an authorization is assigned will be held accountable for any activity originating from that account.
- b. the user should select an obscure password and change it frequently.
- c. the user should seek to understand the level of protection each computer system automatically applies to files and supplement that protection, if necessary, for sensitive information.
- d. it is incumbent upon every user to adhere to security policies and procedures and to call to the attention of Information Systems and Technologies those whom they feel are violating these procedures. Every effort will be made to ensure total anonymity.
- e. if a user should encounter or observe a flaw in system or network security, this discrepancy must be reported to Information Systems and Technologies. Individuals must refrain from exploiting any such lapse in security.
- f. the computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being either victim or propagator.

CONFIDENTIALITY

In general, information stored on computers is considered confidential, whether protected by the computer system or not, unless the owner intentionally makes that information available to other groups or individuals. The University of Wisconsin Oshkosh takes the position that the computer users wish the information they store on central and campus shared computing resources to remain confidential.

Users should be aware that data (including e-mail) may, due to software or hardware failure, become accessible to those who are not explicitly authorized for that access. Systems management personnel may also on occasion have access to such data while performing routine operations or pursuing apparent systems or user problems. Systems personnel are required to report apparent improper or illegal activities so

discovered. No guarantee of complete privacy is made or implied by this policy.

Requests for the disclosure of confidential information will be governed by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Wisconsin Open Records Statutes (Chapter 19, ss. 19.31-19.39, Laws of 1992.) All such requests will be honored only when approved by University officials who are the legal custodians of the information requested, or when required by state or federal law, or court order. Users found to be copying, modifying, or otherwise accessing information for which they have not been granted permission will be liable to disciplinary action.

The University also reserves the right to access, monitor, and/or appropriate an individual's workstation or user account(s) for content when there are urgent and compelling circumstances such as the following:

- a. a court order
- b. request for discovery in the course of litigation
- c. a public record request for files which are deemed public records under public records laws
- d. investigating University policy violations or illegal activities
- e. sudden death or incapacity of the employee

Supervisors must report urgent/compelling circumstances that warrant exceptional actions through their Director, Assistant/Associate Vice Chancellor, or Dean to their Division Vice Chancellor. The Division Vice Chancellor will consult with the Director of Human Resources and the Chief Information Officer to determine an appropriate and feasible course of action. If the course of action involves accessing, monitoring, or appropriating an individual's workstation or user account(s), a good faith effort will be made to inform the individual unless the University is bound by legal authority not to inform the individual.

INAPPROPRIATE USAGE

Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the University. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the University or members of the University community will be regarded as unethical and may lead to disciplinary action under standard University rules for misconduct and existing judicial, disciplinary or personnel processes. The University complies with the Digital Millennium Copyright Act (1998). The University may terminate network access or take other disciplinary measures deemed appropriate against those who repeatedly infringe the copyright of others. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to, the following:

- a. destruction of, unauthorized removal of, or damage to equipment, software, or data belonging to the University of Wisconsin Oshkosh or other users.
- b. disruption or unauthorized monitoring of electronic communications. Tampering, modification, or additions to network software, hardware, or wiring.

- c. generation of excessive network traffic exceeding levels which create errors or performance problems for all users. Applications or computer hardware found to cause such problems may be moved to a different location or removed from the network, at the discretion of the network management staff.
- d. willful violations of computer system security.
- e. use of e-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail. Some mass mailings may be authorized by appropriate University authority. This would also apply to material originating from this campus but sent to other sites or persons on the Internet.
- f. use of computer accounts, access codes, or network identification numbers other than those assigned to you. Disguising or falsifying sources of electronic mail and other electronic communications with the intent of misleading, defrauding, or harassing others.
- g. use of computer and/or network facilities in ways that impede the computing activities of others (for example, randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, playing games on shared resources, or the overuse of network-accessible discussion lists or file-transfer sites).
- h. setting up network servers or network services (such as naming and/or address servers, Web servers, dial-in access, file servers, etc.) without the prior authorization of the network management staff. Unauthorized activity of this type may be detrimental to the overall operation of the network and is not allowed.
- i. intentionally creating, displaying, printing or transmitting information which violates the University's sexual harassment policy.
- j. use of computing facilities for financial gain or commercial purposes unrelated to the mission of the University.
- k. violation of software copyrights and usage licensing agreements. Violation of other copyrighted items such as icons, images, music, programs, text, etc.
- l. failure to properly attribute legitimately copied material.
- m. violation of the usage policies and regulations of the networks of which the University of Wisconsin Oshkosh is a member or has authority to use.
- n. academic dishonesty (for example, plagiarism or cheating).

SANCTION AND APPEAL PROCESS

Violation of the policies described herein for use of computing resources will be dealt with seriously. Violators are subject to disciplinary procedures of the University, may lose computing privileges or account and network access, and may also be subject to prosecution by state and federal authorities under laws including, but not limited to: The Privacy and Protection Act of 1974; Wisconsin Statutes 1992-93 (41st Edition)(Chapter 19, Public Records and Property, ss. 19.31-19.39; Chapter 939, Crimes-General Provisions, ss. 939.32(2), 939.50(3), 939.51(3), 939.66(4), 939.72(3); Chapter 943, Crimes Against Property, ss. 943.70); The Wisconsin Computer Crimes Act; The 1986 Electronic Communications Privacy Act; The Computer Fraud and Abuse Act of 1989. The sanction and appeal process will

vary, depending upon the classification of the offender within the University community. Suggested courses of action are described by, but are not limited to:

- a. Student – Wisconsin Administrative Code, Section UWS 14 and UWS 17. These regulations are also maintained in a separate document entitled Student Discipline Code, which is available in the Dean of Students office.
- b. Classified Staff – Administered by the Personnel Office, pursuant to the current University of Wisconsin System Classified Employees Work Rules; Chapter 230.34(1) of Wisconsin Statutes; Section Pers 24 of Wisconsin Administrative Code; and existing collective bargaining agreements.
- c. Academic Staff/Faculty – The University of Wisconsin Oshkosh Faculty and Academic Staff Handbook, the Academic Staff Handbook, and specific departmental procedures, as warranted.
- d. Other – Subject to the procedures of the organization or group with which they are affiliated, revocation of computing privileges, and possible state and federal prosecution.

Web Policy and Procedures

Revised May 23, 2001

What is the World Wide Web?

The Web or World Wide Web (WWW) is an information system running over the Internet. It provides information electronically through the use of hypertext. A variety of multimedia techniques make it easy to roam, browse, and contribute to the Web.

- Information placed on the Web is formatted using Hypertext Markup Language (HTML). The approved UW Oshkosh standard is HTML 3.2 or greater, defined in <http://www.w3.org/TR/REC-html32.html>. HTML documents have an extension of .html or .htm.
- Graphics included in Web pages are usually in a Graphics Image Format (.gif) or Joint Photographic Experts Group (.jpg).
- HTML documents will look different depending on what browser is used to access the Web. Browsers are the software programs that allow people to view Web documents. Common browsers are Netscape, Internet Explorer, and Lynx (a text-only browser).
- Universal Resource Locators (URLs) are the detailed names used to access information. For example, <http://www.uwosh.edu/> is the URL for the University of Wisconsin Oshkosh home page.

Types of Browsers

The University recognizes that external Web users seeking to access the University's Web pages may be using other browsers. Web page authors are urged to keep this fact in mind when creating Web pages.

Acceptable Use Policy

Access to University computing and networking resources is a privilege available to all members of the University community. Certain responsibilities accompany that privilege. The University of Wisconsin Oshkosh Statement of Acceptable Use of Computing Resources can be viewed at <http://www.acs.uwosh.edu/documentation/acceptable-use.html>.

Definitions

1. **Official Page.** An official page speaks for the University of Wisconsin Oshkosh and its programs and departments. Official pages represent colleges, departments and other University offices and programs. They include information such as University and department policies, forms, course information, institutional statistics, financial aid information, and recruitment information.

2. **Personal Page.** A personal page is one created by individual faculty, staff and students. Personal pages can be linked from departmental and program pages, but only with the approval of those in charge of those pages.

Standards for Web Pages

All web publishers, whether they are publishing official or personal (see definitions above) pages, are responsible for the contents of their pages. They must adhere to the Acceptable Use Policy. University resources may not be used to distribute Web pages for personal business or gain.

UW Oshkosh will not edit or review personal home pages. The University does not accept responsibility for the contents of these pages; page-authors are responsible for the contents. However, if a violation of University policies on personal pages linked from the UW Oshkosh Web is discovered, the University will remove the link. Those responsible for department and program home pages on the UW Oshkosh Web must make sure that personal and other pages they link to do not violate University policies and local, state and federal laws.

The Acceptable Use Policy and laws regarding publishing and copyright apply to all pages.

There will be no effort to curtail the creative and experimental efforts of departments and programs that publish an official Web page. Any review is intended to insure that all official information is accurate, is consistent with University policies and local, state and federal laws, and supports the University's goals in education, research and community service. This includes links to other pages. An official page may be considered in violation if it contains links to a page that violates this policy.

Institutional departments and offices are encouraged to develop distinctive and creative Web pages. The image and reputation of UW Oshkosh will in part be determined by our presence on the Web, and that presence should embody the elements of our University.

Minimum Standards for Web Pages

The following minimum standards apply to all pages:

1. Documents and graphics should be clear. Page designs should emphasize brevity and judicious use of graphics in order to encourage the use of UW Oshkosh web pages and help people find the information they are seeking.
 - a. Loading of the page should be completed in a reasonable amount of time. A delay can discourage viewing of the page.
 - b. Large graphics delay viewing and should be avoided.
 - c. Each page should be written so that it can be understood out of context.

2. All documents must be accurate. Departments and offices displaying official information on such things as enrollments and courses must link to data provided by offices that are responsible for keeping such information. They should not create new documents with the same information.
3. All documents should have correct grammar and punctuation.
4. Acronyms should not be used as a first reference.
5. All references to institutional units, departments, buildings should use the names found in the University phone book.
6. The name of the department/program must appear at the top of each page.
7. Official University pages should have a direct reference to UW Oshkosh.
8. Each page must provide a way of contacting the person responsible for maintaining the page (for example, phone number or e-mail address) and the date of the last revision. All files should be updated regularly, where appropriate. Outdated information should be replaced or removed.
9. Page publishers must obtain the express written permission of those owning an image or photo, and all those pictured in an image or photo, used in a page.
10. Publishers must obtain the express written permission of the person or organization that owns a trademark that is used on a page. Publishers must also obtain the express written permission of persons or organizations owning the copyright of any material that is used on a page.
11. Each page must have a link back to the UW Oshkosh Home Page (<http://www.uwosh.edu/>).
12. All pages must meet the W3C (World Wide Web Consortium) Content Accessibility Guidelines, Priority 1 Levels (<http://www.w3.org/TR/WCAG/>)

CGI Scripts

CGI (Common Gateway Interface) scripts allow the author of a web page to receive input from a viewer of the page, manipulate the data passed in, and pass back a customized response. Examples of some applications driven by CGI scripts are counters, feedback forms, guestbooks, database queries, clickable image maps, and mail list maintenance.

CGI scripts must be approved and will be installed in a system directory. Departmental, personal, and organizational directories will not be allowed to act as CGI directories. To add a new script to the server, source code must be provided, and the technical and/or security administrator will evaluate the source, compile and install the script.

Other Servers

Approval from the Information Technology Division is required for departments to set up their own Web servers. Those departments interested in setting up departmental Web servers should contact the Director of Academic Computing. The UW Oshkosh home page will maintain links to official pages only.

Disk Space

Standard amounts of disk space will be allocated to official pages and personal pages. Departments requiring large amounts of disk space may be required to purchase their own Web server.

