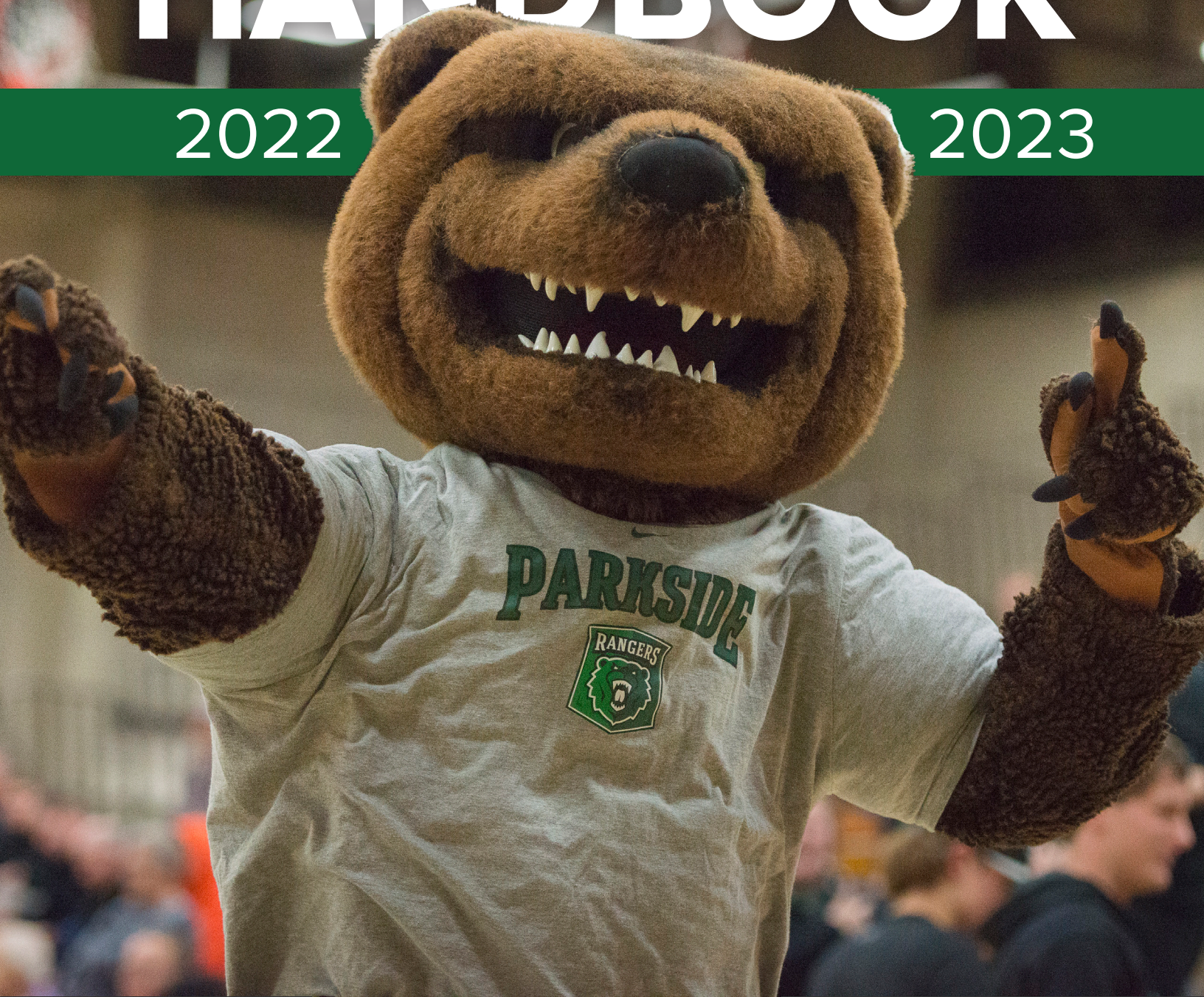


STUDENT HANDBOOK

2022

2023



Major in you.

The University of Wisconsin-Parkside reserves the right to change any statement in this handbook concerning, but not limited to rules, policies, tuition, fees, curricula, calendar dates, and courses.

UNIVERSITY OF
WISCONSIN **PARKSIDE**

University of Wisconsin - Parkside Student Handbook 2022-2023

WELCOME

We are excited that you have chosen the University of Wisconsin-Parkside as your university. On behalf of the faculty, staff, and administration, we welcome you to our beautiful campus and wish you the very best as you pursue your academic goals. The past few years have been challenging given the COVID-19 pandemic and situations of turmoil on the local, national, and global stage, but our mission remains the same – to provide you with a world-class academic experience.

The University recognizes four hallmarks as our core values: academic excellence, student success, diversity and inclusiveness, and community engagement. We are committed to ensuring that during your educational career, you will experience these values and live them with us.

At the University of Wisconsin-Parkside, our faculty and staff are dedicated to assisting you on your higher education journey. Our faculty care about you personally and want your learning experience to be truly rewarding. Our student services staff is committed to helping you succeed in reaching your academic, career, and personal goals, inside and outside of the classroom. Your safety is of the utmost importance, which is why we continue to monitor COVID-19 and other health-related issues, and follow Public Health guidance to maintain a safe and healthy campus environment.

This Student Handbook is designed as a resource for understanding policies and procedures of UW-Parkside as well as a description of the resources and services that are available to you as a student. In addition, remember to use the University's website, www.uwp.edu for the most up-to-date information, join the University's Facebook group, and follow us on Twitter.

This is going to be a very exciting year and we know that you are ready to crush it. Have confidence in yourself, get involved, make new friends, get to know your faculty, have fun, and remember to study! Welcome to the UW-Parkside Ranger community.

Have a great year and Go Rangers!

Dr. Debbie L. Ford
Chancellor
ford@uwp.edu
262-595-2211

Dr. Tammy L. McGuckin
Vice Chancellor-Student Affairs & Enrollment Services
mcguckin@uwp.edu
262-595-2598

Table of Contents

Welcome	1
Table of Contents	2-4
COVID-19 Handbook Supplement	5-8
Campus Offices	9
Abbreviations	9
Important Offices / Phone Numbers.....	9
Important Dates	10
Services and Information	11-21
Academic Information.....	11
Academic Records.....	11
Activity Hour	11
Administration	11
Advising & Career Center.....	11
Alumni Relations (University Advancement)	12
Archives & Special Collections	12
Athletics	12
Automated Teller Machine (ATM)	12
Campus Activities & Engagement	12
Career Center	12
Cashier’s Office	12
Class (Cancellation of).....	12
Computer Labs	13
Conferences & Events	13
CTS Tech Bar (Help Desk)	13
Dining Service.....	13
Emergencies.....	13
Emergency Call Boxes	13
Emergency Notification to a Student.....	14
Faculty Office Hours.....	14
Financial Aid	14
Fire Procedures & Fire Drills.....	14
Graduation Application Deadlines	14
Health Insurance	14
Higher Education Location Program (HELP).....	14
Housing & Residence Life.....	15
Information Services (Student Center Concierge Desk)	15
Intercultural Commons	15
International Student Services / Study Abroad Office	15
Internships	15
Intramurals / Recreation.....	15
LGBTQ Resource Center	15
Library	16
Lost & Found	16
NetTutor.....	16

Office of Multicultural Student Affairs (OMSA).....	16
Parkside Academic Resource Center (Tutoring)	16
Parkside Military & Veteran Success Center (MVSC)	17
Parking Permits	17
Parkside Student Government.....	17
Payroll – For Student Employees	17
Photography Release	17
Police Department	17
Posting Promotional Materials	18
Ranger Card & ID.....	18
Registrar’s Office	18
Registration.....	18
Scholarships	18
Sexual Misconduct Information & Resources	18
Sports & Activity Center (SAC)	19
Student Accessibility Services (formerly Disability Services)	19
Student Employment	19
Student Health & Counseling Center (SHCC)	19
Student Organizations.....	19
Student Support Services.....	20
Title IX Coordinator / Deputy Coordinators	20
Tornadoes	20
Transcripts.....	21
University Bookstore.....	21
Volunteer Program.....	21
University of Wisconsin-Parkside Academic Policies	21-25
Adding / Dropping a Course	21-22
Attendance Policy	22-23
Students Called to Active Duty Military Service.....	23
Grade Appeals Procedure	23-24
Academic Standing Policy	24-25
Readmission Following an Academic Suspension	25
University of Wisconsin-Parkside Administrative Policies	25-35
Access to Student Information Policy	25-26
Designated Areas for ‘Free Speech’ Events.....	26-27
Nondiscrimination on the Basis of Disability Policy	27-28
Drug Free Schools & Communities Act	28
Discrimination, Harassment, and Retaliation Policy	29
Political Campaigning	30
Sexual Violence & Sexual Harassment Policy.....	30-32
Clean Indoor Air Policy (Smoking Prohibited)	32
Student Complaint Policy.....	32-34
Student Preferred Name Policy	34
Medical Withdrawal / Drop Policy	35
UW System Board of Regents Policies	36-42
Commitment to Academic Freedom and Freedom of Expression	36-38

Discrimination, Harassment, and Retaliation 38-39
Consensual Relationships..... 39-42
University of Wisconsin System Conduct Policies 42-80
Academic Misconduct Policy..... 42-49
Non-Academic (Behavioral) Misconduct Policy 49-65
Conduct on University Lands Policy 65-80

COVID-19 and Monkeypox Handbook Supplement

COVID-19

The University of Wisconsin-Parkside's priorities in response to COVID-19 remain 1) protecting the health and safety of the learning community; 2) delivering our academic mission; and 3) joining together to reduce the spread of COVID-19. Even as we navigate these unprecedented times, UW-Parkside will deliver the kinds of exceptional educational experiences that students expect and that our faculty and staff work so hard to provide.

Quality instruction in the classroom, meaningful interactions among faculty and students, and extraordinary outside-the-classroom opportunities will continue to be hallmarks of the UW-Parkside learning experience.

The health and safety of our students, faculty, staff and the public with whom we interact will continue to be a priority as we monitor and respond to the ongoing pandemic. As our knowledge and understanding of the COVID-19 virus and its variants continue to evolve and more information becomes available, we will update our policies, plans, and protocols as appropriate. You can find the most current information about the university's COVID-19 response on the [COVID-19 webpage](#). The link to the webpage is found on the menu bar above the search box on the UWP homepage.

As members of the UW-Parkside community, we must all play a part in preventing the spread of COVID-19.

The following principles were followed in creating this guide:

- UW-Parkside follows all requirements established by the State of Wisconsin, the Wisconsin Department of Health Services, the University of Wisconsin System, and the Kenosha County Health Department.
- UW-Parkside continues to work closely with Kenosha County and surrounding communities to guide decisions impacting the health and safety of our campus and broader community.
- UW-Parkside will consult the latest guidance from the Centers for Disease Control and Prevention (CDC) related to [Coronavirus Disease 2019](#).

TAKING CARE OF YOURSELF



- Wash your hands often with soap and water for at least 20 seconds
- Cover your cough or sneeze with your sleeve or a disposable tissue
- Maintain appropriate social distancing and avoid contact with people who are sick
- Avoid touching your eyes, nose or mouth
- If you are experiencing fever or respiratory symptoms like a cough or shortness of breath, stay home and contact the Student Health & Counseling Center (SHCC) or your medical provide

COMING TO CAMPUS

Self-Monitoring

- You are encouraged to self-monitor each day before coming to campus or leaving your residence hall room/apartment.
- Make sure you have a reliable thermometer for temperature checks.
- It is imperative that you not ignore warning signs. If you are experiencing symptoms such as shortness of breath, fever, cough, loss of taste or smell, or [other symptoms](#), even if they are mild, stay at home or remain in your residence hall room/apartment. You should contact your family healthcare provider or call the Student Health & Counseling Center at (262) 595-2366 for an appointment.

Face Coverings

- Masks/face coverings are optional indoors based on current CDC guidance related to area transmission rates. The decision to wear a mask is personal, often based on either one's own or close family members' medical conditions, and should be respected by all.
- Disposable masks will be available at the StudentCenter Concierge Desk and Tech Bar (WYLL L101) in the event that someone needs one.

VACCINATIONS

UW-Parkside strongly encourages all members of our campus community to get vaccinated for COVID-19 to protect against serious illness and hospitalization.

- Students who are fully vaccinated should upload their vaccination verification (including any additional boosters) to the Student Health & Counseling Center's electronic medical records system, MyChart. [Instructions](#) for uploading your documentation can be found on the COVID-19 website.
- Students wishing to be vaccinated can call the Student Health & Counseling Center at (262) 595-2366 to schedule an appointment.

COVID-19 TESTING

- Students with symptoms should call the Student Health & Counseling Center at (262) 595-2366 or contact your family healthcare provider for an appointment.
- "At Home" testing kits will be available at the Student Health & Counseling Center, the Housing Office in Ranger Hall, and the Front Desk at Pike River Suites (when staffed) while supplies last.

ISOLATION / QUARANTINE PROTOCOLS

This guidance is based on the August 11, 2022 CDC guidelines.

- Individuals who **test positive for COVID-19** will be asked to isolate for 5 days. The first day of symptoms is "Day Zero". You are not allowed to attend face-to-face classes during your isolation period. It is your responsibility to notify your instructors of your absence.
- People who are **exposed to COVID-19 and have no symptoms** are no longer required to quarantine. This includes individuals who have not been vaccinated. It is recommended that you wear a mask indoors for 10 days and monitor for symptoms. It is also recommended that you test after 5 days to determine if you are positive.

If you are not feeling well for any reason, do not come to campus or leave your residence hall room. You should contact the Student Health & Counseling Center for an appointment or visit your primary care provider. Students should fill-out the [Student COVID-19 Reporting Form](#) if you test positive for COVID-19 (via a home test) or are diagnosed by a health care provider.

SELF-NOTIFYING YOUR CLOSE CONTACTS

Contact Tracing is no longer being conducted by the university. You are encouraged to notify those individuals you have been close to if you have tested positive. The two links below provide options for you to let others know that they may have been exposed.

[TellYourContacts.org](https://www.tellyourcontacts.org)

[WI Exposure Notification App](#)

MONKEYPOX

As we enter the 2022-23 school year, the Student Health & Counseling Center (SHCC) is monitoring the recent rise in Monkeypox cases which prompted the World Health Organization to issue a global health emergency statement.

SYMPTOMS & TRANSMISSION

Monkeypox is a disease that causes fever, fatigue, swollen lymph nodes and a rash. Monkeypox is spread through several pathways, including direct contact with infectious rashes, scabs or body fluids, including respiratory secretions, touching items such as clothing or linens previously exposed to infectious rashes or body fluids, and intimate contact (sex, cuddling & kissing). Monkeypox can infect anyone, regardless of gender identity or sexual orientation.

Students seeking evaluation for suspected exposure to Monkeypox or infection should contact the Student Health & Counseling Center at (262) 595-2366 for triage and instruction.

How Can I Reduce the Risk of Contracting Monkeypox?

- Avoid close, skin-to-skin contact with people who have a rash that looks like Monkeypox. Do not touch the rash or scabs of a person with Monkeypox. Do not kiss, hug, cuddle or have sex with

someone with Monkeypox.

- Avoid contact with objects and materials that a person with Monkeypox has used. Do not share eating utensils or cups with a person with Monkeypox. Do not handle or touch the bedding, towels, or clothing of a person with Monkeypox.
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer, especially before eating or touching your face, and after you use the bathroom.

What Happens If I Test Positive for Monkeypox?

Persons infected with Monkeypox should isolate until all skin lesions have resolved, the scabs have fallen off, and a fresh layer of intact skin has formed. The length of isolation will vary from patient to patient and may last 21 days (about 3 weeks) or more.

People infected with the virus often have a mild disease that does not require treatment. There are no Monkeypox-specific treatments, but antivirals, such as tecovirimat (TPOXX), may be recommended for people who are more likely to get severely ill.

- **Residential students** who experience symptoms of Monkeypox should contact the Student Health & Counseling Center for instructions. In most cases, residents will be asked to isolate at home until the symptoms have cleared. Students who cannot go home will work with Residence Life staff to determine isolation requirements. It is your responsibility to notify your instructors of your absence.
- **Commuter students** who experience symptoms of Monkeypox should isolate at home until symptoms have cleared. It is your responsibility to notify your instructors of your absence.

For More Information

This is an evolving situation that the Student Health & Counseling Center will monitor closely. The Wisconsin Department of Health Services is building capacity for testing, symptomatic treatment and vaccinations (limited availability).

For additional information, please visit the [Student Health & Counseling website](#) and the [CDC's Monkeypox website](#).