STUDENT EMAIL POLICY

Effective November 2, 2002

Revised October 5, 2004

Introduction

Email is considered an official method for communicating with University of Wisconsin Oshkosh students because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. The University expects that email communications will be received and read by students in a timely fashion.

This policy established the University's expectation that faculty and other University staff may routinely communicate important information to students using the University's established email system.

University Use of Email

Email is an official method for communication at UW Oshkosh. The University may send communications to students via email. Students are responsible for the consequences of not reading in a timely fashion University-related communications sent to their official UW Oshkosh student email account.

Student Email Accounts

All students at UW Oshkosh are provided with an official UW Oshkosh student email account. This email account is the official email address to which the University will send email communications. This official email address will be recorded in the University's electronic directories and records for that student.

Expectations Regarding Student Use of Email

Students are expected to check their UW Oshkosh official email account on a frequent and consistent basis in order to remain informed of University-related communications. The University recommends checking email at least twice per week. "I didn't check my email," errors in forwarding email, or email returned to the University with "mailbox full" or "user unknown" are not acceptable reasons for missing official University communications via email.

Faculty/Instructional Academic Staff Expectations and Educational Uses of Class Email Lists

Since faculty and instructional academic staff determine how email is used in their classes, they can require students to check their email on a specific or more frequent basis. Faculty and instructional academic staff messages sent to class email lists, including class lists for Desire2Learn courses, are also considered official communication.

Appropriate Use of Student Email

In general, email is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security or permission.

All use of email will be consistent with other University policies, including the UW Oshkosh Acceptable Use of Computing Resources Policy (<http://www.uwosh.edu/stuaff/studenthandbook/ComputingResources.htm>). All use of email will also be

consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Redirecting Email

Students may elect to redirect (autoforward) messages from their UW Oshkosh official student email account to a non-University account. Students who redirect email from their official account to a non-University account (such as AOL, Yahoo, Hotmail), however, do so at their own risk. Having email lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to her or his official email account. The University is not responsible for the handling of email by outside vendors or unofficial servers.

The University provides a Titan Mail system, through which students from off campus can access their official UW Oshkosh email account. Instructions for the use of Titan Mail are available at

<http://www.uwosh.edu/training/UserManuals/TitanEmailCalendar/TitanMailUser'sManual.pdf>.

Questions or comments about this policy should be directed to Ken Splittgerber at splittgerber@uwosh.edu.

UWS 22.03 ACCOMMODATION OF RELIGIOUS BELIEFS

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

ALCOHOL AND OTHER DRUG ABUSE: REQUIREMENTS, RISKS, AND CAMPUS RESOURCES

INTRODUCTION

The University of Wisconsin Oshkosh recognizes that the abuse of alcohol and other drugs is of serious concern to the University community because it can interfere with the education of students and the job performance of employees. The University is committed to providing education about the responsible use of alcohol and about the misuse and abuse of alcohol and other drugs. This issue is of importance to all members of our community. All members of the University community are encouraged to become familiar with this information.

STANDARDS OF CONDUCT AND SANCTIONS

University of Wisconsin Oshkosh Standards of Conduct

The University of Wisconsin System and University of Wisconsin Oshkosh prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on University property or as a 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 officer or under institutional regulations, in accordance with s. UWS 18.06(13)(a), Wis. Adm. Code. 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. 961, Wis. Stats.) is prohibited in accordance with s. UWS 18.10(1), 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. UWS 17.03(1)(b), Wis. Adm. Code. Other disciplinary sanctions for students could include referral to an alcohol or drug education program, for a substance abuse assessment, or for treatment (with any resultant fees paid for by the student). The AODA (Alcohol and Other Drug Abuse) Coordinator in the Dean of Students Office provides alcohol and drug education programs for students. The Coordinator is located in Dempsey Hall, Room 125, 424-3100. 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. UWS 18.06(13), 18.06(36) and 18.10, Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code.

Alcoholic Beverages, Possession and Consumption

The Vice Chancellor for Student Affairs is responsible for the administration and interpretation of regulations pertaining to the possession and consumption of alcoholic beverages on campus.

Wisconsin Administrative Code, Section UWS 18.06, "Conduct on University Lands" (13) ALCOHOL BEVERAGES. The use of possession of intoxicating liquors, or fermented malt beverages with an alcoholic content of more than five percent by weight, is prohibited on all university lands, except in faculty and staff housing, in student housing units specifically designated by the chief administrative officer, and at suitable times under the decorous conditions in conference, meeting or dining facilities, subject to statutory age regulations.

Fermented malt beverages with an alcoholic content of no more than five percent by volume may be served and sold by the Union Food Service at events scheduled outside the Union on campus where food is served or at special all-University events approved through the Union and Vice Chancellor for Student Affairs.

Alcoholic beverages with an alcoholic content of more than five percent by volume may be served at University receptions in the University art galleries, theater lounges, and other areas approved by the Vice Chancellor for Student Affairs. The service guidelines within this procedure apply to all campus areas where alcoholic beverages are served.

LEGAL SANCTIONS

Wisconsin

The uniform Controlled Substances Act Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Section 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver can be imprisoned for up to 30 years and fined up to \$1,000,000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Section 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control Sec 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises, Sec. 125.07(4)(a), Stats. A first-time underage violator of section 125.07(4)(bs), Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

Federal

Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a

conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison.

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances 21 U.S.C. 844(A)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both, if (a) 1st conviction and the amount of crack possessed exceeds 5 grams (b) 2nd conviction and the amount of crack possessed exceeds 3 grams; or (c) 3rd or subsequent conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack, above.)

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a) Civil fine up to \$10,000.

21 U.S.C. 862 Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) Ineligible to purchase, receive, or transport a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Federal Penalties for Illegal Trafficking of Controlled Substances

The Controlled Substances Act (CSA), Title II of the Act of 1970, is a consolidation of numerous federal laws regulating the manufacture and distribution of controlled substances. The CSA places all controlled substances into one of five schedules, depending upon the substance's medical use, potential for abuse, and safety or dependence liability. The CSA provides penalties for the unlawful manufacturing and distribution of controlled substances. An overview of the federal penalties for trafficking of controlled substances can be found on the U.S. Department of Justice website at <http://www.usdoj.gov/dea/pubs/abuse/1-csa.htm#Federal%20Trafficking%20Penalties> and <http://www.usdoj.gov/dea/pubs/abuse/1-csa.htm#Penalties%20-%20Marijuana>.

SUMMARY OF THE HEALTH EFFECTS OF DRUGS AND ALCOHOL USE AND ABUSE

The abuse of alcohol and the use of illicit drugs can result in serious health problems. Further, the use of illicit drugs and the abuse of alcohol are not conducive to maintaining an effective academic atmosphere. The use of alcohol and drugs impedes the learning process and can be disruptive for individuals other than the users. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interest of the student, employee, and the University. The following is a partial list of drugs and the potential consequences of their use. (For additional information concerning the health risks associated with substances covered by the Controlled Substances Act, refer to the U.S. Department of Justice website at <http://www.usdoj.gov/dea/pubs/abuse/chart.htm>.)

Alcohol

Alcohol (ethanol or ethyl alcohol) is the most frequently abused drug on campus and in society. It is a central nervous system depressant that slows down bodily functions, such as heart rate, pulse, and respiration. Alcohol can cause intoxication, sedation, and sometimes unconsciousness. In very large doses, alcohol can cause death. People can become psychologically and physically addicted to alcohol. Dependence on alcohol can lead to severe physical, emotional, and psychological problems.

Amphetamines

(Dexedrine, Benzedrine, Didrex, Methedrine, Ritalin). Amphetamines are synthetic central nervous system stimulants, which act similarly to adrenaline. They produce a number of temporary effects, such as wakefulness, alertness, increased energy, suppressed appetite, and feelings of well-being. Long-term use or high dosages may result in severe anxiety, sleeplessness, and paranoid psychosis. Users can become dependent on these drugs.

Anabolic Steroids

Concerns over a growing illicit market and prevalence of abuse combined with the possibility of long-term effects of steroid use led Congress to place anabolic steroids into Schedule III of the Controlled Substances Act (CSA). Although the adverse effects of large doses of multiple anabolic steroids are not well established, there is increasing evidence of serious health problems associated with the abuse of these agents, including cardiovascular damage, liver damage, and damage to reproductive organs. Physical side effects include elevated blood pressure and cholesterol levels, severe acne, premature balding, reduced sexual function and testicular atrophy.

The CSA defines anabolic steroids as any drug or hormonal substance chemically and pharmacologically related to testosterone (other than estrogens, progestins, and corticosteroids) that promotes muscle growth. Those commonly encountered on the illicit market include: boldenone (Equipoise), ethylestrenol (Maxibolin), fluoxymesterone (Halotestin), methandriol, methandrostenolone (Dianabol), methyltestosterone, nandrolone (Durabolin, DecaDurabolin), oxandrolone (Anavar), oxymetholone (Anadrol), stanozolol (Winstrol) testosterone and trenbolone (Finajet).

Barbiturates

Barbiturates are used to treat anxiety, induce sleep, and control seizures. Barbiturates are central nervous system

depressants. Moderate doses can result in intoxication similar to alcohol. People can become physically and psychologically dependent on barbiturates. An overdose can cause death by cardiac or respiratory failure. Combining barbiturates with other depressant drugs is very hazardous.

Cocaine and Crack

(Cocaine is one ingredient in crack). Crack and Cocaine are highly addictive, powerful central nervous system stimulants. Cocaine can impair judgment, concentration, coordination and vision. It can increase impulsive behaviors and the tendency to take risks. Cocaine increases motor activity and arousal and reduces the perceived need for food and sleep. It increases heart rate, blood pressure, respiratory rate, and body temperature. High doses of cocaine create more intense euphoria, bizarre and violent behavior, extreme anxiety and restlessness, tremors, spasms, hallucinations and delusions, chest pain, and nausea. High doses can also produce seizures, cardiac arrest, and high fever, which can result in death.

Ecstasy and other Club Drugs

(XTC, X, Rohypnol, GHB, Adam hug, beans, love drug) are man-made drugs that act as both stimulant and a hallucinogen. They are taken orally as a capsule or tablet. Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision. Some of these drugs are known as "date rape" drugs and are used to produce unconsciousness in a person to facilitate sexual assault.

Hallucinogens

(PCP, LSD, Mescaline MDA, blotter) alter mood, thought, perception, and brain function by interrupting the brain messages that control intellect and keep instincts in check. Some of these drugs are synthetic, others are compounds extracted from plants and fungi. Large doses can produce convulsions, coma, and heart and respiratory failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drug stops the brain's pain sensors and affects judgment, drug experiences may result in severe self-inflicted injuries or death.

Marijuana

Marijuana (Cannabis) is the most frequently used illicit drug in America. Marijuana can impair speech, short-term memory, physical coordination, judgment, concentration, attention span, and overall intellectual performance. Marijuana can cause delusions or hallucinations, and in some cases, an acute psychosis can result. Since the effects of marijuana are so unpredictable, users should be aware of possible adverse reactions. People can become both physically and psychologically dependent on marijuana.

Methamphetamine

Methamphetamine (Crystal Meth, speed, chalk, ice and glass) is a synthetic stimulant closely related to amphetamines, but has longer-lasting and more toxic effects including: damage to nerve terminals in the dopamine-containing regions of the brain, sometimes after the first use; elevated body temperature, which can lead to death; and possible convulsions. Long-term effects can include addiction, violent behavior, anxiety, confusion, insomnia, paranoia, auditory hallucinations, mood disturbances and delusions (commonly of insects crawling under the skin), and homicidal or suicidal thoughts, all becoming more pronounced as use continues and increases.

Narcotics

(Narcotic analgesics or opiates) are drugs that cause sedation and euphoria. The term opiate refers to natural drugs produced from the Oriental poppy, such as opium, morphine, codeine, and heroin. Opiates are highly addictive both physically and psychologically. People can rapidly become psychologically dependent because of their euphoric effects. Respiratory depression is often linked to opiate overdose. Users of narcotics are susceptible to overdose than can lead to convulsions, coma, and death. It is extremely hazardous to mix opiates with other drugs.

RESOURCES FOR DRUG AND ALCOHOL ABUSE AWARENESS, PREVENTION, AND TREATMENT

Students who have problems with alcohol or controlled substances are encouraged to contact the University Counseling Center to discuss options in a confidential setting. The UW Oshkosh Counseling Center is located in Room 201, Dempsey Hall, telephone 424-2061. For online information, visit the Counseling Center's website at: http://www.uwosh.edu/couns_center/.

Program Review

In accordance with The Drug-Free Schools and Campuses Act (1989), a biennial review of University programs will be conducted on even-numbered years by the Office of the Dean of Students.

CAMPUS SPEAKERS

As an institution of higher learning devoted to the spirit of free inquiry, the University encourages the fair and orderly presentation of varying points of view. To promote this goal the University requires that:

1. All campus speakers must be sponsored by a faculty member or member(s) of a recognized student organization.
2. All established and published procedures concerning the reservation or use of campus facilities must be observed.
3. Whenever feasible the chairman of the meeting should come from the sponsoring agency, and an opportunity should be provided for the presentation of other points of view. A minimum requirement should be the provision of a question and answer period.

CHECK CASHING POLICY

The UW Oshkosh Credit Union will cash personal checks for students and members at both their Reeve Union Branch Office and their Radford Square Main Office. Non-members must be a current UW Oshkosh student with a valid TitanCard and will be charged a \$2.00 service fee for personal checks up to \$100. There is not a check cashing fee for members.

COMPLAINTS

Now and then you may experience difficulties or problems that seem to defy solution. If your attempt to solve a problem has not been successful, or if you are dissatisfied with the solution proposed by others, you have the option to seek resolution by filing a complaint. Before doing so you should understand that informal attempts to solve problems are often more effective than filing a complaint. A complaint is used only as a last resort.

Formal complaints against faculty and academic staff may be filed under Faculty and Academic Staff Handbook Chapters

FAC 9 and ACS 16. (Complaints against classified employees will be processed in accordance with the relevant provisions of the employee's contract. Complaints that can be considered under the personnel rules are limited to conduct harmful to the University or violations of University rules or policies.)

If you have a complaint which you have tried unsuccessfully to resolve through informal contacts with the individual involved, you are encouraged to discuss the substance of your complaint with the Dean of Students Office Staff. In many instances, this discussion can result in satisfactory solutions to your problems. In other cases, the Dean of Students Office can make appropriate referrals to other offices (i.e., department chairs, college deans, Affirmative Action Director, Vice Chancellor, or Chancellor). Copies of all complaint procedures against faculty, academic staff or classified staff are available in the Dean of Students Office.

ACS 16.0. COMPLAINTS AGAINST ACADEMIC STAFF

Complaints against members of the academic staff are reviewed and processed under the provisions of this chapter. Note that serious complaints, potentially warranting dismissal from employment, will be reviewed and processed under the terms and provisions of Chapter Seventeen (Dismissal for Cause) of these rules, as provided below.

ACS 16.1. Complaints.

Pursuant to UWS 13.01, a complaint is an allegation concerning the conduct of an academic staff member which violates university rules or policies, or which adversely affects the staff member's performance or obligation to the university, but which is not serious enough to warrant dismissal proceedings under chapters UWS 11 and Chapter 17 of the UW Oshkosh Academic Staff Personnel Rules.

1. Definition and Purpose. A formal complaint expresses an objection to perceived misconduct and seeks disciplinary action against the offender. The purpose of this procedure is to provide a means by which administrators, students, faculty members, other academic staff members, classified staff members or members of the general public may bring a complaint against the conduct of an academic staff member.
2. Complaints Against Academic Staff Members. Complaints may be brought against academic staff members for conduct which violates university rules or policies or which adversely affects the academic staff member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under UWS 11. The Chancellor shall determine after receiving the complaint whether it is to be considered under this part or Chapter Seventeen, "Dismissal for Cause."
3. A complaint may be brought against an academic staff member by persons other than the academic staff member's supervisor(s), including administrators, students, other academic staff, faculty, classified staff, or members of the public. Persons with a complaint are encouraged to utilize informal discussion, collegial interaction and existing structures to resolve conflicts and remedy personal and professional concerns whenever possible. Where these do not provide a satisfactory resolution, the following formal procedure is established.

ACS 16.2. Form.

These rules refer to written complaints signed by the complainant. Oral or anonymous complaints shall not be

considered under the procedures of these rules. Complaints shall contain the following information:

- (1) Description of the specific act(s) which resulted in the complaint, the date(s) when the act(s) took place, and the names of persons involved.
- (2) A listing of the specific rules, policies or performance obligations alleged to have been violated, or the nature of the alleged misconduct.
- (3) Evidence to support the complaint. Such evidence may include materials predating the action and leading to the complaint.
- (4) Desired outcome.

ACS 16.3. Procedure.

The following procedure shall be used to review complaints:

- (1) The recipient of a complaint shall forward the original copy of the complaint to the supervisor of the individual whose conduct is the subject of the complaint.
- (2) Once a complaint has been received, the supervisor shall then make an initial determination regarding the seriousness of the alleged misconduct.
- (3) Whenever the alleged misconduct could be serious enough for dismissal, or when the results of the initial review of the complaint allows a determination to be made that dismissal might possibly be warranted, the supervisor shall present a recommendation to the Chancellor or his/her designee who shall then determine whether the complaint shall be considered under Chapter 17 of the UW Oshkosh Academic Staff Personnel Rules. When the complaint is to be considered under Chapter 17 of the UW Oshkosh Academic Staff Personnel Rules, the recipient of the complaint shall notify the academic staff member that a complaint has been filed, and shall provide a copy of the complaint if requested.
- (4) The supervisor shall, at his/her discretion, informally and confidentially discuss it with the staff member about whom the complaint has been made or with other persons who may be knowledgeable concerning the alleged misconduct.
- (5) At the conclusion of these discussions, if no evidence of wrongdoing has been found, the complaint shall be dismissed and the complainant so notified. No record of it will be maintained in the staff member's personnel file.
- (6) If evidence of wrongdoing is found, the recipient of the complaint shall initiate appropriate action within 14 calendar days of the receipt of the complaint and shall inform the complainant that appropriate action has been taken.
- (7) If the complaint has not been dismissed or otherwise resolved within fourteen calendar days of the receipt, the supervisor shall send a copy of the signed complaint to the academic staff member concerned. The Chancellor shall be notified of the complaint, if he/she has not been involved thus far. The Chancellor or his/her designee shall initiate a review. Within fourteen calendar days after being notified, the Chancellor or designee shall meet as appropriate with the academic staff member, with the complainant, and with other persons if necessary, and shall begin the review of all relevant documents. Within fourteen calendar days after the review is completed, the Chancellor or designee

shall inform the academic staff member and complainant in writing of his/her action, which may include:

- (a) Dismissal of the complaint;
- (b) Administrative invocation of an appropriate disciplinary action; or
- (c) Referral of the complaint to the Senate of Academic Staff for a hearing (see the governance materials describing the Senate of Academic Staff, GOV 4.3.C.).
- (d) If the complaint is dismissed, the academic staff member shall not be subjected to further jeopardy for the alleged misconduct. No record of it will be maintained in the staff member's personnel file.
- (e) If there is administrative disciplinary action, it may include but is not limited to sanctions such as:
 1. Oral admonishment;
 2. Written reprimand;
 3. Requirement for restitution;
 4. Suspension of specific privileges;
 5. Reduction in salary; and
 6. Suspension with or without pay for specific period of time.
- (f) Within fourteen calendar days of receiving written notice from the Chancellor of administrative invocation of disciplinary action, the academic staff member may file a request with the president of the Senate for review by a hearing committee, if such review has not already been held. Should such a review be requested, the implementation of the administrative sanction shall be stayed, pending final decision by the Chancellor after receipt of the recommendation of the hearing committee.
- (g) If the Chancellor refers a complaint for hearing to the Senate of Academic Staff, or if the academic staff member requests such referral after administrative invocation of disciplinary action, the committee shall follow the procedures outlined under GOV 4.3.C. The hearing shall be completed within forty calendar days, unless extended by mutual consent of the academic staff member and the hearing committee because extenuating circumstances exist.
- (h) The findings and recommendations of the hearing committee shall be transmitted via the president of the Senate of Academic Staff to the academic staff member, the complainant, and the Chancellor. The hearing committee shall recommend to the Chancellor:
 1. dismissal of the complaint;
 2. disciplinary action such as indicated above; or
 3. referral to an administrative officer for appropriate action.
- (i) The Chancellor, or designee, shall render a formal, written decision to the academic staff member, the complainant, appropriate university officers and, for information only, to the president of the Senate of Academic Staff within fourteen calendar days of receipt of the recommendation from the academic staff hearing committee. The Chancellor's decision shall be final.

COMPLAINTS AGAINST FACULTY

FAC 9.B.1. UWS 6.01 {Complaints} of the Wisconsin Administrative Code, Rules of the Board of Regents.

UWS 6.01 Complaints.

The faculty of each institution, with the approval of the Chancellor, shall establish rules and procedures to deal with allegations by the administration, students, academic staff members, other faculty members, classified staff members, or members of the public concerning conduct by a faculty member which violates university rules or policies, or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under ch. UWS 4. Such rules and procedures shall include, but not necessarily be limited to, the following:

- (1) Review of and administrative action on the complaint by the Chancellor. Administrative action may include dismissing the complaint, invoking an appropriate disciplinary action, or referring the complaint to the standing faculty committee created under sub. (2).
- (2) Provision for a hearing before a standing faculty committee selected by the faculty of each institution in such manner as they shall determine. Such hearing shall be held at the request of the Chancellor or, if the Chancellor invokes a disciplinary action, at the request of the faculty member concerned.
- (3) Guarantee of adequate due process to include, but not limited to, written notification of the complaint, fair and complete hearing procedures, written statement of findings, transmittal of findings to the faculty member involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.
- (4) Delineation of the powers of the faculty committee to make recommendations to the Chancellor concerning disciplinary action, to recommend dismissal of the complaint, or to recommend referral of the complaint to the appropriate department or administrative officer.
- (5) The decision by the Chancellor on the recommendations of the committee, or on the complaint in the absence of committee recommendation, shall be final except that the board at its option might grant a review on the record.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

FAC 9.B.2. Definition and Purpose.

A formal complaint expresses an objection to perceived misconduct and seeks disciplinary action against the offender. The purpose of this procedure is to provide a means by which administrators, students, academic staff members, other faculty members, classified staff members or members of the general public may bring a complaint against the conduct of a faculty member.

FAC 9.B.3. Complaints Against Faculty Members.

Complaints may be brought against faculty members for conduct which violates university rules or policies or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under UWS 4. The Chancellor shall determine after receiving the

complaint whether it is to be considered under this part or the section of these rules titled "Faculty Dismissal."