Campus Offices

Abbreviations:

CART/RITA	Communication Arts Bldg. (Rita Tallent Picken Regional Center for Art & Humanities)
GRNQ	Greenquist Hall
MOLN	Molinaro Hall
RANG	Ranger Hall
SAC	Sports & Activity Center
SHCC	Student Health & Counseling Center
SCTR	Student Center
TLNT	Tallent Hall
WYLL	Wyllie Hall

Important Offices/Phone Numbers:

Advising & Career Center	WYLL D130	595-2040
Admissions Office	SCTR D105	595-2355
Alumni Relations	WYLL 3214	595-2233
Athletics	SAC	595-2308
Bookstore	SCTR D102	595-2301
Campus Concierge Desk	SCTR	595-2307
Cashier's Office	WYLL D150	595-2258
Chancellor's Office	WYLL 353	595-2211
CTS Tech Bar	WYLL L101	595-2444
Credit Union, Educators	SCTR D108	595-2150
Dean of Students Office	SCTR L209	595-2598
Dining Service	SCTR D132	595-2075
Financial Aid (Office of Scholarships & Financial Aid)	WYLL D150	595-2574
Housing & Residence Life Office	RANG	595-2320
ID Card, Campus Concierge Desk	SCTR	595-2307
International Student Services / Study Abroad	WYLL D140	595-2701
LGBTQ Resource Center	WYLL D170	595-2456
Library Checkout/Reference Desk	WYLL L120	595-2238
Lost/Found	TLNT 188	595-2455
Military & Veteran Success Center (MVSC)	WYLL D160	595-2497
New Student Services (Orientation)	SCTR L104	595-2477
Office of Multicultural Student Affairs	WYLL D180	595-2731
Parking Permits	TLNT 188	595-2455
Parkside Academic Resource Center (PARC-Tutoring)	WYLL D110	595-2044
Provost/Vice Chancellor's Office	WYLL 343	595-2261
Registrar/Registration	WYLL D150	595-2799
Reservations	SCTR L209	595-2458
Student Accessibility Services	WYLL D187	595-2372
Student Engagement & Connection Office	SCTR L104	595-2278
Student Employment (Handshake)	WYLL D130	595-2016
Student Government (PSG)	SCTR L101	595-2278
Student Health & Counseling Center	SHCC	595-2366
Student Organizations	SCTR L104	595-2278
Student Records	WYLL D150	595-2799
Student Support Services Office	WYLL D120	595-2726
Title IX Coordinator	TLNT 288B	595-2239
University Police-Emergency	TLNT 188	595-2911
University Police-Business	TLNT 188	595-2455
University Relations	WYLL 3320	595-2277
Volunteer Program	SCTR L104	595-2011
Writing Center (PARC)	WYLL D110	595-2044

Important Dates: 2022-2023

FALL 2022

Orientation: Ranger Welcome	Sept 6
Instruction Begins	Sept 7
Last Day to Drop Classes (without fees)	Sept 20
Tuition/Fee Payment Deadline	Sept 15
Thanksgiving Recess (No Classes after 4:00pm on Wed Nov 23)	Nov 24-26
Spring 2022 Graduation Application Deadline	Dec 1
Instruction Ends	Dec 12
Final Exams	Dec 13-16
Commencement Ceremonies	Dec 17

WINTERIM 2023

New Year's Day Observed (No Classes)	Jan 2
Instruction Begins	Jan 3
Last Day to Drop Classes (without fees)	TBA
Martin Luther King Day (No Classes)	Jan 16
Instruction Ends	Jan 27
Tuition/Fee Payment Deadline	TBA

SPRING 2023

Instruction Begins	Jan 30
Last Day to Drop Classes (without fees)	TBA
Tuition/Fee Payment Deadline	TBA
Spring Break	Mar 20-25
Fall 2022 Graduation Application Deadline	May 1
Instruction Ends	May 8
Final Exams	May 9-12
Commencement	May 13

SUMMER 2023

1st 4-wk & 8-wk Instruction Begins	May 22
Memorial Day (No Classes)	May 29
1st 4-week Instruction Ends	June 16
2nd 4-wk & 2 nd 8-wk Instruction Begins	June
19Independence Day Observed (No Classes)	July 4
2nd 4-week & 1 st 8-wk Instruction Ends	July 14
3rd 4-week Instruction Begins	July 17
3rd 4-wk & 2 nd 8-wk Instruction Ends	August 11

Dates may be subject to change. Fall/Spring dates are for full-term courses. See Academic Calendar for additional details.

<https://www.uwp.edu/live/offices/registraroffice/Academic-Calendar.cfm>

Services and Information

ACADEMIC INFORMATION

<https://www.uwp.edu/learn/academiccatalog/>

Information on academic programs, policies and procedures is outlined in the University of Wisconsin-Parkside Undergraduate Catalog.

ACADEMIC RECORDS

PH: 595-2799; Office of the Registrar – WYLL D150

<http://www.uwp.edu/live/offices/registrarsoffice/FERPA/>

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), students have the right to inspect and review their educational records (including grades). Students can challenge any academic record they feel is inaccurate, misleading, or inappropriate. Students may request to have their directory information withheld from University publications or from lists to outside agencies. Please visit the Registrar's Office for more information.

ACTIVITY HOUR

With a few exceptions, no classes are scheduled between noon and 1 p.m. on Monday, Wednesday, and Friday to allow campus organizations and departments to hold meetings, lectures, or workshops.

ADMINISTRATION

Board of Regents – The Board of Regents is responsible for the administration of the University of Wisconsin System by State of Wisconsin Statute. There are 18 members of the Board of Regents, including two student Regents. The University of Wisconsin System implements the policies made by the Board.

Chancellor and Other UW-Parkside Officers – The Chancellor is the chief administrative officer of UW-Parkside, and is assisted by the Provost/Vice Chancellor for Academic & Student Affairs, the Vice Chancellor for Finance & Administration, the Vice Chancellor for Advancement & Alumni Relations, the Vice Provost for Academic Affairs, the Vice Chancellor for Student Affairs & Enrollment Services, the Chief Information Officer, the Associate Vice Chancellor of Human Resources, Diversity, Equity & Inclusion, the Athletic Director, and the Executive Director of Communications.

Faculty Senate – The Faculty Senate is the body to which most faculty committees report. It meets at least three times each semester. The Faculty Senate represents and conducts the business of the faculty, acts as a liaison between the faculty and the administration, engages in campus academic budget and resource planning, and formulates, discusses, and interprets academic regulations and policies.

Academic Staff Committee – The Academic Staff Committee has primary responsibility for academic staff personnel policies and procedures and shall select academic staff representatives to participate in institutional governance.

University Staff Committee – The University Staff Committee exists to promote an exchange of information and ideas among university staff with the broader University community, and to provide an organized, systematic way for university staff representatives to participate in institutional governance.

ADVISING AND CAREER CENTER

PH: 595-2040; WYLL D130

<https://www.uwp.edu/live/offices/advisingcareer/>

Professional Academic Advisors assist with educational goals, academic planning, academic adjustment issues, and course scheduling. Advisors in the Advising and Career Center work with first year students until they have declared a major and successfully completed 30 credit hours. Students are then transitioned to academic advisors in the Colleges who will work with them through graduation.

ALUMNI RELATIONS (OFFICE OF UNIVERSITY ADVANCEMENT & ALUMNI RELATIONS)

PH: 595-2233; Office of University Advancement & Alumni Relations – WYLL 3214

Each student becomes an alumnus or alumna of the University upon graduation. All UW-Parkside graduates are considered members of the Alumni Association by virtue of having graduated from the institution, and membership status begins immediately upon graduation. The Alumni Association helps keep members informed and involved with the University. The organization plans activities for members, provides volunteer assistance to the University with student recruitment, career planning and placement and fundraising.

ARCHIVES AND SPECIAL COLLECTIONS

PH: 595-2411; Archives and Area Research Center – WYLL D274

<https://www.uwp.edu/learn/library/Archives/about.cfm>

As a department within the library, the University Archives houses records of the university, public records of Racine and Kenosha Counties, manuscript collections of local historical interest, local and regional maps, and a collection of rare books dating to 1638. Special collections include works of noted individuals, a strong collection of book art and rare local history volumes. Archive collections contain materials valuable to all subject areas. They are open to all members of the UW-Parkside community as well as the general public. Wisconsin Historical Society Collections from throughout the state can be sent here and viewed. Scholarly research, fact-finding and genealogy comprise typical pursuits. An experienced staff is eager to help you with every project.

ATHLETICS

PH: 595-2308; SAC L150

<http://www.parksiderangers.com/>

UW-Parkside is a member of the National Collegiate Athletic Association (NCAA Division II) and the Great Lakes Intercollegiate Athletic Conference (GLIAC). Men's sports include cross country, golf, baseball, soccer, basketball, wrestling, and track & field. Women's sports include cross country, soccer, volleyball, basketball, softball, and track & field.

AUTOMATED TELLER MACHINE (ATM)

Two Educators Credit Union (ECU) ATMs are located on campus, one on the D1 Level of the Student Center and another near the vending machines adjacent to the north entrance of the Sports & Activity Center (SAC). ECU members can access the ATMs free of charge. Non ECU users will pay a \$2 fee.

CAREER CENTER (ADVISING AND CAREER CENTER)

PH: 595-2040; WYLL D130

<https://www.uwp.edu/live/offices/advisingcareer/>

The Advising and Career Center offers a variety of services and resources designed to assist students in all stages of major exploration and career development. We help students match their interests, skills and values to occupational areas and provide guidance in a variety of career readiness areas, including but not limited to resume and cover letter writing, interviewing skills and the job search process. Students can also utilize our Handshake job posting platform to locate on-campus jobs, internships, and part-time and full-time jobs.

CASHIER'S OFFICE

PH: 595-2258; WYLL D150

<http://www.uwp.edu/live/offices/cashiersoffice/>

The Cashier's Office handles payment of tuition and fees. Credit cards are accepted for tuition payments via the web only (a convenience fee does apply).

CLASS – (CANCELLATION OF)

When a class must be canceled (due to faculty illness or for other reasons), the instructor will contact the department, which will post a cancellation notice at the classroom, and notify the Campus Concierge at 595-2307.

COMPUTER LABS

PH: 595-2444 or 595-2790

General access student computer labs are located in Molinaro D112/115/117/124, Greenquist D134, Wyllie L140/L141, and a Mac lab in RITA 123. Laser printing is available from the labs for six cents per page. Check the Campus Technology Support website for lab hours. The Library also provides open access computers, both PC and Macintosh, and color and monotone printers and scanners.

CONFERENCES & EVENTS

PH: 595-2458; SCTR L209

<https://www.uwp.edu/explore/reservations/index.cfm>

The Campus Reservations Office is the place to make facility reservations and room set up requests. Contact campus reservations by e-mail (reservations@uwp.edu), by phone, website or stop by.

CTS Tech Bar (HELP DESK)

PH: 595-2444; Tech Bar WYLL L101 servicedesk@uwp.edu

<https://uwp.edu/explore/offices/campustechnologyservices/helpdesk.cfm>

The Campus Technology Services (CTS) Tech Bar provides support to students, faculty, and staff at UW-Parkside on general computing issues, various UW applications and other technology services. The Tech Bar Staff are available via phone, email, and in person at the walk-up location.

DINING SERVICE

PH: 595-2578; SCTR D132

<https://www.uwp.edu/live/eat/index.cfm>

Whether you are dining with friends, grabbing a snack on the run or planning a special event, we have something for you. Dining plans are available for both residence hall and commuter students. Menus and hours of service can be found on our website. All dining locations accept the Ranger Card, cash, or credit card. Please check the website for updates on the hours for each location.

- **Brickstone Grill & Eatery** – An attractive restaurant venue located on the D1 level of the UW-Parkside Student Center. The Brickstone Grill & Eatery features a panorama of food destinations including made to order sandwiches and salads, freshly made pizza, calzones and Italian casseroles, made to order grill items, hand carved favorites, sushi and special "feature dishes".
- **The Den** – Located on the D2 level of the Student Center, the Den will be open but no food will be served from this location.
- **The Encore** – Located outside the Student Center Cinema. Proudly featuring a full range of Starbucks beverages along with delicious desserts, pastries and bottled beverages.
- **Book & Brew** – Located in the Library lounge, offering premium coffee and grab-and-go items.
- **Wyllie Market** – A variety of soup, sandwiches, and grab & go items and all your favorite beverages including Starbucks. Located on the D1 level of Wyllie Hall.
- **Catering** – Catering services are available to fit the needs of any size group or budget. Contact catering at 595-2346 or visit their office at SCTR 209.

DISABILITY SERVICES (See Student Accessibility Services)

EMERGENCIES

Emergencies/Crimes in Progress/Fire – 595-2911 (Police Department) TLNT 188

Poison Center – 800-222-1222

EMERGENCY CALL BOXES

Located strategically across campus including parking lots and pedestrian walkways, 26 emergency call boxes provide a direct link to UW-Parkside Police. Emergency Call Boxes are conspicuously labeled and are located beneath blue lights that are illuminated at night.

EMERGENCY NOTIFICATION TO A STUDENT

PH: 595-2455; UW-Parkside Police – TLNT 188

In case of serious medical emergency, UW-Parkside Police Department will attempt to locate a student in class.

FACULTY OFFICE HOURS

Each academic department office has a listing of the office hours for faculty members in that department. Departmental office numbers can be obtained by calling 595-2345.

FINANCIAL AID (OFFICE OF SCHOLARSHIPS & FINANCIAL AID)

PH: 595-2574; WYLL D150

<https://www.uwp.edu/live/offices/financialaid/>

The Office of Scholarships and Financial Aid offers guidance in obtaining financial assistance through a wide range of financial aid programs. Student financial aid may include a combination of scholarships, grants, loans and student employment. Non-scholarship eligibility is based upon financial need as determined by information provided on the Free Application for Federal Student Aid (FAFSA) Form. Students are strongly recommended to apply for financial aid before March 15th for the following academic year.

FIRE PROCEDURES AND FIRE DRILLS

PH: 595-2911

The University has a system of fire alarms which are used to evacuate buildings in the event of fires, fire drills, or hazardous material spills. Upon hearing a fire alarm, everyone must evacuate the building in which the fire alarm is sounding, move at least 300 feet from the building, and maintain this distance until emergency personnel announce it is safe to re-enter. Notify persons with hearing impairments of the need to evacuate. Do not use elevators. Persons with mobility impairments who cannot evacuate without using an elevator should contact Student Accessibility Services or the University Safety Coordinator for the locations of "Safe Haven Areas" where they can wait for assistance. To report smoke, fire, or a condition that could lead to a fire, call UW-Parkside Police from any campus phone at extension 2911, the emergency number.

GRADUATION APPLICATION DEADLINES

PH: 595-2284

Fall (December) Graduation Application – Due May 1st

Spring (May) Graduation Application – Due December 1st

Summer (August) Graduation Application – Due August 1st

HEALTH INSURANCE

PH: 595-2366; Student Health and Counseling Center (SHCC)

<http://www.uwp.edu/live/services/studenthealth/insurance.cfm>

Students are encouraged to have health insurance. Unexpected physical and mental health emergencies can occur, the cost of which could put severe strain on the student's ability to complete their education.

All international students are **required** to purchase health insurance through the UW System Anthem Student Advantage Insurance plan operated by Anthem Blue Cross and Blue Shield. Exceptions can be made for students enrolled in specific government-sponsored programs that include coverage commensurate with the UW System insurance plan (i.e. Saudi Arabia Cultural Mission). If you have questions, please contact the ISS/SA Office.

HIGHER EDUCATION LOCATION PROGRAM (HELP)

PH: 1-800-442-6459

<http://www.uwhelp.wisconsin.edu/>

HELP is an up-to-date information and referral service providing details about financial aid, admission, programs and majors, and procedures for all campuses within the UW system.

HOUSING & RESIDENCE LIFE

PH: 595-2320; Ranger Hall – Room 36

<http://www.uwp.edu/live/offices/residencelife/>

Residence Life staff assist students with issues related to on-campus living, including providing academic support, programs to develop community and the individual, conflict resolution, emergency response, and maintenance of rooms/apartments. Students can participate in leadership opportunities through Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH), in addition to becoming a Resident Advisor (RA).

INFORMATION SERVICES (Concierge Desk)

PH: 595-2345; Campus Concierge, SCTR D1 Level

<https://www.uwp.edu/live/studentcenter/campusconcierge.cfm>

General campus information may be obtained at the Campus Concierge Desk. Campus ticket sales, bus passes and fax service are offered in addition to campus maps, campus phone directories, and event schedules.

INTERCULTURAL COMMONS

PH: 595-2731; Office of Multicultural Student Affairs – WYLL D181

Administered by OMSA, the Intercultural Commons is a resource center that features multicultural artwork, books, magazines, and videos. Students use the comfortable lounge area to study, work on one of the networked computers, or relax with peers.

INTERNATIONAL STUDENTS SERVICES/STUDY ABROAD OFFICE

PH: 595-2701; WYLL D140

<https://www.uwp.edu/international/>

<https://www.uwp.edu/learn/studyabroad/>

International Student Services: The Office provides direct service to international students with issues regarding student visas, employment, taxes, and health insurance. The Office organizes the International Student Orientation program and provides international students with information and support linking them to vital campus, community and governmental resources.

Study Abroad: The office coordinates faculty-led international courses, short-term and full semester exchange opportunities, and programs offered through partner institutions. Dedicated to helping students find an educational program that fits them academically and financially, the office guides them through the many steps to study abroad. Financial aid resources may be available for approved study abroad programs.

INTERNSHIPS

PH: 595-2040; Advising & Career Center – WYLL D130

<https://www.uwp.edu/live/offices/AdvisingCareer/internships.cfm>

The Advising and Career Center posts internship opportunities online and assists in the application process. Students should consult with their academic advisor regarding credit.

INTRAMURALS/RECREATION

PH: 595-2656; Sports & Activity Center

<https://www.uwp.edu/live/play/intramurals.cfm>

There are organized Intramural and recreational events that are sponsored for students. Entry forms and schedules can be found on the website, social media, and flyers posted around campus. These events are subject to change, please refer to the website for the latest updates.

LGBTQ RESOURCE CENTER

PH: 595-2456; WYLL D170

<http://www.uwp.edu/live/services/lgbtqresourcecenter/>

The mission of the University of Wisconsin-Parkside LGBTQ Resource Center is to provide a safe, inclusive, and comfortable environment on campus for LGBTQ and Allied students, faculty, and staff. The Center provides advocacy and support services to meet the unique needs of the targeted populations.

LIBRARY

PH: 595-2238; Circulation Desk WYLL L120

<http://www.uwp.edu/learn/library/index.cfm>

Use the Library or Library's website to access books, scholarly articles, streaming media, and other resources for your classes. Request books and other materials from UW libraries and libraries all over the country. Use a Mac or PC, borrow a laptop for up to eight hours, and reserve a group or personal study room online. Meet with a librarian who can help with your research. Enjoy comfortable furniture, games and puzzles, recreational reading and popular DVDs. Visit the Archives to access unique materials on Racine and Kenosha counties and collections related to Parkside's history. Contact us in person or online, and see our website for more information.

LOST AND FOUND

PH: 595-2455; Police – TLNT 188

Check with UW-Parkside Police for lost items. The Library Information Desk, Cashier's Office, Campus Concierge Desk and the SAC are areas where stray items are often turned in. The UW-Parkside Police will pick up items from these areas when requested and bring them to the UW-Parkside Police Department. Unclaimed items are disposed of after 90 days.

NetTutor

<https://www.uwp.edu/learn/academicsupport/parc/nettutor.cfm>

NetTutor is a free, 24-hour online professional tutoring service available to all currently enrolled UW-Parkside students. NetTutor can only be accessed from within Canvas.

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

PH: 595-2731; WYLL D180

<http://www.uwp.edu/live/offices/multiculturalaffairs/>

The Office of Multicultural Student Affairs coordinates, develops and implements programs and services that meet the needs of students of color and the campus community at large. Programs and services include cultural programming, study groups, mentoring programs, information on scholarships/grants, advising and leadership opportunities.

PARKSIDE ACADEMIC RESOURCE CENTER (Tutoring)

PH: 595-2044; WYLL D110

<https://www.uwp.edu/learn/academicsupport/parc/>

The Parkside Academic Resource Center (PARC) offers free peer academic support, including tutoring and supplemental instruction, in a variety of undergraduate subjects each semester. Math and writing assistance are offered as a drop-in service or writing assistance can also be by appointment. A team of qualified tutors, academic success coaches, and supplemental instruction leaders along with resources are available to help and support students! This fall, PARC services will be both in-person and online. Check the [PARC website](#) for information.

PARKSIDE MILITARY AND VETERAN SUCCESS CENTER (MVSC)

PH: 595-2497; WYLL D160; veterans@uwp.edu

<https://www.uwp.edu/live/services/veteransservices/military-and-veteran-success-center.cfm>

<https://www.uwp.edu/live/services/veteransservices/>

The MVSC assists military service members and vetera

n students with the transition into our academiccommunity by providing access to resources and by serving as a centralized gathering space for students. The Veterans Services Support Manager and veteran student interns are available in the Center to assist you with the process of certifying benefits.

In addition to having basic information on educational benefits, student life, and community resources, the MVSC offers:

- A quiet place to study
- A comfortable place to connect with other veterans
- Computers for student use with CAC capabilities

PARKING PERMITS

PH: 595-2455; Police Department – TLNT 188

<https://www.uwp.edu/live/offices/universitypolice/parking.cfm>

Parking on University property is controlled and allowed by permit only. All vehicles parked in campus lots must have a UW-Parkside parking permit displayed at all times. Failure to properly display a permit will result in a ticket. Permits may be purchased online through SOLAR and at the Parkside Police Department.

PARKSIDE STUDENT GOVERNMENT

SCTR L101

https://www.uwp.edu/live/studentorganizations/studentorganization.cfm?customel_datapageid_374534=375555

PSG represents student interests and concerns and makes them known to the administration. UW-Parkside students who have either been elected by the student body or appointed by the elected officials hold all seats.

PAYROLL – FOR STUDENT EMPLOYEES

PH: 595-2258; Cashier's Office – TLNT L101

Student payroll is distributed bi-monthly on alternating Thursdays via electronic deposit to the financial institution of the student employee's choice. Check detail is emailed to students several days prior to the pay date. Direct deposit authorization forms can be obtained from the Cashier's Office, Human Resources Office, or online at <https://www.uwservice.wisconsin.edu/docs/forms/pay-direct-deposit.pdf>.

PHOTOGRAPHY RELEASE

PH: 595-2286; Marketing & Communications

UW-Parkside and its representatives on occasion take photographs for the university's use in print and electronic publications. This serves as public notice of the university's intent to do so and as a release to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by submitting a request in writing to University Relations.

POLICE DEPARTMENT

EMERGENCY PH: 595-2911 (2911 from campus phones)

Non-Emergency PH: 595-2455; TLNT 188

PH: 595-2262; Safety & Risk Management – TLNT 188

<http://www.uwp.edu/live/offices/universitypolice/>

The UW-Parkside Police Department is a full time law enforcement agency, which provides a safe learning environment for faculty, staff and students. Some of the services provided are safety escorts, motorist assists such as jump-starts and vehicle unlocks, educational programs and first aid responses (AED equipped).

POSTING PROMOTIONAL MATERIALS

PH: 595-2278; Campus Activities & Engagement – SCTR L104

Material which can be considered racially, sexually or otherwise offensive may not be posted. Material that promotes and/or implies the use or abuse of alcohol and/or drugs will not be approved. For more information on posting items on campus, contact the Campus Activities & Engagement Office or see Administrative Policy #32 at <https://www.uwp.edu/explore/offices/governance/upload/Policy32.pdf>.

RANGER CARD & ID

PH: 595-2307; Campus Concierge, SCTR D1 Level

<http://www.uwp.edu/live/services/rangercard/>

More than our official university identification, the Ranger Card is an essential part of campus life. Both residential and commuter dining plans are accessible with your Ranger Card. With money in a Campus Cash account, the Ranger Card can be used to make purchases at the University Bookstore, allow the ability to print in the computer labs and library, and wash your laundry if you live on campus. You will need your Ranger Card to check out library materials and have a membership at the Sports & Activity Wellness Center. And finally, the Ranger Card allows access to certain academic labs and to Ranger Hall and Pike River Suites if you live on campus.

REGISTRAR'S OFFICE

PH: 595-2284; WYLL D150

<https://www.uwp.edu/live/offices/registrarsoffice/>

The Registrar works to schedule courses and final examinations; process term grades; process applications for graduation and finalize graduation clearances; maintain AAR reports, set the academic calendar; help students with their registration; issue transcripts; process requests for academic forgiveness; process entry of transfer credits; and verify attendance, course load, degrees earned and grade point for insurance and loan applications, athletic eligibility, honors, etc.

REGISTRATION

PH: 595-2799; Office of the Registrar – WYLL D150

<https://www.uwp.edu/live/offices/registrarsoffice/registrationtips.cfm>

Students register for classes through the SOLAR System. A registration time is assigned to each student. This is the time when a student can begin registration activities. Published course schedules are available on the Registrar's Office website and are available at least two weeks prior to the start of registration.

SCHOLARSHIPS (OFFICE OF SCHOLARSHIPS & FINANCIAL AID)

PH: 595-2574; WYLL D150

<https://www.uwp.edu/apply/payingforschool/scholarships.cfm>

UW-Parkside awards approximately \$350,000 in scholarships annually to degree-seeking students, including new freshman, continuing, non-traditional, International and transfer students. The majority of scholarships are awarded for exceptional achievement as evidenced through grade point, test scores, or the completion of rigorous course work. Some scholarships are awarded by declared major, or are based on demonstrated leadership or financial need. Art scholarships are based on portfolio review and music and theatre arts scholarships are based on audition. Contact those departments directly for more information. Deadlines for application vary, please see the scholarship webpage.

SEXUAL MISCONDUCT INFORMATION & RESOURCES

PH: 595-2239; Title IX Coordinator – TLNT 288B TitleIX@uwp.edu

<https://www.uwp.edu/live/offices/studentaffairs/sexual-misconduct/>

The University of Wisconsin-Parkside is committed to providing students, faculty, staff, and guests an environment conducive to academic achievement and personal development. Acts of sexual misconduct which include sexual harassment and sexual violence will not be tolerated. The University will take prompt and appropriate action whenever sexual misconduct is reported.

UW-Parkside's Title IX Coordinator is Tyler Lenz-Fisher. On-campus and community resources for victims of sexual assault, domestic/dating violence, and stalking are available on the website listed above.

SPORTS AND ACTIVITY CENTER (SAC)

PH: 595-2656

<https://www.uwp.edu/live/sportsandactivitycenter/>

Students are able to use the facilities in the SAC by presenting a current Ranger Card. Facilities in the building include a gymnasium, handball/racquetball courts, wrestling, and weight training areas. Some equipment is available for check out, including basketballs and volleyballs. Rental lockers are available through the SAC Equipment Issue Room. Services provided and hours of operation are subject to change, please check the website for the latest information.

STUDENT ACCESSIBILITY SERVICES

PH: 595-2372; WYLL D187

<http://www.uwp.edu/live/offices/disabilityservices/>

The Office of Student Accessibility Services provides academic accommodations to students who have been admitted to the University. Accommodations include, but are not limited to, alternative testing, supplemental note takers, alternative print and interpreters. Students must register with Student Accessibility Services by scheduling an appointment and providing appropriate documentation.

STUDENT EMPLOYMENT

PH: 595-2016; Advising & Career Center – WYLL D130

<https://www.uwp.edu/live/do/student-employment.cfm>

Students seeking employment opportunities on and off campus should come to the Advising & Career Center. Current job listings are available for students who have received work-study awards, and for students seeking regular part-time employment. Many Racine/Kenosha employers offer part-time and summer jobs to UW-Parkside students.

STUDENT ENGAGEMENT & CONNECTION

PH: 595-2278; SCTR L104

<https://www.uwp.edu/live/offices/studentactivities/>

The Campus Activities & Engagement Office assists students in finding a variety of ways to get involved on campus. Information about student organizations and events are available as well as assistance for developing new clubs and activities. They coordinate numerous campus programs including leadership development, entertainment and social activities, and both educational and cultural experiences.

STUDENT HEALTH & COUNSELING CENTER

PH: 595-2366; Located east of (behind) Tallent Hall

<https://www.uwp.edu/live/services/studenthealth/>

The Student Health & Counseling Center is dedicated to preserving and promoting the quality of life for all students. We believe healthy bodies and minds enhance the educational experience. A broad range of confidential primary care services for illness, wellness and preventive care are available. Care provided by nurse practitioners is available at no or low cost to enrolled students. Students will be screened by phone before an appointment due to COVID-19 activity. We do not bill a student's insurance but can provide a receipt for services.

Confidential, personal counseling is available to students free of charge. Counseling is provided by master's prepared, licensed professional counselors. If needed, medication can be prescribed by our board certified, licensed psychiatrist. Appointments to see a counselor can be made by phone or in person at the Student Health & Counseling Center. Due to COVID-19, counselors are offering in-person appointments to students who are vaccinated and up-to-date. Other appointments will be via tele-counseling.

STUDENT ORGANIZATIONS

PH: 595-2278; Student Engagement & Connection – SCTR L104

<https://www.uwp.edu/live/offices/studentactivities/Student-Organizations.cfm>

There are more than 75 student clubs and organizations on campus. Contact Student Engagement & Connection for more information about organizations or how to start a new organization.

STUDENT SUPPORT SERVICES

PH: 595-2726; Student Support Services – WYLL D120

<https://www.uwp.edu/learn/academicsupport/mission.cfm>

Student Support Services is a retention program funded by the Department of Education under the TRIO Programs, providing assistance to low-income, first-generation, and/or students with disabilities. Academic, financial, personal, and career advising are the focus of this program. In addition, students participate in individual and group tutoring sessions, study skills and orientation workshops.

TITLE IX COORDINATOR / DEPUTY COORDINATORS

PH: 595-2239; TLNT 288B TitleIX@uwp.edu

<https://www.uwp.edu/live/offices/studentaffairs/sexual-misconduct/>

Title IX is a federal law that prohibits sex discrimination in any educational program or activity at an educational institution receiving Federal financial assistance. Title IX covers sex discrimination, sexual harassment, and incidents of sexual violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual violence (any physical sexual act committed against a person's will or where a person is incapable of giving consent) includes rape, sexual assault, sexual battery, and sexual coercion.

UW-Parkside's Title IX Coordinator is Tyler Lenz-Fisher.

Deputy Title IX Coordinators for Students:

- Tammy McGuckin, Vice Chancellor for Student Affairs & Enrollment Services, mcguckin@uwp.edu
- Steve Wallner, Dean of Students, wallner@uwp.edu

Deputy Title IX Coordinator for Athletics:

- Hayley Treadway, Associate Athletics Director for Compliance & Student Success, treadway@uwp.edu

Deputy Title IX Coordinator for Human Resources:

- Sheronda Glass, Associate Vice Chancellor of Human Resources, Diversity, Equity, & Inclusion, glasss@uwp.edu

TORNADOES

UW-Parkside Police monitor all weather bulletins. If a tornado watch or warning is issued, UW-Parkside Police will initiate a series of electronic alert messages. The alert system is a notification scheme designed to alert all University, faculty, staff and students of the current situation. Also, in the event of a tornado warning, the community warning siren outside the Sports and Activity Center will sound with a continuous solid tone for 3 to 5 minutes. During a tornado warning, all persons in the academic complex must proceed to the D2 level by the nearest stairwell. Those in other areas of the campus must report to the appropriate tornado shelter area as listed below. The warning siren is never used as an "all-clear" signal. Do not leave the tornado shelter unless released by the UW-Parkside Police.

FACILITY

Animal Care/Greenhouse
Communication Arts/RITA
Greenquist Hall
Molinaro Hall
Student Health and Counseling Center
Sports and Activity Center
Facilities Management
Heating/Chilling Plant
University Apartments
Ranger Hall
Pike River Suites
Student Center
Tallent Hall
University House
Wyllie Hall

SHELTER AREA

Restroom (Room 114)
D2 Level
D2 Level
D2 Level
Center of building rooms 106 & 108
First floor locker rooms
First floor, center of building
D2, steam tunnel entrance
Bathrooms
Bathrooms
Bathrooms
D2 Level
First floor center of building, or restrooms
Basement
D2 Level

TRANSCRIPTS

PH: 595-2799; Office of the Registrar – WYLL D150

<https://www.uwp.edu/live/offices/registraroffice/transcript.cfm>

The transcript is a record of a student's courses, credits, grades, and grade point earned. Your official transcript is ordered online, costs \$12.00 per transcript, and is available in electronic or paper format. Additional fees apply for Federal Express Service and operator-entered orders. To order, or view pricing and payment details, log into SOLAR and use the Order Official Transcript link in the Parkside Self Service section. Unofficial transcripts can be viewed from the Academics section of your SOLAR.

TUTORING – See Parkside Academic Resource Center

UNIVERSITY BOOKSTORE

PH: 595-2301; SCTR D1 Level

<http://www.uwparksideshop.com>

Textbooks, trade-books, supplies, books, greeting cards, gift items, UW-Parkside clothing and gift items, snacks, school supplies, and other items can be purchased at the bookstore. The University Bookstore is operated by Follett.

VETERANS SERVICES – See Parkside Military & Veteran Success Center (MVSC)

VOLUNTEER PROGRAM

PH: 595-2011; Student Engagement & Connection – SCTR L104

<https://www.uwp.edu/live/do/volunteer-opportunities.cfm>

The Parkside Volunteer Program places students in non-profit organizations in the surrounding communities. Students serve others while learning new skills, exploring career options and developing greater self-confidence.

Academic Policies

Select Academic Policies (For a full listing of Academic Policies, please visit

<https://www.uwp.edu/learn/academiccatalog/>.)

Adding / Dropping a Course

Adding a Course

During the first week of the term, students may add any course for which they have met the prerequisites. During the second week, appropriate courses may be added with the written consent of the instructor (or a SOLAR permission number). Beginning the 11th day of classes, a student cannot add a course without written permission of the instructor, the department chair and the dean. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length. Please check the website for comparable Flexible Option Program policies and guidelines.

Dropping a Course

A student may drop any course through the end of the 12th week of the semester. The Office of the Registrar will determine comparable deadlines for courses less than a semester in length and for subscription periods in the Flexible Option Program.

A student may request a late drop for extraordinary reasons beyond the deadline by submitting a request to the Academic Actions Committee. Granting of requests by the Academic Actions Committee is not automatic. A student should not assume that his/her request will be granted.