- (1) Form of a Complaint. Complaints shall be written and signed by the complainant. They shall identify the acts which allegedly violate university rules or policies or breach the faculty member's obligations, and they shall specify the rules or policies which have allegedly been violated or the obligations allegedly breached.
- (2) Complaint Procedures.
 - a. Upon receiving a complaint the Chancellor shall determine whether it warrants further consideration. If the Chancellor decides to reject the complaint at this stage, he or she shall so notify the complainant and shall explain the reasons why the complaint has been rejected. If the Chancellor decides to accept the complaint, he or she shall send a copy of the complaint to the faculty member it names and shall request a written response to the complaint within ten working days.
 - b. Upon receipt of the faculty member's response or after ten working days have passed without a response, the Chancellor may dismiss the complaint or initiate a formal review of it. In the formal review, if any, the Chancellor shall examine all pertinent documents and interview all persons likely to have knowledge about the conduct in question and in general shall afford both the complainant and the respondent full and fair opportunity to show why the complaint should be prosecuted further or dropped. The Chancellor may appoint a designate to carry out the formal review and recommend appropriate action upon the complaint.
 - c. Within twenty working days of initiating a formal review, the Chancellor shall take one of the following actions on the complaint and shall inform both the complainant and the respondent of the action:
 1. Dismissal of the complaint;
 2. Invocation of a sanction against the respondent; or
 3. Referral to the Faculty Hearing Committee.
 - d. If the complaint is dismissed, the faculty member shall not be subjected to further jeopardy for the same alleged misconduct.
 - e. If the Chancellor invokes a sanction, he/she shall inform the faculty respondent of the reasons for his/her decision.
 - f. If there is administrative disciplinary action, this may include sanctions such as:
 1. Oral admonishment
 2. Written reprimand
 3. Requirement for restitution
 4. Suspension of specific privileges
 5. Reduction in salary; or
 6. Reduction in rank
 - g. Before invoking any sanction, the Chancellor will consult with the Executive Committee of the Faculty Senate about the appropriateness of the proposed sanction. If the Executive Committee and the Chancellor disagree about the appropriateness of the sanction, the Chancellor will inform the

committee in writing of his/her reasons for thinking the proposed sanctions appropriate.

- h. Sanctions shall be subject to review by the Faculty Hearing Committee, upon request by the faculty member. If the Chancellor rejects the recommendations of the hearing subcommittee, he or she shall provide the subcommittee and the Executive Committee of the Faculty Senate with a written statement of his/her reasons for rejecting the findings of the hearing subcommittee.
- i. Within ten working days of receiving notice from the Chancellor of administrative invocation of disciplinary action, the faculty member may file a request for review by the Faculty Hearing Committee. Should such a review be requested, the implementation of the administrative sanction shall be stayed pending the final decision by the Chancellor after receipt of the recommendation of the hearing subcommittee.
- j. If the Chancellor refers a complaint to the Faculty Hearing Committee, or if the faculty member requests such referral after administrative invocation of disciplinary action, the subcommittee shall follow the procedures outlined in the subchapter titled "Faculty Senate Hearing Committee." Normally, the hearing shall be completed within thirty working days. If the hearing committee is required by extenuating circumstances to extend the hearing beyond thirty days, it shall file with the chairperson of the Faculty Hearing Committee and the president of the Faculty Senate a statement of the reasons why it must extend the timeliness for the hearing and a tentative timetable for completing its hearing on the complaint.
- k. The findings and recommendations of the hearing subcommittee shall be transmitted to the faculty member, the complainant, and the Executive Committee of the Faculty Senate for submission to the Chancellor. The hearing subcommittee shall recommend to the Chancellor either dismissal of the complaint, specified disciplinary action such as indicated in section (f), above, or referral to a department or administrative officer for appropriate action.
- l. The Chancellor shall render a formal, written decision to the faculty member, the complainant, appropriate university officers and, for information only, to the Executive Committee of the Faculty Senate within ten working days of receipt of the recommendation from the Executive Committee. If the Chancellor fails to accept the recommendations of the hearing subcommittee, he or she shall provide the subcommittee, the chairperson of the Faculty Hearing Committee, the Executive Committee, and the principals in the complaint with a written rationale for rejecting the subcommittee's recommendations.
- m. At the request of the faculty member, the Board of Regents, at its option, may choose to grant a review of the decision on the record.

EQUAL OPPORTUNITIES IN EDUCATION

Title IX of the Educational Amendments of 1972 is the landmark legislation that bans sex discrimination in schools, whether it is in academics or athletics. Title IX states: *"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."*

Contact the Equity & Affirmative Action Office (920/424-2296, Dempsey Hall 211) for information regarding Title IX complaints or grievances.

DIRECTORY EXCLUSION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act of 1974 provides that, with certain explicit exceptions, students have the right to determine who will see their records (confidentiality) and students have the right to see their records (accessibility).

I. Confidentiality

- A. The only information that may be released to extra-institutional sources without the written permission of the individual student is "directory information" except as cited in 1.C., below. This is defined by the Act as "name, addresses (i.e., home, local, e-mail), telephone numbers (i.e., home, local), birthdate, classification (e.g., freshman, sophomore, graduate student), intended major field of study, dates of attendance (including whether currently enrolled), full-time/part-time status, degree(s) and/or awards received (including dates/anticipated dates), participation in officially recognized activities and sports, weight and height of members of athletic teams, and most recent previous educational agency or institution attended." **Any student not desiring this information to be made public must so request in writing through the Office of Student Affairs, Dempsey 148, using the appropriate form. If it is desired that such information not be printed in the student directory, the request must be received by the Office of Student Affairs no later than Friday of the second week of classes of the fall semester.***
- B. Information regarding students is to be shared within the University on the basis of "need to know," i.e., no one should request information, or provide it to another, unless the recipient has, by virtue of functional responsibility, a requirement for that information.
- C. Information otherwise requiring the student's consent for release may be released without prior consent in the following instances:
 1. If properly subpoenaed pursuant to a judicial, legislative or administrative proceeding, provided the student is notified of the order in advance of compliance.
 2. In connection with the student's application for, or receipt of, financial aid.

3. In connection with audits or evaluations of federal or state supported educational programs requiring such disclosure of information.
4. To effect collection of past due financial obligations to the University.
5. To attorneys representing the University when the data on the student is deemed necessary for the defense of the University in a suit filed by the student.

II. Accessibility

- A. Students will have access to records, files, documents and other materials directly related to them that are maintained by the University or any of its agents. A student may request access to his/her educational records by submitting a written request listing the documents to be reviewed. The letter should be sent to the Office of Student Affairs, Dempsey 148. UW Oshkosh has 45 days to comply with the request. The letter requesting access will be placed in the students' educational file. The only records to which a student may not have access are:
 1. The private notes and other materials created by individual University personnel as memory aids, provided they are not revealed to another person;
 2. Employment records;
 3. Medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice;
 4. Financial records of their parents used for financial aid purposes;
 5. Confidential letters and statements of recommendation placed in their records prior to 1 January 1975; and,
 6. Confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions or award purposes.
- B. Students must be notified of the names of all persons making confidential recommendations if they waive their right to access.
- C. Students have the right to request a hearing to seek deletion or modification of information contained in their records, with the exception of grades given in individual courses.
 1. The Hearing Panel will consist of five (5) persons selected at random from among a list of persons representing the following offices: Health Center, Counseling Center, Financial Aid, Career Services, Registrar and Records, Institutional Research, Information Technology, and Academic Advisement, except that one or more offices may be deleted from the list should their records be those being challenged. The student shall have the option of substituting two (2) students appointed

by the Oshkosh Student Association for two (2) of the staff personnel.

2. The decision of the Hearing Panel shall be in the form of written recommendation to the Chancellor. Copies of the recommendation will be provided to the student and the office or agency.

Questions regarding FERPA should be addressed to the Office of Student Affairs, Dempsey 148, or by calling Jean Kwaterski at 424-4000.

*Student may also complete a Release of Information form in the Office of Student Affairs. This form grants the university permission to release information to specified third parties (e.g. parents, guardians, loan companies).

STATEMENT ON HAZING

Membership in a registered student organization at the University of Wisconsin Oshkosh should be a valuable and beneficial experience. Registered student organizations are encouraged to provide new members with an orientation that is positive, informative and consistent with federal, state and local laws, and policies and procedures at UW Oshkosh. Specifically, hazing will not be tolerated by any student organization at UW Oshkosh. A complete Statement on Hazing can be found in the Student Discipline Code, available on-line and in the Dean of Students Office. This statement provides a definition of hazing, applicable state law, local policies and procedures and options available for reporting incidents of hazing.

NON-DISCRIMINATION POLICY

PART ONE – 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 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:
 - a. Provide criteria for determining whether sub. 1 has been violated.
 - b. Provide remedies and sanctions for violations of sub. 1.
 - c. Require a complainant to file a complaint with the institution or center within 300 days of the alleged violation of sub. 1.
 - d. 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.

3. The board shall establish policies and procedures for the appeal of the Chancellor or Dean's decision to the board.

PART TWO – 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. 36.12(3)(a), Wis. Stats., the Americans with Disabilities Act of 1990, 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.

PART THREE—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 days of the alleged violation.

PART FOUR – 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 the grievance process established under Title IX); and
 - d. conducting investigations of complaints, where no other complaint or grievance mechanism applies to the subject matter of the complaint.
2. After initial review to determine jurisdiction and the availability of appropriate review mechanisms, the Dean of Students Office shall refer a complainant to another relevant complaint or grievance procedure and further action on the matter will be taken in accordance with that other procedure. In those instances where there is no other relevant complaint or grievance procedure, the Dean of Students Office shall process the complaint as provided below.
3. Where the Dean of Students Office retains jurisdiction and determines after investigation that no discrimination in violation of s. 36.12 has occurred, the complaint shall be dismissed, and the complainant and any other interested parties will be so advised. In the event a complaint is dismissed under this paragraph, the

complainant may appeal to the Vice Chancellor for Student Affairs within 10 days of the dismissal.

4. Where the Dean of Students Office has retained jurisdiction over the complaint and determines after investigation that discrimination in violation of s. 36.12 has occurred, the Dean of Students Office may:
 - a. attempt to resolve the matter through mediation among the involved parties; or
 - b. recommend remedial action to eliminate the discrimination to the appropriate administrators; or
 - c. refer the matter to the appropriate administrators for review and consideration of possible disciplinary action, where misconduct by faculty, staff or students appears to be involved. In those instances where the Dean of Students Office makes such a referral, the matter so referred shall then be reviewed and processed as provided under the appropriate applicable disciplinary procedure.
5. The Dean of Students Office shall make every effort to complete its processing of a complaint within 30 days of receipt (subject to possible extension up to a maximum of 90 days of receipt).
 - a. In the event attempts at mediation under paragraph 4.a. fail, or a recommended remedial action under paragraph 4.b. is rejected, the complainant may appeal to the Vice Chancellor for Student Affairs within 10 days of the action. The review of the appeal conducted by the Vice Chancellor for Student Affairs shall result in the preparation of written report and recommendation to the Chancellor.
 - b. In the event the matter is referred under paragraph 4.c., above, the time limitations and procedures applicable to employee or student disciplinary matters shall apply.
6. In all matters involving an alleged violation of s. 36.12, the Chancellor's decision shall be final, except that the Board of Regents may, consistent with the Bylaws of the Board of Regents of the University of Wisconsin System, conduct a review on the record.

Copies of the Student Discipline Code are available on-line and in the Dean of Students Office, Dempsey 125.

PAYMENT OF UNIVERSITY FEES

CHECK CASHING POLICY

The UW Oshkosh Credit Union will cash personal checks for students and members at both their Reeve Union Branch Office and their Radford Square Main Office. Non-members must be a current UW Oshkosh student with a valid TitanCard and will be charged a \$2.00 service fee for personal checks up to \$100. There is not a check cashing fee for members.

Fees are billed via a billing statement that is sent by the Student Account office to the student's University e-mail address. Billing statements are sent out before the beginning of the semester and then two additional times prior to installment due dates.

Fee payment may be made by cash, check, e-check (online only) or credit card (online only). A Partial Payment Plan is available which spreads fee payment into installments each semester. The Partial Payment Plan Agreement is to be completed by all students only once and is for the duration of the stay at the UW Oshkosh. Forms are available in the Student Accounts office or they can be downloaded off of our website.