An instructor may request that the registrar drop a student from a course if the student does not meet the stated prerequisites or if the student has not attended the course during the first week of classes and has not notified the instructor. The instructor must submit the request by the date specified on the administrative drop form. However, it is still the students' responsibility to make sure that they

have been officially dropped from any class.

Flexible Option students will be dropped from all courses after the 10th day of a subscription period for non-payment.

A student who never attends (or stops attending) a course in which he/she has enrolled and who does not drop the course through the appropriate office will receive a failing grade.

A student who drops a course after the fourth week of a semester will receive a transcript notation of "W." (In the case of courses less than a semester in length such as winterim, summer, or flexible option courses, the W notation will be applied if the drop occurs after one-third of the course/subscription period has passed.)

Please check the website for more details of comparable Flexible Option Program policies and guidelines.

Fees for Dropping a Course

After the 10th day of classes, a student will be charged a per credit fee for dropping classes. The Office of the Registrar will determine the comparable deadlines for courses less than a semester in length. Refer to the website for more information.

Attendance Policy

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

University-Sponsored Activities

UW-Parkside, while prioritizing academics, believes in the education of the whole person and affirms the educational value of university-sponsored activities that enhance the educational experience such as, but not limited to, participation in the performing arts, music ensembles, student government/student leadership, intercollegiate athletics, study abroad, and attendance at professional/scholarly meetings. The UW- Parkside faculty, staff, students, and administrators work together to reach a compromise that respects both the need for students to attend class and the benefits of participating in university-sponsored activities that enrich students' educational experiences. In the spirit of these shared values,

it is the responsibility of students to:

- attend classes and complete all assignments according to the expectations of their instructors;
- be aware of the policies of each of their instructors;
- be aware of policies regarding adding/dropping of courses, and withdrawal from the university;
- inform their instructors well in advance of any anticipated absences for university-sanctioned activities;
- maintain communication with their instructors throughout the course;
- arrange to make up missed work in a timely manner at the direction of the instructor;

it is the responsibility of faculty to:

- establish policies that recognize the value of participation in university-sponsored activities, which might include flexibility in allowing students to submit assignments or take exams at alternative times or venues;
- provide students their attendance expectations in the syllabus at the beginning of the semester;

it is the responsibility of sponsors of university-sanctioned events to:

- recognize the priority of academics and that some courses are experiential in nature, and therefore do not lend themselves to flexible absence and makeup policies;
- schedule events and travel schedules in such a way as to minimize absences from class as much as possible;
- require students to inform the faculty well in advance of any absences or tardiness;
- offer their assistance in accommodating the needs of students who must submit assignments or take exams.

Military Training

In addition to university-sponsored activities, UW-Parkside recognizes that a number of students are attending classes while serving in the military as active duty servicemembers, National Guard members, reservists, or as members of an ROTC program. On occasion, these students will be required to miss class due to military training (these differ from Federal Title 10 Activation or Transfer orders). It is understood that often times these training obligations are scheduled in advance, while occasionally they are deemed necessary with little advance notice to our military-connected students. We also understand that our military-connected students do not have the choice of whether to participate or not in these trainings. UW-Parkside encourages our military-connected students to inform their faculty immediately when they learn of these obligations for training. When communicated in advance, these absences should be treated in the manner described above.

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member's department chair in writing, followed by the college dean, for review and resolution.

Students Called to Active Duty Military Service

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an "incomplete" with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date.

These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

Grade Appeals Procedure

Sometimes a student believes that the grade received is not consistent with his/her performance. The process of appealing final grades involves a series of steps.

1. The student shall first discuss the grade with the instructor and attempt to resolve any differences informally. The aim of such a conference is to reach mutual understanding about the grade and the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the instructor cannot be contacted, the department chair shall designate a faculty member to act for the instructor.
2. If, after conferring with the instructor, the student still believes that the grade is inappropriate, the student may submit a claim in writing to the appropriate department chair/program director, who shall consult with both the instructor and the student separately or together, in an effort to reach an understanding and resolution of the matter. This must be done before the end of the term/subscription period following the one in which the grade was received (excluding summer session). (NOTE: If the department chair is the instructor whose grade is being appealed, the departmental executive committee shall designate another member of the departmental executive committee to assume the department chair's role in this process.) For courses housed in an academic center, the center director shall assume the department chair's role prescribed for this process; the center steering committee shall

assume the departmental executive committee's role. In the case of a grade given in a course housed neither in a department nor in an academic center, the student may, after conferring with the instructor, submit a claim in writing to the Academic Actions Committee.

3. If steps one or two do not resolve the problem, the department chair shall submit the student's written claim to the instructor, who shall prepare a written response. A copy of this response shall be furnished to the student by the department chair.
4. If, after receipt of the instructor's response, the student is still dissatisfied, the student shall notify the department chair of this within seven working days.
5. The department chair, in consultation with the departmental executive committee, shall appoint a grade review committee consisting of three faculty members and one student. The student member shall be recommended by the UW-Parkside Student Government.
6. The student and the instructor shall provide the review committee and each other with access to any of the student's course work in their possession. Both the student and the instructor shall be given an opportunity to appear before the committee and present evidence to support their positions. In this process, the burden of proof is upon the student, and the committee shall recommend a grade change only if clear and convincing evidence of mis-grading has been presented.
7. The review committee shall decide either that the grade was appropriate and shall stand as assigned, or that the grade was inappropriate and should be changed to the grade stipulated by the review committee. The review committee shall present its decision to the department chair, who shall inform both the student and the instructor of the review committee's decision and initiate a grade change if appropriate.
8. If the student wishes to appeal the decision of the department grade review committee, the student shall submit a letter to the dean of the appropriate college or school within five working days. The dean shall then appoint an ad hoc grade review committee of three faculty from outside the department in question and one student representative recommended by the UW-Parkside Student Government. The committee shall report its decision to the dean, who shall direct a grade change, if necessary.

Academic Standing Policy

UW-Parkside is committed to student success. As such, UW-Parkside expects every undergraduate student to maintain good academic standing. Generally, a student is in good academic standing when their cumulative Parkside GPA is 2.00 or higher. The cumulative Parkside GPA includes grades earned in all courses taken at UW-Parkside. Students who fail to maintain this minimum GPA will face academic probation or suspension.

Please note that while a student's degree GPA (cumulative GPA for all UW-Parkside and transfer credits) is not included as part of the determination of academic standing, students must have a degree GPA of 2.00 or higher in order to graduate with an undergraduate degree from UW-Parkside.

Academic standing will be calculated at the end of fall, spring, and summer terms; academic standing will not be calculated following winterim. Academic standing will also be calculated as a result of any grade changes. For UW Flexible Option programs, academic standing will be calculated at the end of each subscription period. Students can determine their academic standing using the criteria below.

Good Academic Standing

A student is in good academic standing when their cumulative Parkside GPA is 2.00 or higher, regardless of term/subscription period GPA.

Academic Probation

A student will be placed on academic probation when their cumulative Parkside GPA falls below 2.00.

A student who is on academic probation and earns a term/subsorption period GPA of 2.00 or higher but whose cumulative Parkside GPA is lower than 2.00 will continue on academic probation.

A student who is on academic probation, earns a term/subsorption period GPA of lower than 2.00, and whose cumulative Parkside GPA is lower than 2.00 is placed on academic suspension.

Academic Suspension

A student will be placed on academic suspension if they were on academic probation, they earned a term/subsorption period GPA of lower than 2.00, and their cumulative Parkside GPA is lower than 2.00. The student is suspended for at least one year.

Readmission Following an Academic Suspension

Students may apply for readmission following the one-year suspension period by completing the UW System re-entry application.

A student who has not attended any other institution following their suspension will be readmitted to the university on academic probation.

A student who has attended another institution following their suspension must submit an official transcript from that institution. The Office of Admissions will follow their standard comprehensive review process to make readmission decisions based on transfer coursework completed after the academic suspension. A student who is readmitted will be readmitted on probation.

Students who feel that exceptional circumstances justify immediate or early reinstatement (readmission prior to the conclusion of one year) may submit an appeal to the Academic Actions Committee. Information regarding the appeal process is available on the UW-Parkside website.

Appeals from students in the UW Flexible Option programs will be reviewed in consultation with the UW Flexible Option Academic Actions Committee.

Administrative Policies

Select University Policies (For a full listing of University Administrative Policies, please visit <https://www.uwp.edu/explore/offices/governance/adminpolicy.cfm>)

Access to Student Information Policy Administrative Policy #1

1.01 Background

The Family Educational Rights & Privacy Act of 1974 (FERPA) sets requirements for the privacy of student's records. FERPA governs release of educational records maintained by an educational institution and the access to these records.

1.02 General Guidelines

In accordance with FERPA regulations, directory information is considered public domain and will be released unless the student makes a specific request to the Office of the Registrar to withhold this information. The University of Wisconsin-Parkside has designated the following as directory information: name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance to include current classification and withdrawal dates; degrees and awards received; the

most recent education agency or institution attended; initial registration date; and email address.

The Wisconsin Public Information Law requires the release of any information that is not protected by FERPA or another law.

Additional information regarding FERPA can be found on the Registrar's website: <http://www.uwp.edu/departments/registrar/privacy.cfm>.

Questions regarding FERPA should be referred to the university official for FERPA, the Registrar.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy01.cfm>

The Information Release Consent Form:

<https://www.uwp.edu/currentstudent/upload/InfoReleaseConsentForm.pdf>

Designated Areas for 'Free Speech' Events Administrative Policy #6

6.01 Background

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to free and open discourse and the ability to publish critical information. One of the important responsibilities of the University is to protect the right of expression in a manner that does not impinge upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration's obligation is to provide reasonable regulations of time, place and manner, so that disruption of normal educational activities is avoided.

6.02 Facilities for Unplanned 'Free Speech' Events

To accommodate unplanned free speech events, the University has designated two areas on campus, which can be utilized by a UW-Parkside student, faculty member, staff member, or members of the general public without advanced reservation. These areas are:

- (1) In the main complex: Student Center L1 Commuter Lounge across from the Student Involvement Center; and,
- (2) Outside the main complex: southwest cement seating wall on the Student Center Plaza between the Student Center and Molinaro Hall.

In the event that a free speech area is not available, the University, through University Reservations/Conference and Event Services, will make an effort to find an alternative location.

Such "free speech" activities cannot block entrances or drives or disrupt normal university activities such as classes and work. In these matters, the University will recognize "equal protection" considerations, thus providing for opposing views on issues.

6.03 Scheduling of Facilities for Planned 'Free Speech' Events

Any university department or recognized student organization may reserve available facilities for a speaker, an open forum or debate on any issue or topic. Arrangements for such events can be made through University Reservations/Conference and Event Services in the Student Center.

6.04 Policy Review

The Dean of Students, Police Department, Parkside Student Government and Student Center Advisory Committee shall review the Designated Areas for 'Free Speech' Events annually. Recommendations for changes will be forwarded to the Chancellor's Cabinet for approval no later than March 1st.

Nondiscrimination on the Basis of Disability Policy Administrative Policy #15

I. POLICY STATEMENT

The University of Wisconsin System is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the university's programs, services and activities.

It is the policy of the University of Wisconsin System that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the universities. Individuals with disabilities have a right to request accommodations. Individuals will receive appropriate accommodations to their needs in order to fully participate in or benefit from the university's programs, services and activities in a nondiscriminatory, integrated setting.

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

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

II. DEFINITIONS

1. *Disability* means, with respect to an individual:
 - a. a physical or mental impairment that substantially limits one or more of the person's major life activities;
 - b. a history of such an impairment; or
 - c. being regarded as having such an impairment.
2. A *Qualified Individual with a Disability* is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the university.
3. *Accommodation* means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: alternative testing, extended time, scribe, interpreter, environment free of distractions, brailled material, taped lectures, and computer-assisted instruction.
4. *Essential Eligibility Requirement* means the academic or other technical standards required for admission to or participation in the university's programs, services, or activities which an individual must be able to meet with or without accommodation.

5. *Individual* means any person applying for admission to or participation in a program, service or activity of the university, or any person currently participating in a program, service or activity of the university.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy15.cfm>

Drug Free Schools and Communities Act Administrative Policy #16

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-228) require that, as a condition of receiving any federal funds or form of financial assistance, colleges and universities must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol. The intent of the following information is to fulfill the legal requirements of federal law by providing each University of Wisconsin-Parkside employee and student information on institutional drug and alcohol policies, relevant state and federal laws, long-term health effects of substance abuse, and local treatment resources.

Standards of Conduct and University Sanctions Concerning Illicit Drugs and Alcohol

The University of Wisconsin system and the University of Wisconsin-Parkside prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities.

The use or possession of alcoholic beverages is prohibited on university premises, except in university residence halls as regulated by policy and as expressly permitted by the Chancellor under institutional regulations, in accordance with s. UWS 18.06(13)(by), Wisconsin Administrative Code. The unlawful uses, possession, distribution, manufacture or dispensing of illicit drugs (e.g. Controlled substances as defined in Chapter 161, Wisconsin Statutes,) is prohibited in accordance with s. UWS 18.10, Wisconsin Administrative Code.

Violation of these provisions by a student may lead to the imposition of disciplinary sanctions, up to and including suspension or expulsion, under s. UWS 17.06(1)(c), Wisconsin Administrative Code. UW-Parkside 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 procedural requirements of either UWPF Chapter VII-Faculty Rights and Responsibilities for faculty, the Academic Staff Policies and Procedures Chapters 8 or 10 for academic staff, or the appropriate provisions of the current collective bargaining agreement or pertinent civil service regulations for classified staff. Referral for prosecution under criminal law is also possible. Further, violations of ss. UWS 18.06(13) and 18.10, Wisconsin Administrative Code may result in additional penalties as allowed under chapter 18, Wisconsin Administrative Code.

UW-Parkside faculty and classified and unclassified staff who are convicted of any criminal drug statute violation occurring in the workplace must notify their Vice/Assistance Chancellor, dean, director or department chair within 5 days of the conviction if they are employed at the time of the conviction.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy16.cfm>

Discrimination, Harassment, and Retaliation Administrative Policy #29

29.03 Policy Statement

The University of Wisconsin-Parkside is committed to maintaining an academic and work environment free of bias, prejudice, discrimination, discriminatory harassment, or retaliation for all students and employees. Discrimination is inconsistent with the efforts of the University of Wisconsin-Parkside to foster an environment of respect for the dignity and worth of all members of the university community and to eliminate all manifestations of discrimination within the university. The University of Wisconsin-Parkside is also committed to the protection of individual rights under the First Amendment (and related principles of academic freedom) and to preserving the widest possible dialogue within its educational environment.

Discrimination or discriminatory harassment that is based upon an individual's characteristics as protected under state law or federal law ("protected status") or university policy is prohibited. Harassment is a form of discrimination and is prohibited. In addition, any form of retaliation against students or employees is prohibited. Use of institutional technology (computers, email systems, voicemail systems, and webpages) in any manner for the purposes of discrimination, discriminatory harassment, or retaliation is prohibited. Any person who believes they have been subjected to this type of prohibited activity should immediately report it to the appropriate institution official or office regardless of who the offender may be.

29.06 Reporting a Harassment and/or Discrimination Complaint

All individuals who believe they have been harassed or discriminated against should file a written complaint with the appropriate individuals or offices cited above within 300 days of the incident. The written complaint should identify the parties involved, describe the harassing behavior, indicate when and where it occurred, and identify by name or description any witnesses. All complaints will be reviewed on a case by case basis in accordance with this policy. Due consideration will be given to the protection of individual First Amendment rights to freedom of speech, expression, and academic freedom.

Complaints shall be reviewed for informal or formal resolution.

Informal resolution would have the goal of ending the offensive behavior and resolving the concern rather than assessing blame and exacting a penalty. If a concern can not be resolved informally, or if the behavior is so serious or persistent as to warrant a disciplinary action it should be handled through formal procedures.

Formal resolution is to determine if the UW-Parkside policy on discrimination, harassment, and retaliation has been violated and, if so, to exact disciplinary sanctions and/or prescribe a course of action that will resolve the situation.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the late reporting of complaints does not prevent appropriate remedial action.

Any conduct that may be in violation of this policy will be investigated, regardless of whether a complaint is filed, and appropriate remedial action will be initiated. Complainants working under state or federal grants may have additional complaint rights and should contact the Office of Human Resources for assistance.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/upload/Policy-29-Discrimination-Harassment-and-Retaliation-Policy-and-Procedures-Approved-3-29-21.pdf>

Political Campaigning Administrative Policy #31

31.01 Background

The facilities of the University of Wisconsin-Parkside are open to political parties and candidates for the purpose of holding public meetings on campus, if the facilities have not been previously scheduled, are not being used for academic purposes, and are otherwise available. The use of facilities at the University of Wisconsin-Parkside by political parties or candidates must be under the sponsorship of a recognized student organization, administrative office, department, or school on campus. Such public political use is strictly limited to bona fide public meetings and does not permit use of this university's facilities by political parties or candidates desiring to conduct a revenue-producing activity.