Timely payment of fees as requested by the billing statement is necessary to avoid late assessments and other collection measures. The most up-to-date billing statement should accompany payment. This will assist in recording your payment accurately. Payment may be made with the cashier located on second floor Dempsey, 232B (a depository box is also located next to the cashier window), or payment may be mailed to UW Oshkosh, c/o Cashier, 800 Algoma Boulevard, Oshkosh, WI 54901.

Questions regarding fee payment and billing should be directed to Student Accounts in Dempsey 236; phone (920) 424-1332, sa@uwosh.edu, or

http://www.uwosh.edu/student_financial/student-accounts.

HOURS OF BUSINESS

8:30 a.m.-4:00 p.m., Monday-Friday (Cashier's office)
8 a.m.-4:30 p.m., Monday-Friday (Student Accounts)

SALES, SOLICITATIONS, AND ADVERTISING

Sales and solicitations on the campus by any off-campus individual or agency are prohibited with the exception of certain educational endeavors approved by the Dean of Students office.

Recognized student organizations or groups may solicit funds or conduct sales or other fund-raising projects on the campus. These events must be scheduled with the Reeve Union office and should be scheduled well in advance to avoid conflicts between organizations. Groups having questions concerning sales or fund raising projects should contact the Dean of Students office.

When food is sold or given out, written permission must be obtained from the Assistant Director of University Dining Services.

When books, pamphlets or other items that might be obtained through the Bookstore are to be sold by an individual or student organization, written permission must be obtained from the Director of the Bookstore.

All financial transactions concerning advertising will be conducted by check. This means advertisers are to be billed, and upon proof of publication, are to write checks to the publication concerned. Such a check written for payment of advertisements should never be made out to a student or faculty member. At no time is advertising space to be traded for goods or services. Any profit realized through advertising ventures must be used for scholarship funds or charitable enterprises. In general, it is expected that funds received from advertising sales will merely meet costs of the publication in which advertising appears and that such ventures will not be undertaken for realizing a profit.

Off-campus sales and services by student organizations, with the exception of solicitation of advertising, are not considered within the jurisdiction of the University. The University assumes no responsibility for off-campus fund-raising enterprises by students. Student organizations or individuals planning to sponsor any off-campus sales or services for which money is received should be aware of national, state and local laws and ordinances pertaining to such sales and services.

RELATIONSHIP VIOLENCE (SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC/DATING VIOLENCE, STALKING) RELATIONSHIP VIOLENCE POLICY

Sexual assault, sexual harassment, domestic or dating violence and stalking are related phenomena and are referred to in this policy under the general title of relationship violence. However, each has unique characteristics and the University of Wisconsin Oshkosh chooses to address each in separate sections of this policy in order to enhance understanding and access to resources. As a matter of policy, relationship violence, including all forms of sexual assault, sexual harassment, domestic or dating violence, and stalking, will not be tolerated in the University community. Students experiencing relationship violence or who have questions about their experiences are encouraged to use services provided by the Affirmative Action Office, Campus Victim Advocates, Counseling Center, Dean of Students Office, Student Health Center, University Police, and other support services on campus.

RATIONALE

The University of Wisconsin Oshkosh is an educational community bound by common standards of conduct and a commitment to its educational mission. Relationship violence is a particularly troubling violation of our community standards because it interferes with the educational mission by:

- Endangering the physical and emotional safety of community members;
- Damaging trust and security of community members;
- Offending the dignity and violating the autonomy of community members;
- Disrupting the academic progress and/or work performance of victims at the time of the violation and during any subsequent attempt at recovery.

National statistics indicate that members of college communities are at significant risk of being physically, emotionally or sexually assaulted, most probably by someone known to and trusted by the victim. Studies have shown that sexual assault, dating violence and stalking occur with disturbing frequency among college-age men and women, but are very often unreported. In order to provide for the needs of victims, as well as to enforce standards of conduct critical to our mission, it is vital that all violations of this policy are reported to appropriate authorities.

Portions of this policy may parallel legal statutes, but are in no way intended to substitute or supplant those laws. As members of the University community, students are expected to comply with and abide by the University policies and guidelines, in addition to federal, state, and local laws whether they are on or off campus. The use of alcohol and

other drugs in conjunction with an incident of relationship violence does not diminish accountability for committing these acts or lessen the seriousness of the offense.

University policy specifically prohibits any form of retaliation or reprisal against persons who report sexual assault, sexual harassment, domestic/dating violence, or stalking and who prevent the recurrence of such crimes and/or violations of University policy. Forms of retaliation that are prohibited include, but are not limited to, the following:

Threats, bribes, unfair treatment, down-grading evaluations in employment or academic arenas, further harassment such as ridicule, pranks, harassment, taunting, bullying, and organized ostracism.

Procedures for on-campus disciplinary action are covered in UWS Chapter 17 as found herein. Copies of the Student Discipline Code are available in the Dean of Students Office. In cases of alleged relationship violence, (1) the accuser and the accused shall be provided an opportunity to be represented during the course of disciplinary hearing and (2) both the accuser and the accused may be informed to the fullest extent possible permitted by federal and state law of the outcome of any campus disciplinary proceedings concerning alleged relationship violence.

The formal procedure for on-campus complaints against employees utilizes the existing administrative or personnel rules in seeking a sanction, penalty or other action against the accused.

Adapted with permission from the University of South Carolina, Office for Sexual Health & Violence Prevention.

RESOURCE INFORMATION

Experiencing any form of relationship violence, such as sexual assault, sexual harassment, domestic or dating violence, or stalking can have a serious impact on your ability to cope with school and day-to-day events. The campus offices listed below are available to help you deal with the impact relationship violence can have on you. If you have experienced sexual assault, sexual harassment, domestic or dating violence, or stalking you can get support from whatever office seems most appropriate to you. Each office can help you decide on next steps to take and help you access the services and support you need.

SUPPORT SERVICES

Counseling Center, Student Success Center, Suite 240, 424-2061

Counselors provide support and caring attention while you make difficult decisions about how to proceed after experiencing sexual assault, domestic/dating violence, stalking or sexual harassment. Counselors can help you to restore your sense of safety and personal control through crisis and individual counseling, assessment and documentation for academic accommodations due to effects of relationship violence; and referral to other campus or community services.

Student Health Center, Radford Hall, 424-2424

Physicians and Nurse Practitioners provide you with caring medical attention after sexual assault or domestic/dating violence including pregnancy and STD screening; medical examination and documentation of any injuries experienced and referral to other campus or community services.

Victim Advocate, Counseling Center, Student Success Center Suite 240, 424-2061

Advocates provide you with support and information about the legal and disciplinary options for dating or domestic violence, stalking, sexual assault, or sexual harassment. Advocates also: go with you and speak up for your rights in any community or campus actions you might choose to pursue; provide you with ongoing support and information through 24-hour crisis support; attend medical or legal appointments with you; and help with "safety planning." Safety planning includes helping you file restraining or no-contact orders and make changes in your residence hall or classes to avoid contact with the person who hurt you. Besides meeting with you at legal or medical offices, advocates can meet with you in their on-campus office or in the place most comfortable for you.

24-Hour Telephone Crisis Services, After Hours Sexual Abuse (Reach Counseling Services, Inc.): (920) 426-1460 or (920) 722-8150 After Hours Dating Violence (Christine Ann Domestic Abuse Services, Inc.): (920) 729-6395 or (920) 235-5998

If you need services after hours or you just don't know where to go first, call the 24-hour telephone service.

CAMPUS DISCIPLINARY SYSTEM COMPLAINTS

Dean of Students Office, 125 Dempsey Hall, 424-3100

The Dean of Students Office investigates students' formal and informal complaints of sexual assault, dating/domestic violence or stalking. The Dean of Students staff will ensure that you have the support and assistance you need and outline your options. You will be able to report what happened confidentially. (The only exception to this involves complying with state laws requiring reporting of sexual assaults of persons less than 18 years of age).

The Affirmative Action Office, 211 Dempsey Hall, 424-2296

Students or employees who believe that sexual harassment has occurred can go to: the Affirmative Action Office (see the web page at <http://www.uwosh.edu/affirm-act/> for contact information), a Department Chair or a College Dean. Students may also make a complaint to the Dean of Students. The student or employee will be informed of options available and the responsibilities associated with the resolution process. The Affirmative Action Office must investigate all formal and informal complaints of sexual harassment filed with any of these offices.

CRIMINAL COMPLAINTS

University Police, 424-1212

Any sexual assault, domestic/dating violence, or stalking committed on campus property, regardless of whether or not the victim or the perpetrator is a student, staff or faculty, should be reported to the University Police. Call the University Police if there is any question of where to make a report.

Oshkosh Police, 236-5700 or 911

Any sexual assault, domestic/dating violence, or stalking committed outside of campus property regardless of whether or not the victim or perpetrator is a student, staff or faculty, should be reported to the City of Oshkosh Police Department.

CONTACT INFORMATION

CAMPUS RESOURCES

Dating Violence, Stalking or Sexual Assault:

Counseling Center, Student Success Center, Suite 240, 424-2061

8 a.m. - 7:00 p.m. (Mon.)

8 a.m. - 4:30 p.m. (Tues.-Fri.)

Dean of Students Office, Dempsey 125, 424-3100

8 a.m. - 4:30 p.m. (Mon. - Fri.)

Department of Residence Life, 2nd floor S. Gruenhagen, 424-3212

8 a.m. - 4:30 p.m. (Mon.- Fri.)

(or contact a Residence Hall Director)

Student Health Center, 1st floor Radford Hall, 424-2424

8 a.m. - 6:30 p.m. (Mon.)

8 a.m. - 4:30 p.m. (Tues. - Fri.)

(during regularly scheduled class sessions)

University Police, 424-1212 (24 hours)

Victim Advocate, Student Success Center, Suite 240, 424-2061

8 a.m. - 4:30 p.m. (Mon. - Fri.)

After Hours Sexual Abuse (Reach Counseling Services, Inc.)
(920) 426-1460 or (920) 722-8150

After Hours Dating Violence (Christine Ann Domestic Abuse Services, Inc.)
(920) 729-6395 or (920) 235-5998

Escort Service:

Knight Owl SAFEWALK, 424-7421

(call for location and hours of operation)

Sexual Harassment:

Affirmative Action Office, Dempsey 211, 424-2296

8 a.m. - 4:30 p.m. (Mon.- Fri.)

<http://www.uwosh.edu/affirm-act/complaints.php>

<http://www.uwosh.edu/affirm-act/harassment.php>

COMMUNITY RESOURCES

Dating Violence, Stalking or Sexual Assault

Crisis Intervention Helpline, 233-7707 (Telephone Only)
(24 hours)

Mercy Medical Center, 223-2000

Oshkosh City Police/Ambulance, 911

REACH Counseling Services: Oshkosh, 426-1460;
Neenah/Menasha, 722-8150
(24-Hour Sexual Assault Crisis Lines)

Christine Ann Center: Oshkosh, 235-5998;

Neenah/Menasha, 729-6395

(24-Hour Domestic Violence Crisis Lines)

CAMPUS DISCIPLINARY REPORTING PROCEDURES

REPORTING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE OR STALKING

Report any incident of sexual assault, domestic/dating violence, or stalking, even if you are unsure about how to define what happened to you. You may report the incident(s) to your Hall Director, Community Advisor, Campus Victim Advocates, the University Police Department, the Oshkosh Police Department, and/or the Dean of Students Office. Assistance for reporting incident(s) of relationship violence to authorities is available through the Campus Victim Advocates, the Dean of Students Office, or other offices, if requested. Feel free to bring a friend with you for support. In criminal cases of sexual assault, domestic/dating violence, and stalking it is important to consider preserving evidence that may be necessary for the proof of the incident or pattern of incidents.

The University of Wisconsin Oshkosh seeks first to protect the safety of victims, and secondly to hold perpetrators of violence accountable for their actions. In order to maintain the safety of victims as the highest priority, the main concern of University staff will be to ensure that you have the support and assistance you need and to outline possible options for you. You will be able to report what happened confidentially. No action will be taken by University staff without your consent. (The only exception to this involves complying with state laws requiring reporting of sexual assaults of persons less than 18 years of age.)

University policy specifically prohibits any form of retaliation or reprisal against persons who report sexual assault, domestic/dating violence, or stalking and who prevent the recurrence of such crimes. Forms of retaliation that are prohibited include, but are not limited to, the following:

Threats, bribes, unfair treatment, down-grading evaluations in employment or academic arenas, further harassment such as ridicule, pranks, harassment, taunting, bullying, and organized ostracism.

DEAN OF STUDENTS OFFICE

Options through the Dean of Students Office may include disciplinary action if the offender is a student and a University policy has been violated. Disciplinary actions include reprimand, probation, suspension or expulsion. Dean of Students Office staff may, if you wish, take steps to contact and to confront an offender without taking further disciplinary action.

Procedures for on-campus disciplinary action are covered in UWS Chapter 17 as found herein. Copies of the Student Discipline Code are available in the Dean of Students Office. In cases of alleged relationship violence, (1) the accuser and the accused shall be provided an opportunity to be represented during the course of disciplinary hearing and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings concerning alleged relationship violence under parameters of federal and state law, and University policy.

Assistance for changing academic and living situations may also be available. Options available in cases alleging sexual assaults, domestic/dating violence, or stalking include but are not limited to the following: reassignment of alleged assailant from residence hall(s); restriction of alleged assailant from

eating in a particular commons; and no contact with the complainant.

All allegations of sexual assault, domestic/dating violence, or stalking will be taken seriously, with careful attention given to the rights and protection of both the accused and the accuser. Any person who believes that any of these forms of relationship violence has occurred may make an inquiry or complaint by utilizing the informal or formal procedures described in this policy.

SEXUAL HARASSMENT POLICY

A. Introduction

The University of Wisconsin Oshkosh is committed to providing and maintaining an environment that respects and protects the rights of all its members. This commitment is reflected in the following Sexual Harassment Policy. In approving this policy statement, the University community expresses its commitment to inform the campus community on this policy, to provide appropriate training and to follow through on all concerns that are presented relating to the environment for learning, working, and studying that is to be established and maintained at the University of Wisconsin Oshkosh.

Sexual harassment deprives its victims of rights guaranteed under Wisconsin Statute 36.12, which prohibits discrimination against students, including sexual harassment. Sexual harassment has no place in the educational or any other community and will not be tolerated at the University of Wisconsin Oshkosh.

B. Definition

Sexual harassment is defined by the University of Wisconsin Oshkosh as follows:

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work, learning, or living situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes criterion for granting work, study, or grading or other benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

C. Overview

In keeping with this policy, the University of Wisconsin Oshkosh will make a concerted effort: (1) to prevent sexual harassment from taking place; (2) to protect employees and students from all forms of sexual harassment as defined; and (3) to rid the University of any such offensive conduct.

Toward these ends any form of sexual harassment (as defined above) provides an immediate basis for review of those actions and may also provide grounds for the imposition of appropriate disciplinary actions, up to and including suspension or termination. In addition to this formal policy, it is important to note that there may be other approaches to solving sexual harassment complaints than those listed in this policy.

University policy specifically prohibits any form of retaliation or reprisal against persons who report sexual assault, sexual harassment, domestic/dating violence, or stalking and who prevent the recurrence of such crimes and/or violations of University policy. Forms of retaliation that are prohibited include, but are not limited to, the following:

Threats, bribes, unfair treatment, down-grading evaluations in employment or academic arenas, further harassment such as ridicule, pranks, harassment, taunting, bullying, and organized ostracism.

D. Procedures

All allegations of sexual harassment will be taken seriously, with careful attention given to the rights and protection of both the accused and the accuser. Any person who believes that sexual harassment has occurred may make an inquiry or complaint by utilizing the procedures described in this document. Individuals presenting an allegation of sexual harassment to the University, whether formal or informal, should realize that they may be called upon to provide additional information at a later date to complete the review.

Inquiries or complaints about sexual harassment and all associated records related to any investigation and resolution of a claim are to be kept confidential throughout the process to the maximum extent allowed under state and federal law. It should be noted that under established Wisconsin law, there is a stated presumption of public access to all public records, including those held by the University of Wisconsin Oshkosh. This presumption of public access means that any member of the public (including media) may request copies of documents and records held by the University. Once a request is received, the University has the legal obligation to complete a review of that request and provide a response that can be viewed in court. In order to deny access to such a request, the custodian of the record must make a determination that there is a legal basis to deny the request, which includes a determination that the public interest in not releasing the record is outweighed by the clear statutory presumption in favor of disclosure and public access.

In some cases, complainants may ask to remain anonymous. In instances where anonymity is requested, it should be understood that doing so may limit the options that are available.

An individual who wishes to make an inquiry regarding sexual harassment will be informed of options available and the responsibilities associated with the resolution process. Inquiries may be addressed to the following persons: The Director of Affirmative Action, members of the Sexual Harassment Resource Group, the Dean of Students, department chairs, deans. The Director of Affirmative Action shall ensure that these individuals receive appropriate training and orientation to this policy and to the requirements for reviewing and processing complaints under this framework.

Further, individuals designated as **Resource Persons** are also available to assist and serve in an inquiry regarding sexual harassment.

There are two ways in which a complaint of sexual harassment can be handled: an informal procedure and a formal procedure. The essential difference between the two procedures is the nature of the outcome being sought by the complainant.

1. Informal Procedure

The informal procedure typically seeks acceptable mediation or resolution of the complaint between the parties involved, usually without any kind of sanction or penalty imposed against the accused. In some cases, educational efforts may help an alleged harasser to understand why specific actions or conduct may be wrong or inappropriate. In these instances, an informal mechanism may help to accomplish important behavioral goals. Different approaches to the problem will be discussed and a course of action decided upon.

During the informal discussion and investigation of such a complaint, emphasis is placed on the resolution of the matter as quickly as possible, at the lowest level possible involving the fewest number of people. Resolution sought will be after consultation with the complainant. If there are any records associated with the complaint, these documents will be filed in the office of the Director of Affirmative Action.

2. Formal Procedure

The formal procedure engages a more structured process in seeking resolution and requires a written complaint to be filed with the Director of Affirmative Action. Upon receipt of a formal written complaint, the Director of Affirmative Action shall immediately confer with the Chancellor and the complaint itself shall be referred to the Chancellor for review and processing as required under the applicable complaint procedure. If a sexual harassment complaint is filed directly with the Chancellor, without involvement from the Director of Affirmative Action, the Chancellor shall confer with the Affirmative Action Director before beginning the formal review of that complaint. This procedure may evolve from the informal process described earlier or it may be selected as the initial course of action.

When pursuing a formal complaint, the individual has the implied responsibility to provide factual information and any other evidence that either supports the allegations under review or substantiates the substance of the complaint. This commitment includes a willingness to cooperate with the University and to support the investigative process as the formal review continues. In cases that may involve the formal imposition of disciplinary sanction(s), the complainant may also be called upon to appear as a witness in a formal University hearing on the matter.

As noted in the following sections, the formal procedure utilizes existing administrative or personnel rules in seeking a sanction, penalty or other action against the accused:

- a. **Academic Staff:** Complaint procedure as outlined in The University of Wisconsin Oshkosh Faculty and Academic Staff Handbook, Chapter 16, "Complaints", and Chapter 15, "Grievances"
 - **Complaints against Academic Staff -**
<http://www.uwosh.edu/handbook/astaffch16.html>
 - **Grievance against Academic Staff -**
<http://www.uwosh.edu/handbook/astaffch15.html>
- b. **Classified Staff:** Complaint procedure as established and implemented by the Human Resources Office.

- c. **Faculty:** Complaint procedure as outlined in *The University of Wisconsin Oshkosh Faculty and Academic Staff Handbook, Chapter Nine, Part B, "Faculty Complaints."*
- **Complaints against Faculty --**
<http://www.uwosh.edu/handbook/fpmch9.htm#9b>
 - **Grievances against Faculty --**
<http://www.uwosh.edu/handbook/fpmch9.htm#9c>
- d. **Students:** Complaint procedure as outlined in *Chapter 17 of the Wisconsin Administrative Code* administered by the Dean of Students Office.
- **Students Complaints --**
<http://www.tts.uwosh.edu/dean/studentdisciplinecode.html#Chapter UWS 17>

Any resolution sought will be after consultation with the complainant. The complainant shall be informed to the extent possible permitted by federal and state law of the actions taken or the resolutions reached as a result of the complaint process.

The complainant may, at any time during the formal process, choose to withdraw the complaint, or to pursue resolution of the complaint through the informal process set forth above.

Records of all complaints, investigations and resolutions will be filed in the Office of the Director of Affirmative Action. Additional records may also be filed according to the administrative or personnel rules utilized in the resolution process.

E. Resource Persons

In order to provide assistance with the implementation of this policy, the University has established a **Sexual Harassment Resource Group**, comprised of two males and two females from each of the following groups: the faculty, the academic staff, the classified staff, and the students. In addition, one person with counseling and/or student personnel experience will be included as a Resource Person. Appointments will be made by the Senate of Academic Staff (Academic Staff), Human Resources Office (Classified Staff), Faculty Senate (Faculty) and Oshkosh Student Association (Students). The appointment of the person with counseling and/or student personnel experience will be made by the Director of Affirmative Action.

Resource persons should be available to assist those with a sexual harassment concern in any of the following manners: (1) As a resource for information and referral. (2) As support in meetings with the Director of Affirmative Action or other representatives of the university, as requested by the individual. (3) To assist in the resolution process as requested by the individual.

Those individuals who agree to serve as Resource Persons will receive training on the issue of sexual harassment, including appropriate listening, response and resolution strategies. Resource persons will maintain confidentiality of information in a sexual harassment allegation to the extent permitted by state and federal law. *Revised Effective: June 1, 1998.*

For the most current version of this policy, refer to the Dean of Students Office web page at www.uwosh.edu/dean/conduct.htm or the Affirmative Action Office web page at www.uwosh.edu/shrg/policy.htm.

UW OSHKOSH GUARANTEE FOR RELATIONSHIP VIOLENCE VICTIMS

1. We will meet with you privately, at a place of your choice, to take a complaint report.
2. If you feel more comfortable talking with a female or male officer or staff member, we will do our best to accommodate your request.
3. You may file a complaint through the University Police, the Dean of Students Office or the Affirmative Action office, or all three. All options will be explained to you. We will fully investigate your case and will help you achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
4. Our officers and other staff will not prejudice you, and you will not be blamed for what occurred.
5. We will continue to be available to answer your questions, to explain the systems and processes involved, and to be a willing listener.
6. We will assist you in arranging for any hospital treatment or other medical needs.
7. We will assist you in privately contacting counseling, police, Dean of Students office, advising and other available resources.
8. We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
9. We will consider your case seriously, regardless of your gender or the gender of the suspect.
10. We will ask the press to respect your privacy. Local media have been very sensitive to the confidentiality of those reporting sexual assaults.

Adapted with permission from Michigan State University, Department of Public Safety.

The Dean of Students Office will also discuss with you reporting to the University Police, if you were assaulted on campus, or the City of Oshkosh Police, if you were assaulted off campus. Campus and community resources available to you will also be discussed.