31.02 General Guidelines

In accordance with Chapter UWS 18.06 (17), Wisconsin Administrative Code, the University of Wisconsin-Parkside does not permit the use of buildings, windows or other university grounds or furnishings (trash cans, outdoor benches, etc.) for political advertising/campaigning or elections (campus or governmental), except as provided in the Policy on Posting Promotional Materials.

Organizations or persons violating these guidelines may be subject to penalties under Chapter UWS 18.06, Wisconsin Administrative Code.

31.03 Campaigning in Residence Halls

Campaigning in state-owned residence halls is governed by the Wisconsin Administrative Code, Chapter UWS 18.06 (16m). The residence hall students at the University of Wisconsin-Parkside have approved the following campaigning policy within Chapter UWS 18.06 (16m):

Solicitation by political candidates in the living areas of the residence halls is prohibited. Political candidates may solicit in the lobby and basement recreational areas, or on the floor if invited by the residents of the floor. Political candidates must complete a reservation in the Office of Residence Life, and have a copy of the approved reservation on their person at the time of solicitation.

31.04 Policy Review

The Dean of Students office will initiate an annual review. Recommendations for changes will be forwarded to the Chancellor's Cabinet for approval no later than March 1st.

Sexual Violence and Sexual Harassment Policy Administrative Policy #36

36.01 Policy Statement

The University of Wisconsin-Parkside is dedicated to providing a teaching, learning and working environment in which faculty, staff, and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will improve quality of life for all. To promote these institutional values, UW-Parkside is committed to creating and maintaining a community environment that is free from sexual violence and sexual harassment.

36.02 Purpose and Scope of Policy

This policy prohibits acts of sexual violence and sexual harassment on university property, at

university-sanctioned or university-affiliated events, and where off-campus conduct affects a member of the university community. This policy applies to all university students and employees. The university is committed to educating its community and to promptly and effectively respond to and redress conduct that violates this policy. This policy provides the UW-Parkside community with information and resources to identify, report, and respond to sexual violence and sexual harassment including sexual assault, stalking, and dating and domestic violence. These efforts support the overall missions of UW-Parkside and the UW System.

36.06 Reporting an Incident of Sexual Violence or Sexual Harassment

A. Reporting Options

Those who have been subjected to an incident of sexual violence or sexual harassment, or who have received a report of or witnessed an incident of sexual violence or sexual harassment, have several options for reporting the incident:

1. The individual may elect not to report (unless the individual is an employee who has information about a sexual assault as described in 36.05 D. above)
2. The individual may report information to a confidential university employee. On our campus, the professional medical providers (Nurse Practitioners and Mental Health Counselors) in our Student Health and Counseling Center are designated as confidential employees and can be contacted at (262) 595-2366.
3. The individual may report information to the campus Title IX Coordinator or Deputy Title IX Coordinators. Tyler Lenz-Fisher is our Title IX Coordinator and can be contacted at (262)595-2239 or TitleIX@uwp.edu. Contact information for the Deputy Title IX Coordinators is available on the Title IX webpage: <https://www.uwp.edu/explore/offices/titleix/>
4. The individual may report information to the Dean of Students Office at (262) 595-2598 or via an electronic [Sexual Assault Reporting Form](https://cm.maxient.com/reportingform.php?UnivofWisconsinParkside&layout_id=1) found on the Title IX webpage. https://cm.maxient.com/reportingform.php?UnivofWisconsinParkside&layout_id=1
5. The individual may report information to the UW-Parkside Police at (262) 595-2911 (emergency line) or (262) 595-2455 (non-emergency line).
6. The individual may report information to the local law enforcement agency in whose jurisdiction the assault occurred. If reporting at the time of the assault, dial 911 to reach the local law enforcement agency. If reporting at a later time, use the non-emergency number for the local jurisdiction in which the assault occurred: Kenosha Police Department at (262) 656-1344; Kenosha County Sheriff at (262)-653-6600; City of Racine Police at (262) 635-7700; Racine County Sheriff's Office at (262) 886-2300; Milwaukee Police Department at (414) 933-4444; and Milwaukee County Sheriff's Office at (414) 226-7000.

Note: An individual may make a report to one or more of the offices or individuals noted above.

Individuals have the option to file a complaint with the **U.S. Department of Education, Office for Civil Rights**: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

B. Amnesty for Students

Complainants, victims, and witnesses to incidents of sexual violence, including sexual assault, will not be issued citations or subject to disciplinary sanctions for violations of university policy at or near the time of the incident unless the institution determines that the violation was egregious, including actions that place the health or safety of any other person at risk.

C. Confidentiality

Individuals, including victims, who report to any of the offices or individuals noted above, or to any

other university employee, except those noted below, cannot be assured absolute confidentiality. However, information provided in the report and in any subsequent, related proceeding will be maintained in a confidential manner; only those individuals who have a need to know to fulfill obligations consistent with university policies or laws will be privy to certain information.

D. Resources and Accommodations

1. Accommodations: The university will work with individuals involved in alleged incidents of sexual violence and sexual harassment to undertake appropriate measures to assist in their safety and wellbeing. These may include: no-contact directives, academic or work modifications, and relocation of living or working space.
2. Resources: A number of university and community resources are available to individuals involved in incidents of sexual violence or sexual harassment. A listing of these resources with contact information is available on the Sexual Misconduct webpage.
<https://www.uwp.edu/live/offices/studentaffairs/sexual-misconduct/resources.cfm>.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy36.cfm>

Clean Indoor Air Policy (Smoking Prohibited) Administrative Policy #37

37.01 Background

The Wisconsin Legislature has adopted the Clean Indoor Air Act, S.101.123, Wis. Stats., which describes areas of public buildings where smoking is prohibited and where smoking can be regulated.

37.02 Smoking Prohibited

Smoking is defined and includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment or the use of electronic smoking device including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

Smoking is prohibited in all buildings owned, operated, and/or managed by UW-Parkside.

Smoking is prohibited within 25 feet of any entrance/exit, or within 25 feet of any exterior air handling unit.

Smoking is prohibited in all types of vehicles owned, operated, and/or managed by UW-Parkside.

37.03 Policy Review

The Office of Safety-Risk Management, Dean of Students, and University Police Department shall review the policy on an annual basis. Recommendations for changes will be forwarded to the Chancellor's Cabinet for approval no later than March 1st and/or as required by UW System policy, federal, state, and local law.

Student Complaint Procedures Administrative Policy #51

51.01 Background

Occasionally, a student will encounter a concern/problem on campus that they do not know how to resolve. When this happens, students should always try to work out the concern/problem by first

discussing it with those most involved in the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many issues are settled or problems resolved when a student makes an appointment with a faculty or staff member and calmly/honestly communicates their frustration or concern.

51.02 Informal Complaint Resolution Process

Prior to initiating the formal complaint process, and as a prerequisite, the student shall first request to meet with the person with whom they have a concern. This informal meeting shall occur within fourteen (14) calendar days of the initial concern. If a satisfactory resolution cannot be reached within seven (7) days of the meeting, the student may then request a meeting with the Department Chair, Supervisor, or Dean who shall assist in finding a resolution within fourteen (14) calendar days.

There are times when it is not possible to initially address the person directly. At that point, the student should consider talking with the Department Chair, Supervisor, or Dean as the first step.

If the problem is not satisfactorily resolved the student may file a formal complaint with the Dean of the appropriate College or the Dean of Students Office.

51.03 Formal Complaint Process

If the informal process does not yield a successful resolution, the student may file a formal complaint in the following manner:

Complaints shall be filed within seven (7) calendar days of the end of the informal resolution process.

A complaint must be in writing and include the following:

- Student's name, address, email address, and phone number;
- A full and complete description of the problem, including names of individuals, departments, and or programs involved;
- A statement of the remedy requested;
- A statement of confirmation that an informal resolution has been pursued.

The complaint shall be filed with the Dean of Students Office.

Upon receipt of the complaint, the Dean of Students or designee will, within seven (7) calendar days, review the complaint for timeliness and appropriateness and if warranted move the complaint to the committee process. The Dean of Students will provide the student written notice acknowledging its receipt and if the process will be moving forward.

If the complaint is against a Faculty member the process shall follow the Faculty Policies and Procedures, UWPF 7 Faculty Rights and Responsibilities.

If the complaint is against an Academic Staff member the process shall follow the Academic Staff Policies and Procedures, UWPA 10 Complaints and Grievances.

All other complaints shall follow the following process. The Dean of Students or designee shall convene the complaint committee within fourteen (14) calendar days of receiving the complaint unless unusual circumstances prohibit it. Once the committee is convened, they will select a member to serve as a chair for the formal complaint proceedings. The Dean of Students, with the concurrence of the Provost, or designee, may take appropriate action on an interim basis, when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other member of the University community, or to avoid disruption to the academic process.

The complaint committee shall consist of:

- A faculty member appointed by the Provost Office
- One administrative staff member appointed by the Dean of Students
- One student representative

Investigation/Hearing - The Committee shall promptly initiate an investigation. In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom he/she believes the Committee should hear. The Committee may assign any member who has been adequately trained to conduct any part of the investigation as the Committee determines to be appropriate.

Advocacy - The Committee shall promptly initiate an investigation. In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom he/she believes the Committee should hear. The Committee may assign any member who has been adequately trained to conduct any part of the investigation as the Committee determines to be appropriate.

Findings and Notification - Upon completion of the investigation, the Complaint Committee, in consultation with the Dean of Students or designee, will prepare a final report containing a summary of the investigation, written findings and a proposed disposition. The report will then be transmitted to the student and the party against whom the complaint is directed. The report should be submitted within fourteen (14) calendar days of the first convened meeting of the complaint committee unless prohibited by unusual circumstances.

Disposition - The Dean of Students shall take whatever actions are deemed appropriate based on the final summary report. The Dean of Students or designee shall report their decision in writing to the student, the complaint committee and all other relevant parties. The decision of the Dean of Students or designee shall be final.

51.04 Policy Review

The Dean of Students Office shall review this policy annually. Recommendations for changes will be forwarded to the Chancellor's Cabinet for approval no later than March 1st.

Student Preferred Name Policy Administrative Policy #99

The University of Wisconsin-Parkside recognizes that students may choose to identify themselves within the university community with a preferred first name that differs from their legal name. The goal of the Student Preferred Name policy at UW-Parkside is to provide a consistent preferred name experience across the university and allow the use of preferred name wherever possible and wherever legal name is not required.

This policy outlines the use of a preferred name solely within UW-Parkside's internal systems. All external communications such as hometown newspapers, official transcripts, enrollment verifications, degree verifications, employment verifications, etc. will continue to use the student's or employee's legal name.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy99.cfm>.

Medical Withdrawal/Drop Policy Administrative Policy #103

103.03 Policy Statement

A medical withdrawal is granted in instances where a student is faced with a serious or unexpected condition that completely precludes the student from being able to function as a student and in which the regular university withdrawal process is not appropriate. The medical withdrawal is to be used after the 100% refund period, as indicated in [UW System Administrative Policy 805, Tuition and Fee Policies for Credit Instruction](#).

A request may be granted to students who experience a serious or unexpected physical or behavioral health condition; who may need to provide care to an immediate family member who is experiencing a serious or unexpected physical or behavioral health condition; or who have experienced the death of an immediate family member. Approval will be granted on a case-by-case basis.

In the case of pre-existing, recurring, or chronic health conditions, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.

Exceptions to any of the stated provisions in this policy can only be authorized by the chancellor or the chancellor's designee. Any delegation of authority should be in writing and maintained in the designee's offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized.

103.03.02 Policy Timeline

Whenever possible, requests for medical withdrawal should occur during the term in which the medical condition arose. Students may apply for a retroactive medical withdrawal up to one year after the end of the term in question. For applications submitted after the end of the term, transcript adjustments may be the only possible remedy; tuition adjustments may not be possible.

The last date of class attendance shall be considered the official withdrawal date to be used by the Registrar's Office for recording academic record class drops and term withdrawals. Based on the date, dropped classes will either be removed entirely from student transcripts or they will continue to appear with an appropriate grade designation that will not impact GPA calculations for the student. This date will also be used by the Financial Aid Office to make award and/or repayment decisions.

103.03.04 Integration with Related Campus Processes

Usually, consideration is for a complete withdrawal from all courses. UW-Parkside will allow the drop of one or more courses for medical reasons under this policy while the student remains enrolled in others, the medical circumstances must be especially well-documented to explain the selective nature of the academic impact.

The Dean of Students Office shall indicate to the student any necessary re-entry steps should the student be interested in returning in the future. This may include a letter from a healthcare provider indicating readiness to return and outlining aftercare recommendations—and meeting with a campus official who can review the documentation and help the student connect with resources to support continuity of care and a successful transition back to campus. The requirements for return must be consistent with all other institutional return processes.

The medical withdrawal/drop will be incorporated into the normal withdrawal/drop process. Where the reason indicated is "medical" all documentation shall be forwarded to the Dean of Students Office, as many extenuating circumstances are highly sensitive in nature and should be reviewed for tuition and segregated fee proration.

The full policy can be viewed at: <https://www.uwp.edu/explore/offices/governance/policy103.cfm>.

UW System Board of Regents Policies

Select Board of Regents Policies (For a full listing of UW System Regent Policies, please visit <https://www.wisconsin.edu/regents/policies/>)

Regent Policy Document 4-21 Commitment to Academic Freedom and Freedom of Expression

Scope

This policy applies to all UW System students, employees, and visitors.

Purpose

The purpose of this policy is to communicate the Board of Regents' commitment to academic freedom and freedom of expression, and the expectations for those who violate these freedoms.

Policy Statement

1. Commitment¹

The Board of Regents of the University of Wisconsin System has a longstanding tradition of support for academic freedom, dating back to 1894 and the famous "sifting and winnowing" statement contained in the University of Wisconsin Board of Regents' Final Report on the Trial of Richard Ely. The Board of Regents of the University of Wisconsin System hereby reiterates its commitment to the principle of academic freedom and affirms its commitment to the principle of freedom of expression.

Academic freedom includes the freedom to explore all avenues of scholarship, research, and creative expression, and to reach conclusions according to one's own scholarly discernment. Freedom of expression includes the right to discuss and present scholarly opinions and conclusions on all matters both in and outside the classroom. These freedoms include the right to speak and write as a member of the university community or as a private citizen without institutional discipline or restraint, on scholarly matters, or on matters of public concern. The UW System is committed to these principles and provides all members of the university community the broadest possible latitude to explore ideas and to speak, write, listen, challenge, and learn.

Of course, different ideas in the university community will often and quite naturally conflict. But it is not the proper role of the university to attempt to shield individuals from ideas and opinions they, or others, find unwelcome, disagreeable, or even deeply offensive. Although the university greatly values civility, concerns about civility and mutual respect can never be used as justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members within the university community.

The freedom to debate and discuss the merits of competing ideas does not mean that members of the university community may say whatever they wish, wherever they wish. Consistent with longstanding practice informed by law, institutions within the System may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or discriminatory harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the university. In addition, the institutions may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt ordinary activities. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with each institution's commitment to a completely free and open discussion of ideas.

These principles carry responsibilities. Academic freedom carries the responsibility for the faithful performance of professional duties and obligations. All members of the university community at each of the institutions in the University of Wisconsin System share in the responsibility for maintaining

civility and a climate of mutual respect. Although members of the university community at each institution are free to criticize and contest the views expressed on campus, they may not obstruct or otherwise interfere with the freedom of others, including speakers who are invited to campus, to express views they reject or even loathe. Freedom of expression also carries the obligation to make clear that when speaking on matters of public interest or concern, one is speaking on behalf of oneself, not the institution.

Each institution in the University of Wisconsin System has a solemn responsibility not only to promote lively and fearless exploration, deliberation, and debate of ideas, but also to protect those freedoms when others attempt to restrict them. Exploration, deliberation, and debate may not be suppressed because the ideas put forth are thought by some or even by most members of the university community (or those outside the community) to be offensive, unwise, immoral, or wrong-headed. It is for the members of the university community, not for the institution itself, to make those judgments for themselves, and to act on those judgments not by seeking to suppress exploration of ideas or expression of speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the university community to engage in such debate and deliberation in an effective and responsible manner is an essential part of each institution's educational mission.

Accordingly, the University of Wisconsin System Board of Regents expresses its expectation that the principles of academic freedom and freedom of expression will be upheld because today, as previously stated by Regents on September 18, 1894: "Whatever may be the limitations which trammel inquiry elsewhere, we believe the great state University of Wisconsin should ever encourage that continual and fearless sifting and winnowing by which alone the truth can be found."

2. Conduct on University Lands; Student and Employee Discipline

Chapters UWS 17 (Student Nonacademic Misconduct Procedures) and UWS 18 (Conduct on University Lands) of the Wisconsin Administrative Code and other relevant Administrative Code provisions, UW System and UW institution policies, and State statutes govern the conduct of students, employees, and visitors on all real property owned or leased by, or otherwise under the control of the Board of Regents. These Administrative Code provisions, statutes and policies provide UW institutions with authority to address disruptive behavior by students, employees, and visitors.

Chapter UWS 17.09 describes misconduct that may subject a student to discipline, including but not limited to: disruption of university-authorized activities; dangerous conduct; unauthorized use of or damage to property; violation of criminal law; serious and repeated violations of municipal law; violation of university rules; and violation of Chapter UWS 18. Chapter UWS 17.10(1) contains a range of disciplinary sanctions for students under the jurisdiction of the institution who engage in violent or other disorderly conduct that materially and substantially disrupts the free expression of others.

Chapter UWS 18 describes misconduct that may subject a student or an employee to discipline, and that may subject students, employees, and campus visitors to municipal fines or criminal sanctions, including but not limited to Chapter UWS 18.10 (offenses against public safety), Chapter UWS 18.07 (use of campus facilities), and Chapter UWS 18.11 (offenses against public peace and order). Chapter UWS 18.13 describes forfeiture penalties for violation of certain sections of Chapter UWS 18.

Students charged with misconduct by the University shall be provided the procedural protections in Chapter UWS 17 and parallel UW institution policies. Those protections include, but are not limited to: the right to a written report detailing the alleged misconduct, describing all information available to the university regarding the alleged misconduct, and specifying the sanction sought; the right to a hearing before an impartial hearing examiner or hearing committee; the right to question adverse witnesses; the right to present information and witnesses; the right to be heard; the right to be accompanied by an advisor who may be an attorney; and the right to an appeal.

A formal investigation and disciplinary hearing is required the second time a formal complaint alleges a student has engaged in violent or other disorderly misconduct that materially and substantially disrupted the free expression of others. Any student who has twice been found responsible for

misconduct that materially and substantially disrupted the free expression of others at any time during the student's enrollment shall be suspended for a minimum of one semester. Any student who has thrice been found responsible for misconduct that materially and substantially disrupted the free expression of others at any time during the student's enrollment shall be expelled. This paragraph shall be effective upon amendment of Chapter UWS 17 of the Wisconsin Administrative Code under Chapter 227 of the Wisconsin Statutes to include a parallel provision. The report regarding repeat violators described in Section 5 of this policy will not be required after the effective date of the amendment to Chapter UWS 17.

Employees charged with misconduct described in Chapter UWS 18 and UW institution policies governing employee conduct shall be provided the procedural protections in applicable Wisconsin Administrative Code sections and UW institution policies.

3. Freedom of Expression

Students and employees have the freedom to discuss any problem that presents itself, as the First Amendment of the U.S. Constitution and Article I of the Wisconsin Constitution permit. Students and employees shall be permitted to assemble and engage in spontaneous expressive activity as long as such activity does not materially and substantially disrupt the functioning of an institution.

Protests and demonstrations that materially and substantially disrupt the rights of others to engage in or listen to expressive activity shall not be permitted and shall be subject to sanction. This policy shall not prohibit administrators, faculty, or other instructors from maintaining order. Access to UW institutions for purposes of free speech and expression shall occur within the limits of reasonable viewpoint-neutral and content-neutral restrictions on time, place, and manner of expression and the provisions of Chapter UWS 21 (Use of University Facilities) of the Wisconsin Administrative Code.

4. Restriction of Expression

UW institutions may restrict expressive activity not protected by the First Amendment of the U.S. Constitution or Article I of the Wisconsin Constitution, including any of the following:

- a. Discriminatory harassment.
- b. Violations of state or federal law.
- c. Sexual harassment.
- d. True threats.
- e. An unjustifiable invasion of privacy or confidentiality.
- f. An action that materially and substantially disrupts the function of an institution.
- g. A violation of a reasonable time, place, and manner restriction on expressive activities.

Nothing in this policy shall be construed to prevent institutions from regulating speech or activity as allowed by law.

The full policy can be viewed at: <https://www.wisconsin.edu/regents/policies/commitment-to-academic-freedom-and-freedom-of-expression/>.

Regent Policy Document 14-6 (formerly 88-12) Discrimination, Harassment, and Retaliation

Scope

This policy applies to all areas of the UW System programs, activities, employment practices and operations, including the conduct of all students and employees that arises out of their employment, educational or academic status, as well as to the conduct of all guests, visitors, vendors, contractors, subcontractors and others who do business with the UW System or individual UW institutions.

Purpose

The purposes of this policy are to: express the Board of Regents' commitment to providing an environment free of discrimination, harassment, and retaliation; codify in Board of Regents policy the statutory prohibitions against discriminatory conduct; and assign oversight responsibility.

Policy Statement

It is the policy of the Board of Regents that the University of Wisconsin System maintain an academic and work environment free of discrimination, discriminatory harassment, or retaliation for all students and employees. Discrimination is inconsistent with the efforts of the University of Wisconsin System to foster an environment of respect for the dignity and worth of all members of the university community and to eliminate all manifestations of discrimination within the university. The Board is also committed to the protection of individual rights under the First Amendment (and related principles of academic freedom) and to preserving the widest possible dialogue within its educational environment.

Discrimination or discriminatory harassment that are based upon an individual's characteristics as protected under state law or federal law ("protected status") or university policy are prohibited. Harassment is a form of discrimination and is prohibited. In addition, any form of retaliation against students or employees is prohibited. Any person who believes they have been subjected to this type of prohibited activity should immediately report it to the appropriate institution official or office.

The following protections shall apply to this policy in regard to an individual's protected status:

Students

No student may be denied admission to, or participation in or the benefits of, or be discriminated against in any service, program, course or facility of the UW System or its institutions on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or developmental disability as defined in Wisconsin Statutes §51.01(5).

Employees

No employee may be discriminated against on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law. This provision includes employment-related actions, such as recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and/or dismissal.

The full policy can be viewed at: <https://www.wisconsin.edu/regents/policies/discrimination-harassment-and-retaliation/>.

Regent Policy Document 14-8 (formerly 91-8) Consensual Relationships

Scope

This policy describes the Board of Regents' expectations with respect to consensual romantic or sexual relationships where a power differential exists. This policy covers all UW System employees, students, and affiliated individuals.

Purpose

The purpose of this policy is to ensure that the employment and academic environment is free from real or perceived conflicts of interest when UW employees, students, and affiliated individuals, in positions of unequal power, are involved in consensual romantic or sexual relationships.

Definitions

1. **Consensual Relationships:** A consensual relationship refers to any relationship, either past or present, which is romantic, physically intimate, or sexual in nature, and to which the parties consent or consented. This includes marriage.
2. **Conflict of Interest:** A conflict of interest exists when there is incompatibility between private/personal interests and official/professional responsibilities.
3. **Instructor:** An instructor includes faculty and academic staff members who serve in instructional roles in relation to students. The instructional context includes: academic instruction, advising, direct or indirect evaluation of a student's work, research collaboration or assistantships, and coaching.
4. **Power Differential:** A power differential exists when individuals possess different degrees of power or influence due to their professional or student standing.
5. **Employees:** Employees include, but are not limited to, administrators, faculty, academic staff, university staff, student staff, graduate assistants, and interns.
6. **Students:** Students are individuals enrolled in courses at the university, including online.
7. **Affiliated Individuals:** Affiliated individuals include, but are not limited to, volunteers, vendors, and contractors. In this policy, all references to employees should also be considered references to affiliated individuals.

Policy Statement

It is the policy of the University of Wisconsin System Board of Regents that consensual relationships that might be appropriate in other circumstances are not appropriate when they occur between (1) an employee of the university and a student over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence, or (2) an employee of the university and another employee over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence. Even where negative consequences to the participants do not result, such relationships create an environment charged with potential or perceived conflicts of interest and possible use of academic or supervisory leverage to maintain or promote the relationship. Romantic or sexual relationships that the parties may view as consensual may still raise questions of favoritism, as well as of an exploitative abuse of trust and power.

The following two types of consensual relationships are addressed in this policy: (1) employee with a student; and (2) employee with another employee.

A. Employee with a student:

1. It is a violation of this policy for an instructor to commence a consensual relationship with a student currently under their instruction or whom the instructor reasonably believes in the future may be under the instructor's instruction. If an instructor and a student are already in a consensual relationship when the student comes under the instructor's instruction, then the provisions of A.2. apply.

2. A consensual relationship between (1) an employee, who is not an instructor as defined by this policy, and a student over whom the employee has supervisory, advisory, evaluative, or other authority or influence, or (2) an instructor and a student where the instructor has supervisory, advisory, evaluative, or other authority or influence over the student, and where the instructor and student were already in a consensual relationship prior to the student coming under the instructor's instruction, is a violation of this policy unless:
 - a. The employee immediately reports the relationship to their supervisor/department chair, to the hiring official, or to the administrator who supervises the hiring official; and
 - b. The employee cooperates in actions taken to eliminate any actual or potential conflicts of interest and to mitigate adverse effects on the other party to the relationship.
3. The supervisor or university official who receives the report shall treat the information sensitively and shall promptly:
 - a. Consult with the director of equity/diversity and/or human resources; and
 - b. In cooperation with the director of equity/diversity and/or human resources, eliminate conflicts of interest and mitigate adverse effects on the other party to the relationship, by:
 - i. Documenting the steps taken, providing all parties a copy; and
 - ii. Transferring one of the individuals to another position; and/or
 - iii. Transferring the student into a different class or section; and/or
 - iv. Transferring supervisory, evaluative, academic, or advisory responsibilities; and/or
 - v. Securing a source of funding for the student that is not dependent upon the employee with whom the student is in a consensual relationship, if applicable.

B. Employee with another employee:

1. A consensual relationship between an employee and another employee where one employee has supervisory, advisory, evaluative, or other authority or influence over the other employee or where the employee reasonably believes the employee will have supervisory, advisory, evaluative, or other authority or influence over the other employee, is a violation of this policy, unless:
 - a. The employee with the supervisory, advisory, evaluative, or other authority or influence over the other employee immediately reports the relationship to their supervisor/department chair, to the hiring official, or to the administrator who supervises the hiring official; and
 - b. The employee with the supervisory, advisory, evaluative, or other authority or influence over the other employee cooperates in actions taken to eliminate any actual or potential conflicts of interest and to mitigate adverse effects on the other employee.
2. The supervisor or university official who receives the report shall treat the information sensitively and shall promptly:
 - a. Consult with the director of equity/diversity, and/or human resources; and

- b. In cooperation with the director of equity/diversity and/or human resources, eliminate conflicts of interest and mitigate adverse effects on the other party to the relationship, by:
 - i. Documenting the steps taken, providing all parties a copy; and
 - ii. Transferring supervisory, evaluative, academic, or advisory responsibilities; and/or
 - iii. Securing a source of funding for the employee that is not dependent upon the employee with supervisory, advisory, or evaluative responsibility with whom the employee is in a consensual relationship, if applicable.

C. Violations

It is a violation of this policy for an instructor to commence a consensual relationship with a student currently under their instruction, and may result in disciplinary action against that employee. If an instructor or other employee fails to meet the requirements for disclosing the relationship with a student or another employee, or fails to cooperate in the actions described above, such a failure constitutes a violation of this policy and may result in disciplinary action taken against that employee. If the employee is also a student, it may also result in disciplinary actions under Chapter UWS 14 and/or 17, Wis. Admin. Code.

To report potential violations of this policy, individuals should contact either the Director of Human Resources or the Title IX Coordinator.

Retaliation against persons who report concerns about potential violations of this policy is prohibited.

Each UW institution shall publish this policy in a location accessible to faculty, staff, students, and the public.

Each institution shall educate faculty, staff, and students on the requirements of the policy.

Oversight, Roles, and Responsibilities

Each chancellor or his or her designee shall be responsible for implementing institutional procedures consistent with this policy.

University of Wisconsin System Conduct Policies

Students attending any of the University of Wisconsin System institutions are bound by the same policies related to Academic Misconduct, Non-Academic (Behavioral) Misconduct, and Conduct on University Lands.

Academic Misconduct Policy

(https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

Chapter UWS 14

STUDENT ACADEMIC DISCIPLINARY PROCEDURES

UWS 14.01 Statement of principles.

UWS 14.02 Definitions.

UWS 14.03 Academic misconduct subject to disciplinary action.

UWS 14.04 Disciplinary sanctions.

UWS 14.05 Disciplinary sanction imposed at the discretion of the instructor.

UWS 14.06 Disciplinary sanction imposed following a report of academic misconduct by the instructor.

UWS 14.07 Disciplinary sanction imposed following a report of academic misconduct by the investigating officer.

UWS 14.08 Hearing.

UWS 14.09 Appeal to the chancellor.

UWS 14.10 Discretionary appeal to the board of regents.

UWS 14.11 Settlement.

UWS 14.12 Effect of discipline within the university system.

UWS 14.13 Right to petition for readmission.

UWS 14.14 Investigating officer.

UWS 14.15 Academic misconduct hearing committee: institutional option.

UWS 14.16 Notice to students.

UWS 14.17 Notice to instructors.

UWS 14.18 Consistent institutional policies.

UWS 14.01 Statement of principles. The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.02 Definitions. In this chapter:

(1) "Academic misconduct" means an act described in s. UWS 14.03.

(2) "Academic misconduct hearing committee" means the committee or hearing examiner appointed pursuant to s. UWS 14.15 to conduct hearings under s. UWS 14.08.

(3) "Chancellor" means the chancellor or designee.

(4) "Days" means calendar days.

(5) "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.

(6) "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.

(7) "Disciplinary sanction" means any action listed in s. UWS 14.04 taken in response to student academic misconduct.

(8) "Expulsion" means termination of student status with resultant loss of all student rights and privileges.

(9) "Hearing examiner" means an individual appointed by the chancellor in accordance with s. UWS 14.15 for the purpose of conducting a hearing under s. UWS 14.08.

(10) "Institution" means any university or center, or organizational equivalent designated by the board.

(11) "Instructor" means the faculty member or instructional academic staff member who has responsibility for the overall conduct of a course and ultimate responsibility for the assignment of the grade for the course.

(12) "Investigating officer" means an individual, or his or her designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter.

(13) "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred.

(14) "Student affairs officer" means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter.

(15) "Suspension" means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89

UWS 14.04 Disciplinary sanctions.

(1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWS 14.05, 14.06 or 14.07:

- (a) An oral reprimand;
- (b) A written reprimand presented only to the student;
- (c) An assignment to repeat the work, to be graded on its merits;
- (d) A lower or failing grade on the particular assignment or test;
- (e) A lower grade in the course;
- (f) A failing grade in the course;
- (g) Removal of the student from the course in progress;
- (h) A written reprimand to be included in the student's disciplinary file;
- (i) Disciplinary probation; or
- (j) Suspension or expulsion from the university.

(2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.05 Disciplinary sanction imposed at the discretion of the instructor.

(1) Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor for that course may impose one or more of the following disciplinary sanctions, as listed under s. UWS 14.04

(1) (a) through (c):

- (a) An oral reprimand;
- (b) A written reprimand presented only to the student; or
- (c) An assignment to repeat the work, to be graded on its merits.

(2) No disciplinary sanction may be imposed under this section unless the instructor promptly offers to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

(3) A student who receives a disciplinary sanction under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, he or she must file a written request with the student affairs officer within 10 days of imposition of the disciplinary sanction by the instructor.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.06 Disciplinary sanction imposed following a report of academic misconduct by the instructor.

Where an instructor believes that a student enrolled in one of his or her courses has engaged in academic misconduct and the sanctions listed under s. UWS 14.04 (1) (a) through (c) are inadequate or inappropriate, the instructor may proceed in accordance with this section to impose, subject to hearing rights in s. UWS 14.08, one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h).

(1) CONFERENCE WITH STUDENT. When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

(2) DETERMINATION BY THE INSTRUCTOR THAT NO ACADEMIC MISCONDUCT OCCURRED.

If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

(3) PROCESS FOLLOWING DETERMINATION BY THE INSTRUCTOR THAT ACADEMIC MISCONDUCT OCCURRED.

(a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h) should be recommended, the instructor shall prepare a written report so informing the student, which shall contain the following:

- 1. A description of the misconduct;
- 2. Specification of the sanction recommended;
- 3. Notice of the student's right to request a hearing before the academic misconduct hearing committee; and
- 4. A copy of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered personally to the student or be mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, copies of the report shall be provided to the institution's student affairs officer and to others authorized by institutional procedures.

(c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that

academic misconduct occurred, or the choice of disciplinary sanction, or both. If the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

(4) PROCESS FOLLOWING DETERMINATION BY THE INSTRUCTOR THAT DISCIPLINARY PROBATION, SUSPENSION OR EXPULSION MAY BE WARRANTED.

(a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that disciplinary probation, suspension or expulsion under s. UWS 14.04 (1) (i) or (j) should be recommended, the instructor shall provide a written report to the investigating officer, which shall contain the following:

1. A description of the misconduct; and
2. Specification of the sanction recommended.

(b) Upon receipt of a report under this subsection, the investigating officer may proceed, in accordance with s. UWS 14.07, to impose a disciplinary sanction.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.07 Disciplinary sanction imposed following a report of academic misconduct by the investigating officer. The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 14.04 (1) (g) through (j).