RELATIONSHIP VIOLENCE PREVENTION INFORMATION

UW OSHKOSH ENCOURAGES HEALTHY RELATIONSHIP BEHAVIOR

UW Oshkosh encourages men and women to take proactive steps to prevent relationship violence, such as:

Talk with your partner about sexual contact and getting an explicit, verbal "yes" to such sexual contact.

Abstain from underage drinking, and moderate your legal alcohol consumption.
Speak directly with your partner about sex.

Clarify your partner's responses and feelings about your interactions.

Avoid assuming your partner wants what you want from a relationship or intimate encounter.

Identify and dismantle stereotypes about what it means to be a woman or a man.

Speak up to peers to confront inappropriate language and behavior that is derogatory about women or that denigrates men for not meeting male gender stereotypes.

SEXUAL ASSAULT PROTECTION*

The vast majority of sexual assaults are perpetrated by someone the victim knows or has met. Sexual assault is NOT the result of a communication problem. Sexual assault means sexual contact without consent. Many victims communicate their wishes very directly and still get assaulted. However, there are some things that you can do to avoid situations that may lead to assault.

1. Saying "no" clearly and directly may, in some situations, decrease the risk of sexual assault.
2. State what you wish and expect the other person to respect those wishes. We urge you to discuss your values and expectations about sex early in any relationship, ideally before a sexual situation arises.
3. Listen carefully. Take the time to hear what your partner is saying. If you feel he or she is not being direct or is giving you a "mixed message," ask for clarification.
4. Consent is an agreement that two people must make. Know that consent to sexual contact means both partners are actively participating and have the right to:
 - a) Choose not to be intimate
 - b) Change their mind at anytime
 - c) Not feel coerced or obligated to be sexual
5. Set sexual limits. Be firm and forceful. Do not worry about being polite, hurting someone's feelings, or making a "scene." Passivity may be interpreted as permission. It is your body and no one has the right to force you to do anything you do not want to do.
6. Listen to your internal feelings and reactions. Trust your instincts. Be aware of situations in which you feel uncomfortable and take action immediately.
7. Avoid isolated, poorly lit areas. Be in the company of another person you trust. If you feel uncomfortable in your surroundings, leave immediately. Don't hesitate to use your cell phone and call 911 or, on campus, use the blue light emergency phones.
8. Use CSO Safe Walk Program, the campus escort service (424-1212).
9. In the residence halls and apartment complexes, do not let people you do not know accompany you into the building.
10. Watch your keys. Do not lend them, leave them or lose them. Don't put your name, address, phone number or Titan Card on your key ring.

11. Lock your doors (car and residence) and windows, even if you leave for just a few minutes. Don't prop open security doors.

12. Go to and leave parties with the same friends. Keep a watch out for each other. Never leave a party alone or let an acquaintance take you home alone. Leave with someone you absolutely trust.

13. Do not accept open or poured drinks or leave your drink unattended. Alcohol and drugs can compromise your judgment and your ability to take care of yourself and make safe choices.

HOW YOU CAN HELP SOMEONE WHO HAS BEEN SEXUALLY ASSAULTED

You can help someone who is abused or who has been assaulted by listening and offering comfort. Go with her or him to the police, the hospital, or to counseling. Reinforce the message that she or he is not at fault and that it is natural to feel angry and ashamed.

**Adapted from UW O CARE/MENCARE prevention materials and the U.S. Department of Health & Human Services.*

COURSES AND PROGRAMS

Persons interested in programs or courses regarding protective behaviors should contact REACH (see Resources) for information. Campus for Awareness and Relationship Education (CARE) is a campus-wide peer education and prevention program sponsored by the Counseling Center. For information regarding this program, please contact the Counseling Center in the Student Success Center, Suite 240, 424-2061.

CAMPUS SAFETY

The safety and well being of all students, faculty, and staff are goals at UW Oshkosh, and there are various programs, policies and services that exist on our campus to assist us in achieving this goal. Detailed information regarding campus safety, along with the Student Right-to-Know and Campus Security Act and Police Statement may be obtained from the Dean of Students Office. This publication includes information such as reporting of criminal activities or emergencies on campus; general access to and use of University facilities; roles and responsibility of the University Police; programs and literature distribution regarding crime prevention; statistics regarding certain criminal offenses that took place on our campus and were reported to campus authorities for the past three years; number of arrests for certain crimes; and regulations regarding the possession, use and sale of alcohol and illegal drugs.

DEFINITIONS

Sexual assault, sexual harassment, domestic/dating violence and stalking are serious problems that demand our immediate attention. At the University of Wisconsin Oshkosh, we are committed to the prevention of all forms of relationship violence. Physical violence, threatening behavior or comments, coercive sexual contact and unwelcome comments of a sexual nature are offensive and undermine the safety, security, and dignity of all members of the University community. The University believes that the recognition of a problem is the first step toward responding to that problem. Toward that end, this information is intended to help prevent all forms of relationship violence in the University setting.

LEGAL DEFINITIONS AND PENALTIES

The Wisconsin Statutes define the serious criminal offenses of sexual assault, sexual assault of a child, sexual exploitation by

a therapist and sexual harassment. The following information prepared by UW System Legal Counsel provides a summary of offenses and corresponding penalties.

Sexual Assault

Section 940.225 of the Wisconsin Statutes creates four degrees of sexual assault. The degrees are based upon the amount of force used by the assailant and the harm done to the victim. First, second and third degree sexual assaults are felonies; fourth degree sexual assault is a misdemeanor.

1) First Degree Sexual Assault Includes:

Sexual intercourse or sexual contact without consent which causes pregnancy or inflicts great bodily harm, or

Sexual intercourse or sexual contact without consent accomplished by using or threatening to use a dangerous weapon, or

Sexual intercourse or sexual contact without consent while aided by one or more persons.

Penalties: A person can be imprisoned not more than twenty years for committing first degree sexual assault.

2) Second Degree Sexual Assault Includes:

Sexual intercourse or sexual contact without consent through the use or threat of violence, or

Sexual intercourse or sexual contact without consent which causes injury, including illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care, or

Sexual intercourse or sexual contact with a person known by the perpetrator to be unconscious or mentally ill or mentally deficient.

Penalties: A person can be imprisoned not more than ten years and/or fined not more than \$10,000 for committing second degree sexual assault.

3) Third degree sexual assault is having sexual intercourse with a person without that person's consent.

Penalties: A person can be imprisoned for not more than five years and/or a fine or not more than \$10,000.

4) Fourth degree sexual assault is having sexual contact with a person without that person's consent.

Penalties: A person can be imprisoned for not more than nine months in the county jail and/or a fine or not more than \$10,000.

Sexual Assault of a Child

Section 948.02 of the Wisconsin Statutes prohibits sexual assault against children. There are two degrees of the offense, both felonies:

1) First degree sexual assault of a child is sexual contact or sexual intercourse with a person who has not attained the age of 13 years.

Penalties: A person can be imprisoned for not more than 20 years.

2) Second degree sexual assault of a child is sexual contact or sexual intercourse with a person who has not attained the age of 16 years.

Penalties: A person can be imprisoned for not more than 10 years and/or a fine of not more than \$10,000.

Consent of the victim is not an issue for these offenses. In addition, this statute prohibits "failure to act." That is, if a person responsible for a child's welfare knows that another person intends to have, has had or is having sexual intercourse or sexual contact with the child, and fails to take action, the person responsible may also be guilty of a crime. "Failure to act" under this section is a felony.

Penalties: A person found guilty of failure to act can be imprisoned for not more than 10 years and/or fined not more than \$10,000.

Sexual Exploitation By a Therapist

Section 940.22 of the Wisconsin Statutes prohibits sexual contact between a therapist and a patient or client and imposes a duty to report violations.

Intentional sexual contacts, as defined in the sexual assault statutes, is prohibited between any person who is or who holds himself or herself out to be a therapist and a patient or client during any ongoing therapist patient or therapist client relationship. Consent is not an issue under this provision.

Penalties: A therapist having sexual contact with a patient or client is guilty of a felony and may be imprisoned for not more than 5 years and/or fined not more than \$10,000.

Reporting to the Department of Regulation and Licensing or the appropriate district attorney is required if a therapist has reasonable cause to suspect that a patient or client is a victim of sexual contact by another therapist. The therapist must ask the victim if he or she wants to make a report, and must make the report within 30 days of obtaining the victim's consent. The identity of the victim need not be revealed.

Penalties: Failure to report is a misdemeanor, punishable by imprisonment for not more than nine months and/or a fine of not more than \$10,000.

Sexual Harassment

Section III.32(13) of the Wisconsin Statutes defines sexual harassment as unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes.

Domestic/Dating Violence

The University defines Domestic/Dating Violence as (1) Physical abuse (e.g. slapping, pulling hair, punching.); (2) Threats of abuse (e.g. threatening to hit, harm, or use a weapon on another, or other forms of verbal threats); or (3) Emotional abuse (e.g. harassment) directed toward a current or former dating partner or spouse. Domestic or Dating Violence may violate any of the following Wisconsin statutes:

A) Disorderly conduct

Section 947.01 of the Wisconsin Statutes prohibits disorderly conduct. Disorderly conduct occurs when a person in a public or private place engages in

Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

Penalties: Disorderly conduct is a Class B misdemeanor.

B) Domestic Abuse

Section 813.12(1) (am) of the Wisconsin Statutes prohibits domestic abuse. Domestic abuse occurs when a person commits the following on an intimate or co-habiting partner:

Intentionally inflicts or threatens to inflict physical pain, physical injury, illness, or impairment of physical condition; damage to personal property; or sexual contact or sexual intercourse without consent.

C) Harassment

Section 947.013 of the Wisconsin Statutes prohibits harassment. Harassment occurs when a person:

Strikes, shoves, kicks or otherwise subjects another person to physical contact or attempts or threatens to do any of these things, or

Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

Penalties: A person who engages in harassment is subject to a forfeiture of not more than \$1,000.

D) Physical Assault & Battery

Section 940.19 of the Wisconsin Statutes prohibits physical assault and battery. Physical assault and battery occurs when a person engages in any of the following:

Causes bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed is guilty of a Class A misdemeanor, or

Causes substantial bodily harm to another by an act done with intent to cause bodily harm to that person or another is guilty of a Class I felony, or
Causes substantial bodily harm to another by an act done with intent to cause substantial bodily harm to that person or another is guilty of a Class D felony, or

Causes great bodily harm to another by an act done with intent to cause bodily harm to that person or another is guilty of a Class H felony, or

Causes great bodily harm to another by an act done with intent to cause great bodily harm to that person or another is guilty of a Class E felony.

Stalking

Section 940.32 of the Wisconsin Statutes prohibits stalking. Stalking occurs when a person engages in a “course of conduct” (a series of 2 or more acts) carried out over time,

however short or long, that show a continuity of purpose, including any of the following actions:

Maintaining a visual or physical proximity to the victim.

Approaching or confronting the victim.

Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.

Appearing at the victim’s home or contacting the victim’s neighbors.

Entering property owned, leased, or occupied by the victim.

Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.

Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.

Placing an object on or delivering an object to property owned, leased, or occupied by the victim.

Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

Causing a person to engage in any of the acts described above.

Penalties: Stalking is a felony offense.

VICTIM’S LEGAL RIGHTS

If a victim pursues legal prosecution, he or she has rights under Chapter 950 of the Wisconsin Statutes.

Eligibility of Victims

A victim has legal rights and is eligible for the services under Chapter 950 only if the victim reports the crime to law enforcement authorities within five days of its occurrence or discovery, unless he or she has a reasonable excuse not to do so.