(1) AUTHORITY OF INVESTIGATING OFFICER. The investigating officer may proceed in accordance with this section when he or she receives information that a student at the institution has engaged in alleged academic misconduct and:

- (a) Some or all of the alleged academic misconduct occurred outside the scope of any course for which the involved student is currently registered;
- (b) The involved student has previously engaged in academic misconduct subject to the disciplinary sanctions listed in s. UWS 14.04 (1) (d) through (j);
- (c) The alleged misconduct would, if proved to have occurred, warrant a sanction of disciplinary probation, suspension or expulsion; or
- (d) The instructor in the course is unable to proceed.

(2) CONFERENCE WITH STUDENT. When the investigating officer concludes that proceedings under this section are warranted, he or she shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

(3) CONFERENCE WITH INSTRUCTOR. An investigating officer proceeding under this section shall discuss the matter with an involved instructor. This discussion may occur either before or after the conference with the student. It may include consultation with the instructor on the facts underlying the alleged academic misconduct and on the propriety of the recommended sanction.

(4) DETERMINATION BY THE INVESTIGATING OFFICER THAT NO ACADEMIC MISCONDUCT OCCURRED. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

(5) PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT ACADEMIC MISCONDUCT OCCURRED.

(a) If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (g) through (j) should be recommended, the investigating officer shall prepare a written report so informing the student, which shall contain the following:

1. A description of the misconduct;
2. Specification of the sanction recommended;
3. Notice of the student's right to a hearing before the academic misconduct hearing committee; and
4. A copy of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered personally or by electronic means to the student or mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, a copy of the report shall be provided to the instructor and to the institution's student affairs officer.

(c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both.

1. Except in cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, if the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

2. In cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, the student affairs officer shall, upon receipt of the written report under par.(b), proceed under s. UWS 14.08 to schedule a hearing on the matter. The purpose of the hearing shall be to review the determination that academic misconduct occurred and the disciplinary sanction recommended. A hearing will be conducted unless the student waives, in writing, the right to such a hearing.

History: Cr. Register, February 1989, No. 398, eff. 3-1-89.

UWS 14.08 Hearing.

(1) If a student requests a hearing, or a hearing is required to be scheduled under s. UWS 14.07 (5) (c) 2., the student affairs officer shall take the necessary steps to convene the academic misconduct hearing committee and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, instructor or investigating officer, and the members of the hearing committee.

(2) Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide a copy of ch. UWS 14 to the student.

(3) The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:

(a) The student shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice.

(b) The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.

(c) The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigence and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.

(d) The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(e) The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.

(f) The committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.

(g) The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.

(h) The decision of the hearing committee shall be served upon the student either by personal delivery, electronic means, or by first class United States mail and shall become final within 10 days of service, unless an appeal is taken under s. UWS 14.09.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.09 Appeal to the chancellor.

(1) Where the sanction prescribed by the hearing committee is suspension or expulsion, the student may appeal to the chancellor to review the decision of the hearing committee on the record. In such a case, the chancellor shall sustain the decision of the academic misconduct hearing committee unless the chancellor finds:

(a) The evidence of record does not support the findings and recommendations of the hearing committee;

(b) Established procedures were not followed by the academic misconduct hearing committee and material prejudice to the student resulted; or

(c) The decision was based on factors proscribed by state or federal law regarding equal educational opportunities.

(2) If the chancellor makes a finding under sub. (1), the chancellor may remand the matter for consideration by a different hearing committee, or, in the alternative, may invoke an appropriate remedy of his or her own.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.10 Discretionary appeal to the board of regents.

Institutional decisions under ss. UWS 14.05 through 14.09 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.11 Settlement.

The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction, after proper notice has been given. Required written reports, however, may not be waived.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.12 Effect of discipline within the university system.

Suspension or expulsion shall be system-wide in effect.

(1) A student who is suspended or expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system unless the suspension has expired by its own terms or one year has elapsed after the student has been suspended or expelled.

(2) Upon completion of a suspension period, a student may re-enroll in the institution which suspended him or her as if no suspension had been imposed.

UWS 14.13 Right to petition for readmission.

A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the chancellor of the institution from which the student was suspended or expelled. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The chancellor shall, after consultation with elected representatives of the faculty, academic staff, and students, adopt procedures for determining whether such petitions will be granted or denied.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.14 Investigating officer.

The chancellor of each institution, in consultation with faculty, academic staff, and student

representatives, shall designate an investigating officer or officers for student academic misconduct. The investigating officer shall have responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under s. UWS 14.07. An investigating officer may also serve on the academic misconduct hearing committee for a case, if he or she has not otherwise been involved in the matter.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.15 Academic misconduct hearing committee: institutional option.

The chancellor of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student academic misconduct hearing committee or designation of a hearing examiner to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.

(1) A student academic misconduct hearing committee shall consist of at least 3 persons, including a student or students, and the presiding officer shall be appointed by the chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.

(2) A hearing examiner shall be selected by the chancellor from the faculty and staff of the institution.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.16 Notice to students.

Each institution shall publish and make freely available to students copies of ch. UWS 14 and any institutional policies implementing ch. UWS 14.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.17 Notice to instructors.

Each institution shall adopt procedures to ensure that instructors are familiar with these policies. Each institution shall provide instructors with copies of ch. UWS 14 and any institutional policies implementing ch. UWS 14 upon employment with the university, and each department chair shall be provided such copies upon assuming the duties of the chair.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

UWS 14.18 Consistent institutional policies.

Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the board of regents and the university of Wisconsin system office of academic affairs. History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

Non-Academic (Behavioral) Misconduct Policy {Student Code of Conduct}

(https://docs.legis.wisconsin.gov/code/admin_code/uws/17)

Chapter UWS 17

STUDENT NONACADEMIC DISCIPLINARY PROCEDURES

UWS 17.01 **Policy statement.**

UWS 17.02 **Definitions.**

UWS 17.03 **Consistent institutional policies.**

UWS 17.04 **Notice to students.**

UWS 17.05 **Designation of investigating officer.**

UWS 17.06 **Nonacademic misconduct hearing examiner.**

UWS 17.07 **Nonacademic misconduct hearing committee.**

UWS 17.08 **Nonacademic misconduct occurring on or outside of university lands.**

- UWS 17.09 **Conduct subject to disciplinary action under ss. UWS 17.11 to 17.15.**
- UWS 17.10 **Disciplinary sanctions.**
- UWS 17.11 **Disciplinary procedure.**
- UWS 17.12 **Hearing.**
- UWS 17.13 **Appeal to the chancellor.**
- UWS 17.14 **Discretionary appeal to the Board of Regents.**
- UWS 17.15 **Settlement.**
- UWS. 17.16 **Sexual Misconduct subject to disciplinary action under ss. UWS 17.17 to 17.21.**
- UWS 17.17 **Disciplinary procedure (Sexual Misconduct).**
- UWS 17.18 **Hearing (Sexual Misconduct).**
- UWS 17.19 **Appeal to the Chancellor (Sexual Misconduct).**
- UWS 17.20 **Discretionary appeal to the Board of Regents (Sexual Misconduct).**
- UWS 17.21 **Settlement (Sexual Misconduct).**
- UWS 17.22 **Effect of discipline within the institution.**
- UWS 17.23 **Effect of suspension or expulsion within the university system.**
- UWS 17.24 **Petition for restoration of rights after suspension or expulsion.**
- UWS 17.25 **Emergency suspension.**

Note: See ch. [UWS 14](#) for student academic disciplinary procedures.

Note: Chapter UWS 17 as it existed on August 31, 1996 was repealed and a new chapter UWS 17 was created effective September 1, 1996. Chapter UWS 17 as it existed on August 31, 2009, was repealed and a new chapter UWS 17 was created effective September 1, 2009.

UWS 17.01 Policy statement.

The missions of the University of Wisconsin System and its individual institutions can be realized only if the university's teaching, learning, research and service activities occur in living and learning environments that are safe and free from violence, harassment, fraud, theft, disruption and intimidation. In promoting such environments, the university has a responsibility to address student nonacademic misconduct; this responsibility is separate from and independent of any civil or criminal action resulting from a student's conduct. This chapter defines nonacademic misconduct, provides university procedures for effectively addressing misconduct, and offers educational responses to misconduct. The University of Wisconsin System is committed to respecting students' constitutional rights. Nothing in this chapter is intended to restrict students' constitutional rights, including rights of freedom of speech or to peaceably assemble with others.

UWS 17.02 Definitions. In this chapter:

(1) "Chief administrative officer" means the chancellor of an institution or their designees.

(2) "Clear and convincing evidence" means information that would persuade a reasonable person to have a firm belief that a proposition is more likely true than not true. It is a higher standard of proof than "preponderance of the evidence."

(2m) "Complainant" means any individual who is alleged to be the subject of sexual misconduct, as defined in s. [UWS 17.16](#).

(2g) "Consent" means words or overt actions by a person who is competent to give informed consent, indicating a freely given agreement to engage in sexual activity or other activity referenced in the definitions of sexual assault and sexual exploitation in s. [UWS 17.16](#). A person is unable to give consent if the person is incapacitated because of drugs, alcohol, physical or intellectual disability, or unconsciousness.

(3) "Days" means calendar days.

(4) "Delivered" means sent by electronic means to the student's official university email address and, in addition, provided by any of the following methods:

(a) Given personally.

(b) Placed in the student's official university mailbox.

(c) Mailed by regular first-class United States mail to the student's current address as maintained by the institution.

(5) "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.

(6) "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct or other requirements or restrictions on privileges, for a specified period of time, not to exceed two years.

(7) "Disciplinary sanction" means any action listed in s. [UWS 17.10 \(1\)](#) taken in response to student nonacademic misconduct.

(7m) "Education program or activity" includes, for purposes of Title IX misconduct only, locations, events, or circumstances over which the university exercised substantial control over both the respondent and the context in which the relevant misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the university. **(8)** "Expulsion" means termination of student status with resultant loss of all student rights and privileges.

(8m) "Formal complaint" is, for the purpose of Title IX misconduct only, a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment, sexual assault, dating violence, domestic violence, or stalking and requesting that the institution investigate the allegations. At the time of filing of the formal complaint, the complainant must be participating in or attempting to participate in an educational program or activity. A formal complaint may be filed in person, by mail, or electronic mail, or any other method designated by the university. A formal complaint must include a physical or digital signature of the complainant or the Title IX Coordinator.

(9) "Hearing examiner" means an individual, other than the investigating officer, appointed by the chief administrative officer in accordance with s. [UWS 17.06 \(2\)](#) for the purpose of conducting a hearing under s. [UWS 17.12](#) or [UWS 17.18](#).

(9m) "Incapacitation" means the state of being unable to physically and/or mentally make informed rational judgments and effectively communicate, and may include unconsciousness, sleep, or blackouts, and may result from the use of alcohol or other drugs. Where alcohol or other drugs are involved, evaluation of incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

(10) "Institution" means any university, or an organizational equivalent designated by the board.

(11) "Investigating officer" means an individual, or their designee, appointed by the chief administrative officer of each institution, to conduct investigations of nonacademic misconduct under this chapter.

(12) "Nonacademic misconduct hearing committee" or "committee" means the committee appointed pursuant to s. [UWS 17.07](#) to conduct hearings under s. [UWS 17.12](#) or [UWS 17.18](#).

(12m) "Party" refers to a respondent and/or complainant involved in a disciplinary procedure under s. [UWS 17.](#)

(13) "Preponderance of the evidence" means information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than "clear and convincing evidence" and is the minimum standard for a finding of responsibility under this chapter.

(13m) "Respondent," means any student who was registered for study in an institution for the academic period, or between academic periods for continuing students, when the misconduct occurred and has been reported to have violated [UWS 17.09](#) or [UWS 17.16](#) **(14)** "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred, or between academic periods, for continuing students.

(15) "Student affairs officer" means the dean of students or student affairs officer or other personnel designated by the chief administrative officer to coordinate disciplinary hearings and carry out duties described in this chapter.

(16) "Suspension" means a loss of student status for a specified length of time, not to exceed two years, with resultant loss of all student rights and privileges.

(17) "University lands" means all real property owned by, leased by, or otherwise subject to the control of the Board of Regents of the University of Wisconsin System.

UWS 17.03 Consistent institutional policies.

Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the Board of Regents and the University of Wisconsin System office of academic affairs.

UWS 17.04 Notice to students.

Each institution shall publish ch. [UWS 17](#) on its website and shall make ch. [UWS 17](#) and any institutional policies implementing ch. [UWS 17](#) freely available to students through the website or other means.

UWS 17.05 Designation of investigating officer.

The chief administrative officer of each institution shall designate an investigating officer or officers for allegations of student nonacademic misconduct. The investigating officer shall investigate student nonacademic misconduct and initiate procedures for nonacademic misconduct under ss. [UWS 17.11](#) and [UWS 17.17](#). For allegations involving sexual misconduct, as defined in s. [UWS 17.16](#), the Title IX Coordinator or designee shall serve as the investigating officer.

UWS 17.06 Nonacademic misconduct hearing examiner.

(1) The chief administrative officer of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the designation of a student nonacademic misconduct hearing examiner to fulfill the responsibilities of the nonacademic misconduct hearing examiner in this chapter.

(2) A hearing examiner shall be selected by the chief administrative officer pursuant to the policies adopted under sub. [\(1\)](#).

UWS 17.07 Nonacademic misconduct hearing committee.

(1) The chief administrative officer of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student nonacademic misconduct hearing committee to fulfill the responsibilities of the nonacademic misconduct hearing committee in this chapter.

(2) A student nonacademic misconduct hearing committee shall consist of at least three persons, including at least one student, except that no such committee shall be constituted with a majority of members who are students. The presiding officer, who may be the hearing examiner designated pursuant to s. UWS 17.06, shall be appointed by the chief administrative officer. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.

UWS 17.08 Nonacademic misconduct occurring on or outside of university lands.

(1) MISCONDUCT ON UNIVERSITY LANDS. Except as provided in s. UWS 17.08 (2), the provisions contained in this chapter shall apply to the student conduct described in ss. UWS 17.09 and UWS 17.16 that occurs on university lands or at university-sponsored events.

(2) MISCONDUCT OUTSIDE OF UNIVERSITY LANDS. The provisions contained in this chapter may apply to the student conduct described in ss. UWS 17.09 and UWS 17.16 that occurs outside of university lands only when, in the judgment of the investigating officer, the conduct adversely affects a substantial university interest. In determining whether the conduct adversely affects a substantial university interest, the investigating officer shall consider whether the conduct meets one or more of the following conditions:

- (a) The conduct constitutes or would constitute a serious criminal offense, regardless of the existence of any criminal proceedings.
- (b) The conduct indicates that the student presented or may present a danger or threat to the health or safety of themselves or others.
- (c) The conduct demonstrates a pattern of behavior that seriously impairs the university's ability to fulfill its teaching, research, or public service missions.

UWS 17.09 Conduct subject to disciplinary action.

In accordance with s. UWS 17.08, the university may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct. Conduct defined in s. UWS 17.09 will use the disciplinary procedure, hearing, appeal and settlement processes detailed in ss. UWS 17.11 to 17.15. However, at the university's discretion, conduct defined in s. UWS 17.09, when arising out of the same facts and circumstances as sexual misconduct defined in s. 17.16, may be consolidated with such charges and addressed with the sexual misconduct disciplinary procedure, hearing, appeal, and settlement processes detailed in UWS 17.17-17.21.

- (1) DANGEROUS CONDUCT. Conduct that endangers or threatens the health or safety of oneself or another person.
- (2) HARASSMENT. Conduct defined in s. 947.013, Stats.
- (3) HAZING. Conduct defined in s. 948.51, Stats.
- (4) ILLEGAL USE, POSSESSION, MANUFACTURE, OR DISTRIBUTION OF ALCOHOL OR CONTROLLED SUBSTANCES. Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or university policy.
- (5) UNAUTHORIZED USE OF OR DAMAGE TO PROPERTY. Unauthorized possession of, use of, moving of, tampering with, damage to, or destruction of university property or the property of others.

(6) DISRUPTION OF UNIVERSITY-AUTHORIZED ACTIVITIES. Conduct that obstructs or impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a person to participate in university-run or university-authorized activities.

(7) FORGERY OR FALSIFICATION. Unauthorized possession of or fraudulent creation, alteration, or misuse of any university or other governmental document, record, key, electronic device, or identification.

(8) MISUSE OF COMPUTING RESOURCES. Conduct that involves any of the following:

(a) Failure to comply with laws, license agreements, and contracts governing university computer network, software, and hardware use.

(b) Use of university computing resources for unauthorized commercial purposes or personal gain.

(c) Failure to protect a personal password or university-authorized account.

(d) Breach of computer security, invasion of privacy, or unauthorized access to university computing resources.

(9) FALSE STATEMENT OR REFUSAL TO COMPLY REGARDING A UNIVERSITY MATTER. Making a knowingly false oral or written statement to any university employee or agent of the university regarding a university matter, or refusal to comply with a reasonable request on a university matter.

(10) VIOLATION OF CRIMINAL LAW. Conduct that constitutes a criminal offense as defined by state or federal law.

(11) SERIOUS AND REPEATED VIOLATIONS OF MUNICIPAL LAW. Serious and repeated off-campus violations of municipal law.

(12) VIOLATION OF CH. UWS 18. Conduct that violates ch. [UWS 18](#), including, but not limited to, provisions regulating fire safety, theft, and dangerous weapons.