Basic Bill of Rights

Sections of 950.04 and 950.045 of the Wisconsin Statutes identifies the basic rights as printed below of victims and witnesses of crime:

1. To be informed by local law enforcement agencies and the district attorney of the final disposition of the case. If the crime charged is a felony or is specified in ch. 940 or s. 948.02, 948.03 or 948.05, the victim shall be notified whenever the defendant or perpetrator is released from custody. The victim shall be notified of a pardon application by the governor under s.57.09(3).

2. To be notified that a court proceeding to which they have been subpoenaed will not go on as scheduled, in order to save the person an unnecessary trip to court.

To have the court provided with information pertaining to the economic, physical and psychological effect of the crime upon the victim of a felony and have the information considered by the court.

3. To receive protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available.
4. To be informed of financial assistance and other social services available as a result of being a witness or a victim of a crime, including information on how to apply for the assistance and services.
5. To be informed of the procedure to be followed in order to apply for and receive any witness fee to which they are entitled.
6. To be provided, whenever possible, a secure waiting area during court proceedings that does not require them to be in close proximity to defendants and families and friends of defendants.
7. To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analyses and property the ownership of which is disputed, shall be returned to the person within 10 days of being taken.
8. To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process and the juvenile justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances.
9. To be entitled to a speedy disposition of the case in which they are involved as a victim or witness in order to minimize the length of time they must endure the stress of their responsibilities in connection with the matter.
10. To have the family members of all homicide victims afforded all of the rights under subs. (1) to (4) and (6) to (9) and analogous services under 2.950.05, whether or not they are witnesses in any criminal proceedings.

Section 950.045 indicates that victims of crime are entitled to written statements concerning parole and pardon applications.

USE OF SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, AND SIMILAR WHEELED DEVICES

(Revised policy effective May 10, 1994)

It is the policy of the University of Wisconsin Oshkosh that the University set regulations and designates limited areas for the use of skateboards, roller skates, roller blades, or other

similar wheeled devices. Except as provided below, no person may skateboard, roller skate, or use roller blades or any other similar wheeled devices in or on any University buildings, or sidewalks, roadways, or parking areas on University lands, except as specifically authorized in writing in advance by the Chancellor or by the Chancellor's designee. This policy shall be enforced by University Police applying fines and forfeitures as allowed under Chapter UWS 128, Wisconsin Administrative Code.

DESIGNATED AREAS

Subject to the conditions and prohibitions noted below, skateboards, roller skates, roller blades, or any other similar wheeled devices may be used on sidewalks and walkways, provided that at the time of the use of the activity does not create a safety hazard or otherwise interfere with pedestrian, bicycle, or vehicular traffic. As a further restriction, given the noise associated with their use, skateboards may not be used within 20 feet of any University-owned building, residence hall, or other structure.

PROHIBITED AREAS

As guidance in the interpretation of this policy, the following prohibited areas are expressly noted. Skateboards, roller skates, roller blades, or other similar wheeled devices may not be used in the following locations:

1. inside any building or other enclosed facility;
2. on stairs, curbs, benches, ledges, loading docks, handicapped ramps, and other similar fixed-locations, designated-purpose sites (whether located inside of, or external to, a building or other structure); and
3. on any University-controlled streets or in any University-owned or University-controlled parking lots. Specific notice is hereby provided that the following areas and locations are prohibited areas:
 - a. on the library mall, extending from all areas immediately adjacent to the following identified buildings: Dempsey Hall to Albee Hall to Reeve Memorial Union, including all areas and locations within 100 feet of Polk Library;
 - b. in all areas and ramps immediately adjacent to River Center and the Kolf Fieldhouse;
 - c. in the mall adjacent to the Fredric March Theatre and the Arts and Communication building; and
 - d. in all areas within and adjacent to Titan Stadium, including the track and Tiedemann Baseball Field.

(Signed in Oshkosh, Wisconsin, by John E. Kerrigan, Chancellor, the 9th day of May, 1994.)

SMOKING AND CLEAN INDOOR AIR

Introduction

The University of Wisconsin Oshkosh is committed to providing an environment for teaching and learning excellence. Recognizing the negative health impact of second-hand smoke, the University is continuously seeking ways to improve the University's environment by reducing or eliminating smoke from classroom and other work settings.

Towards these ends, and recognizing the serious health risks posed by second-hand tobacco smoke in the University's environment, the University is implementing the following safety standards, consistent with the established clean air policy.

Policy

This policy is written to implement the provisions of Wisconsin's Clean Indoor Air Act, Section 101.123 of the Wisconsin Statutes **as amended, and University Policy.**

Smoking will be prohibited within:

1. all buildings and vehicles owned or leased by the University;
2. all residence halls
3. all sponsored outdoor seated events, including athletic events; and
4. within 25 feet of the perimeters of all University buildings.

Enforcement

State law provides that willful violations of the Clean Indoor Air Act are subject to forfeiture. Additionally, since these regulations are established and promulgated as a matter of University policy, the University can use this policy as a basis for other discipline, as provided under the applicable disciplinary or complaint procedure.

All enforcement efforts shall utilize the existing channels of administrative authority:

1. Student-related problems will be addressed through direct communication (e.g., student to student, faculty or staff to student, etc.) with additional review and possible disciplinary action through the processes found within Residence Life and the Office of the Dean of Students.
2. Classified staff-related problems will be addressed through direct communication with additional review by the appropriate supervisors and possible disciplinary action through other established processes (e.g., for represented classified staff, through the relevant collective bargaining agreement).
3. Academic staff-related problems will be addressed through direct communication with additional review by the appropriate supervisors and managers (up to the level of Vice Chancellor) and possible disciplinary action through the processes found in the Academic Staff Personnel Policies and Procedures.
4. Faculty-related problems will be addressed through direct communication with additional review by appropriate departmental committees, the department chair, Dean and Vice Chancellor and possible disciplinary action through the processes found in the Faculty Personnel Policies and Procedures.

Recognizing the value of education, understanding, cooperation and collegial interactions, these standards will be implemented in an educational manner, with the overall effectiveness of these changes requiring the understanding, cooperation, and active support of all faculty, staff, students and visitors to the campus.

History: Portions of this policy were approved by Chancellor Kerrigan on Tuesday, 10/12/93 with an effective date of Monday, 11/1/93 (Approved by the Faculty Senate on

2/23/93, the Senate of Academic Staff on 2/25/93 and 10/4/93, and the Oshkosh Student Association on 3/23/93). Amended by email from Tom Sonleitner, Vice Chancellor for Administrative Services 8/30/04, amended by Wisconsin Act 268, enacted 4/16/04.

MARKETING AND PROMOTIONS

REEVE MEMORIAL UNION

Reeve Union offers promotional space for student organizations and University departments in designated areas. Promotional events include campus fundraising, campaigning, recruiting, and merchandising. Outside vendors, in addition to requesting space, must complete the Agreement for Merchandise Sales after identifying terms of agreement with the Reservations Coordinator.

Political and religious canvassing is permitted with approval from Reeve Union, and in designated spaces. Literature may be distributed in public spaces and at the "free speech" rack in the main hallway.

INFORMATIONAL DISPLAY/RECRUITMENT/POLITICAL CAMPAIGNING

- A. Table spaces are available in the concourse on a first-come, first-served basis.
- B. Space is available to recognized student organizations, University departments, non-profit organizations able to prove tax exemption under Sec. 501 C3 of the IRS, and to approved commercial vendors.
- C. Spaces may be reserved for up to five (5) consecutive days. Limit one space per sponsor.
- D. Table reservations include 1 table, 2 chairs, and a t-stand if requested. Additional equipment may be available upon request.
- E. Tables must be staffed by organization/department representatives for the duration of the reservation. Exceptions will be made at the discretion of the Director of Reeve Memorial Union.
- F. Information may be displayed on the table and a t-stand provided by the Union staff. Display materials may not be attached to walls, doors, or floors of the Reeve Union.
- G. A/V equipment volumes must be kept at reasonable levels in consideration of those using adjacent areas. Reasonable is defined as "conversational within a five-foot radius of the table." A/V equipment must be reserved with the space through the reservations staff.
- H. Distribution of materials and political campaigning is permitted in public spaces and at reserved tables in lobby areas or on public sidewalks. Those staffing the tables may not "hawk" or entrap pedestrians as they walk past, and exits and entrances must be kept clear for easy access.

FUNDRAISERS

- A. Recognized student organizations are allowed to conduct sales to raise funds that will advance the

purpose of their organization and comply with all University fundraising guidelines.

- B. Table spaces are available in the concourse on a first-come, first-served basis.
- C. Spaces may be reserved for up to five (5) consecutive days. Limit one space per sponsor.
- D. Table reservations include 1 table, 2 chairs, and a t-stand if requested. Additional equipment/tables may be available upon request.
- E. Tables must be staffed by organization/department representatives for the duration of the reservation. Exceptions will be made at the discretion of the Director of Reeve Memorial Union if requested at the time the reservation is confirmed.
- F. Information may be displayed on the table and/or t-stand provided by the Union staff. Display materials may not be attached to walls, doors, or floors of the Reeve Union.
- G. Any food or beverage items to be sold or distributed must be approved by the Assistant Director for Dining Operations.
- H. Sale of items currently available at retail areas in Reeve Union must be approved by the Bookstore Director.

CREDIT CARD/CELL PHONE AND OTHER SIMILAR SOLICITATIONS

- A. The University Alumni Association credit card is the only credit card allowed to solicit on campus.
- B. All cell phone solicitations are permitted in specified areas and reserved tables only and must be sponsored by a recognized student organization or University office. Reservations must be made by the sponsor of the activity.
- C. Use of Reeve Memorial Union space for solicitations of cell phone or similar sales have a rental fee of \$125 per day (plus tax.)
- D. Tables must be staffed by organization/department representatives for the duration of the reservation. Exceptions will be made at the discretion of the Director of Reeve Memorial Union if requested at the time the reservation is confirmed.
- E. Compliance with policies outlined in the "Merchandise Sales Utilizing an Outside Vendor" section of this policy, below, is required.

MERCHANDISE SALES UTILIZING AN OUTSIDE VENDOR

- A. Organizations may sponsor the sale or promotion of articles provided by a vendor. Articles that duplicate items offered for sale through the retail outlets in Reeve Union are not permitted.
- B. Space is available on a first-come, first-served basis for a charge of \$125 per day plus tax. Negotiations between the vendor and the University may also include a percentage of profits paid to the sponsor, in addition to the base charge paid to Reeve Union.
- C. Requests for space made directly by vendors to the Union office will be reviewed and approved for

sponsorship by the Assistant Director for Operations. If the proposed items for sale are determined to be a duplication of existing services or inappropriate to the educational environment, the request may be denied.

- D. Reeve Union space may be reserved for up to five (5) consecutive days, based upon availability.
- E. A non-refundable deposit of \$50 (plus tax) is due at least five working days in advance of the first day of the reservation or the reservation will be canceled. Payment of the rental fee is due in full on or before the first day of the reservation.
- F. Sales must be staffed by vendor representatives for the duration of the reservation.
- G. The vendor is responsible for all sales tax licenses, and permits as required.
- H. Sale information or advertisements may be displayed on the table and/or t-stands provided by the Union staff. Display materials may not be attached to walls, doors, or floors of the Reeve Union.
- I. Vendors will utilize a cash register provided by Reeve Union for all transactions.
- J. When the agreement with the University is based on a percentage of sales, a report of all sales will be provided at the close of each day. A representative of the sponsor will assist with closing out the register and calculating the appropriate commissions based on the contractual agreement.
- K. High-pressure sales techniques will not be permitted. Stopping or blocking access to pedestrians as they enter the building or pass through is not permitted.
- L. The University is committed to the principles of multiculturalism and anti-discrimination. Reeve Memorial Union stresses the importance of avoiding use of discriminatory and/or sexually or culturally insensitive language, behavior, and content in activities, and encourages thought and advance planning so that activities reflect diversity and sensitivity.