(13) VIOLATION OF UNIVERSITY RULES. Conduct that violates any published university rules, regulations, or policies, including provisions contained in university contracts with students.

(14) NONCOMPLIANCE WITH DISCIPLINARY SANCTIONS. Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.

(15) Retaliation. Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured in [UWS 17.17-17.21](#), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under [s. UWS 17.17-17.21](#).

UWS 17.10 Disciplinary sanctions.

(1) The disciplinary sanctions that may be imposed for nonacademic misconduct, in accordance with the procedures of [ss. UWS 17.11 to 17.13](#), and [17.17 to 17.19](#) are any of the following:

(a) A written reprimand.

(b) Denial of specified university privileges.

(c) Payment of restitution.

(d) Educational or service sanctions, including community service.

(e) Disciplinary probation.

(f) Imposition of reasonable terms and conditions on continued student status.

- (g) Removal from a course in progress.
- (h) Enrollment restrictions on a course or program.
- (i) Suspension.
- (j) Expulsion.

(2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of nonacademic misconduct.

(3) Disciplinary sanctions shall not include the termination or revocation of student financial aid; however, this shall not be interpreted as precluding the individual operation of rules or standards governing eligibility for student financial aid under which the imposition of a disciplinary sanction could result in disqualification of a student for financial aid.

UWS 17.11 Disciplinary procedure.

(1) **PROCESS.** The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. [UWS 17.10 \(1\)](#) for conduct defined in s. [UWS 17.09](#).

(2) **CONFERENCE WITH RESPONDENT.** When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the respondent in person, by telephone, or by electronic mail to offer to discuss the matter, review the investigating officer's basis for believing that the respondent engaged in nonacademic misconduct, and to afford the respondent an opportunity to respond. If the respondent fails to respond to the investigating officer, the investigating officer may proceed to make a determination on the basis of the available information.

(3) **DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED.** If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action. The investigating officer shall notify the respondent.

(4) **PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT NONACADEMIC MISCONDUCT OCCURRED.**

(a) If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under s. [UWS 17.10 \(1\)](#) should be recommended, the investigating officer shall prepare a written report which shall contain all of the following:

1. A description of the alleged misconduct.
2. A description of all information available to the university regarding the alleged misconduct.
3. Specification of the sanction sought.
4. Notice of the respondent's right to a hearing.
5. A copy of this chapter and of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered to the respondent.

(c) A respondent who receives a written report under this section has the right to a hearing under s. [UWS 17.12](#) to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.

1. Where the disciplinary sanction sought is one of those listed in s. [UWS 17.10 \(1\) \(a\) to \(g\)](#), and if the respondent desires a hearing, the respondent shall file a written request with the student affairs officer within 10 days of the date the written report is delivered to the respondent. If the respondent does not request a hearing within this period, the determination of nonacademic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.

2. Where the disciplinary sanction sought is one of those listed in s. [UWS 17.10 \(1\) \(h\) to \(j\)](#), the investigating officer shall forward a copy of the written report under par. (b) to the student affairs officer. The student affairs officer shall, upon receipt of the written report, proceed under s. [UWS 17.12](#) to schedule a hearing on the matter. A hearing shall be conducted unless the respondent waives, in writing, the right to such a hearing.

UWS 17.12 Hearing.

(1) A respondent who requests a hearing, or for whom a hearing is scheduled under s. [UWS 17.11 \(4\) \(c\) 2. for conduct defined in s. UWS 17.09](#), shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.

(2) If a respondent requests a hearing under s. [UWS 17.11 \(4\) \(c\) 1.](#), or a hearing is required to be scheduled under s. [UWS 17.11 \(4\) \(c\) 2.](#), the student affairs officer shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the respondent and investigating officer or is ordered or permitted by the hearing examiner or committee.

(3) No less than 5 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the respondent with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information of the type described in s. [UWS 17.11 \(4\) \(a\) 2.](#)

(4) The hearing shall be conducted in accordance with the following guidance and requirements:

(a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. [UWS 17](#).

(b) The respondent shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on their own behalf, and the right to be accompanied by an advisor of the respondent's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is identified in s. [UWS 17.10 \(1\) \(a\) to \(h\)](#), the advisor may counsel the respondent but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the respondent except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. [UWS 17.10 \(1\) \(i\) or \(j\)](#), or where the respondent has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the respondent. In accordance with the educational purposes of the hearing, the respondent is expected to respond on their own behalf to questions asked of them during the hearing.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.

2. Shall observe recognized legal privileges.

3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided, however, whatever procedure is adopted, the respondent is allowed to effectively question the witness.

(d) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The respondent may access the record, except as may be precluded by applicable state or federal law.

(e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(f) A hearing examiner's or committee's finding of nonacademic misconduct shall be based on one of the following:

1. Clear and convincing evidence, when the sanction to be imposed is one of those listed in s. [UWS 17.10 \(1\) \(h\) to \(j\)](#).

2. A preponderance of the evidence, when the sanction to be imposed is one of those listed in s. [UWS 17.10 \(1\) \(a\) to \(g\)](#).

(g) The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. [UWS 17.10 \(1\) \(a\) to \(g\)](#) that differs from the recommendation of the investigating officer. Sanctions under s. [UWS 17.10 \(1\) \(h\) to \(j\)](#) may not be imposed unless previously recommended by the investigating officer.

(h) The hearing shall be conducted by the hearing examiner or committee, and the university's case against the respondent shall be presented by the investigating officer or their designee.

(i) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered to the respondent, excluding information that may be precluded by state or federal law. The decision shall become final within 14 days of the date on the written decision, unless an appeal is taken under s. [UWS 17.13](#).

(j) If the respondent fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may issue a decision based upon the information provided.

(k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the respondent requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. [19.85](#), Stats. As such, proper notice and other applicable rules shall be followed.

UWS 17.13 Appeal to the chancellor.

(1) For conduct defined in s. [UWS 17.09](#), where the sanction prescribed by the hearing examiner or committee is one of those listed in s. [UWS 17.10 \(1\) \(h\) to \(j\)](#), the respondent may appeal in writing to the chief administrative officer within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record.

(2) The chief administrative officer has 30 days from receipt of an appeal to respond and shall sustain the decision unless the chief administrative officer finds any of the following:

(a) The information in the record does not support the findings or decision.

(b) Appropriate procedures were not followed which resulted in material prejudice to the respondent.

(c) The decision was based on factors proscribed by state or federal law.

(3) If the chief administrative officers makes a finding under sub. (2), they may return the matter for consideration, or may invoke an appropriate remedy of their own. The chief administrative officer's decision shall be communicated to the respondent.

UWS 17.14 Discretionary appeal to the Board of Regents.

For conduct defined in s. UWS 17.09, institutional decisions under ss. UWS 17.11 to 17.13 shall be final, except that the board of regents may, at its discretion, grant a review upon the record, upon written request submitted by respondent within 14 days of the final institutional decision.

UWS 17.15 Settlement. For conduct defined in s. UWS 17.09, the procedures set forth in this chapter allow the university and a respondent to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms shall be in writing and signed by the respondent and the investigating officer or student affairs officer. The case is concluded when a copy of the signed agreement is delivered to the respondent.

UWS 17.16 Sexual Misconduct subject to disciplinary action.

In accordance with s. UWS 17.08, the university may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct. Conduct as defined in s. UWS 17.16 ("sexual misconduct") will use the disciplinary procedure, hearing, appeal and settlement processes detailed in ss. UWS 17.17 to 17.21.

- (1) **SEXUAL HARASSMENT.** When on the basis of sex, unwelcome conduct of a sexual nature directed towards a student, an employee, or a person participating in a program or activity of the university that when using the legal "reasonable person" standard:
- (a) Is so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the institution's education program or activity; or
 - (b) Is so severe or pervasive and objectively offensive that it has the purpose or effect of unreasonably interfering with an individual's academic or work performance or participation in institution sponsored or supported activity, or creates an intimidating, hostile, or offensive academic, working, or program or activity related environment.
- (2) **SEXUAL ASSAULT.** An offense that meets the definition of rape, fondling, incest, or statutory rapes defined below. 20 U.S.C. 1092(f)(6)(A)(v), 34 CFR 668.46(a).
- (a) **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
 - (b) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
 - (c) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (See s. 944.06, Stats.)
 - (d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent (See s. 948.02, Stats.)
- (3) **DATING VIOLENCE.** Violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- (4) DOMESTIC VIOLENCE.** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a persons who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Wisconsin, or by any other person against an adult or youth individual who is protected from that person’s acts under the domestic or family violence laws of Wisconsin. (See ss. 813.12(1)(am) and 968.075)
- (5) STALKING.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.
- (6) SEXUAL EXPLOITATION.** Occurs when an individual attempts, takes, or threatens to take nonconsensual sexual advantage of another person. Examples include, but are not limited to:
- (a)** Without the knowledge and consent of all participants –
- 1.** observing, recording, or photographing private body parts or sexual activity of one or more complainants;
 - 2.** allowing another person to observe, record, or photograph sexual activity or private body parts of one or more complainants; or
 - 3.** otherwise distributing recordings, photographs, or other images of the sexual activity or private body parts of one or more complainants;
- (b)** Masturbating, touching one’s genitals, or exposing one’s genitals in the complainant’s presence without the consent of the complainant, or inducing another person to do the same.
- (c)** Dishonesty or deception regarding the use of contraceptives or condoms during the course of sexual activity;
- (d)** Inducing incapacitation through deception for the purpose of making the complainant vulnerable to non-consensual sexual activity;
- (e)** Coercing the complainant to engage in sexual activity for money or anything of value;
- (f)** Threatening distribution of the following, to coerce the complainant into sexual activity or providing money or anything of value:
- 1.** Photos, videos, or recordings depicting private body parts or sexual activity of one or more complainants, or
 - 2.** Other information of a sexual nature (for example, may include but is not limited to, sexual history or sexual orientation).

UWS 17.17 Sexual misconduct disciplinary procedure.

(1) PROCESS. The investigating officer(s) may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 17.10 (1), for sexual misconduct defined in s. UWS 17.16, and conduct described in s. UWS 17.09 when consolidated with sexual misconduct charges pursuant to this section and consistent with s. UWS 17.08

(a) As required by 34 CFR Part 106, a sexual misconduct disciplinary procedure will also be considered “Title IX misconduct” and require associated process when all of the following requirements are met:

- 1.** A “formal complaint,” as defined in 17.02(8m) is either filed by a complainant or signed by the Title IX Coordinator.

2. The alleged conduct is on the basis of sex and meets the definitions of sexual harassment as defined in s. UWS 17.16(a) or sexual assault, dating violence, domestic violence, or stalking as defined in s. UWS 17.16 (2-5).

3. The alleged conduct occurred within a university "education program or activity" as defined in s. UWS 17.02(7m).

4. The alleged conduct occurred against the complainant while in the United States.

5. The complainant is participating in or attempting to participate in the university's education program or activity at the time they file the complaint; and

(b) The university will dismiss a complaint of Title IX misconduct that does not meet all the requirements of s. sub. (1)(a)(1-5).

(c) The university may dismiss a complaint of Title IX misconduct if at any time during the disciplinary procedure or hearing:

1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled by the university; or
3. Specific circumstances prevent the university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(d) Upon dismissal of a complaint of Title IX misconduct, the university will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the complainant and respondent.

(e) Dismissal of a complaint of Title IX misconduct does not preclude other university action under ch. UWS 17.

(f) The university may consolidate disciplinary procedures as to allegations of sexual misconduct, as defined in s. UWS 17.16, against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

(g) In consultation with the complainant, the university may choose to address allegations of non-Title IX sexual misconduct with non-disciplinary measures outside the procedures of s. UWS 17. Non-disciplinary measures may include supportive measures and protective measures for complainant, which may or may not involve the respondent.

(2) NOTICE OF INVESTIGATION. When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly distribute a written Notice of Investigation in person, by telephone or by electronic mail, to the complainant and respondent. The Notice of Investigation will include:

(a) Details known at the time of issuing notice, including:

1. The identities of the complainant and respondent involved in the incident, if known;
2. The conduct allegedly constituting sexual misconduct; and
3. The date and location of alleged incident, if known

(b) Notice to the complainant and respondent that they may have an advisor of their choice, who may be an attorney

(c) Notice to the complainant and respondent that they may inspect and review evidence collected during the investigation

(d) Notice of s. UWS 17.09(9), false statement or refusal to comply regarding a university matter.

(e) Notice that the respondent is presumed not responsible for the alleged sexual misconduct until a determination regarding responsibility is made at the conclusion of the disciplinary procedure.

(f) Notice if the sexual misconduct allegations also involves Title IX misconduct.

- (g)** Information about the nonacademic misconduct process available in ch. UWS 17 and about any available informal resolution process.
- (h)** If, during the course of an investigation, the university decides to investigate allegations that are not included in the Notice of Investigation, the university shall send an amended Notice of Investigation with additional allegations.

(3) INVESTIGATION. During the investigation, the investigating officer will:

- (a)** Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- (b)** Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- (c)** Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the recipient may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- (d)** Provide, to anyone whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the person to prepare to participate;
- (e)** Not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section.

(4) REVIEW OF EVIDENCE. Prior to completion of the final investigative report (s. UWS 17.17(5)), the university shall provide the complainant and respondent and their advisors, if any, the evidence gathered during the university's investigation that is directly related to the allegations of sexual misconduct in an electronic format or hard copy.

(a) The evidence subject to review includes information upon which the university does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

(b) The complainant and respondent will be afforded at least 10 days to submit a written response to the evidence, which the investigator will consider prior to completion of the final investigative report.

(5) FINAL INVESTIGATIVE REPORT. The investigator will create an investigative report that fairly summarizes relevant evidence.

(a) The final investigative report shall be delivered simultaneously to the respondent and complainant and their advisors, if any, for their review and response at least 10 days prior to a hearing.

(b) The final investigative report may contain recommended determinations as to whether sexual misconduct occurred and specification of any sanction(s) recommended.

(c) After receipt of the final investigative report, the complainant and respondent have the right to a hearing under s. UWS 17.18 for a formal determination as to whether sexual misconduct occurred, potential disciplinary sanctions, or both.

(d) Upon distribution of the final investigative report to the complainant and respondent, the university will proceed under s. UWS 17.18 to schedule a hearing on the matter. A hearing shall be conducted unless the complainant and respondent waive, in writing, the right to such a hearing or otherwise voluntarily choose to proceed with a settlement agreement (or informal resolution) under s. UWS 17.21.

UWS 17.18 Hearing (Sexual Misconduct).

(1) The university shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.

(2) The university shall take the necessary steps to convene the hearing and shall schedule it within 15 days of the distribution of the final investigative report. The hearing shall be conducted within 45 days of the distribution of the final investigative report, unless a different time period is mutually agreed upon by the complainant, respondent and university or is ordered or permitted by the hearing examiner or committee.

(3) No less than 10 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, the final investigative report and any additional available information of the type described in s. UWS 17.17(4).

(4) The hearing shall be conducted in accordance with the following guidance and requirements:

(a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. UWS 17.

(b) Both the complainant and respondent shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on their own behalf, and the right to be accompanied by an advisor of their choice. The advisor may be a lawyer. In accordance with the educational purposes of the hearing, the complainant and respondent are expected to respond on their own behalf to questions asked of them during the hearing.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.

2. Shall not permit questions and evidence about the complainant's sexual predisposition or prior sexual behavior unless:

- i.** Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
- ii.** If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

3. Shall observe recognized legal privileges including, but not limited to, those described in s. UWS 17.17(3)(e).

(2) May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided, however, whatever procedure is adopted, the advisors for the complainant and respondent are allowed to effectively question the party or witness.

(5) Cross examination must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

- i. If a party does not have an advisor at the hearing to conduct cross-examination, the university will provide someone, without fee or charge, who may or may not be an attorney, to conduct cross-examination.
- ii. Before a party or witness answers a cross-examination or other question, the hearing examiner or committee must first determine whether a question is relevant or not and explain any decision to exclude those questions as not relevant.
- iii. The hearing examiner or committee cannot draw an inference regarding responsibility based solely on a party's or a witness's absence from the hearing or refusal to answer cross-examination questions
- iv. At hearings involving Title IX misconduct, if a party or a witness does not submit to cross-examination at the hearing, then the hearing examiner or committee must not rely on any statement of that party or witness made prior to or during the hearing in reaching a determination regarding responsibility.

(6) If a party fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may issue a decision based upon the information provided except as described in sub (5)(iv).

(7) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of all evidence presented at the hearing. The respondent and the complainant may access the record, except as may be precluded by applicable state or federal law.

(8) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing, using the preponderance of the evidence standard. The written report will include:

- (a)** Identification of the allegations potentially constituting sexual misconduct
- (b)** A description of the procedural steps taken from the receipt of the initial complaint through the determination, including any notifications to the complainant and respondent, interviews with the complainant and respondent and witnesses, site visits, methods used to gather other evidence, and hearings held.
- (c)** Findings of fact supporting the determination.
- (d)** Conclusions regarding the application of ch. UWS 17 to the facts.
- (e)** A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility under s. UWS 17 and any Title IX misconduct, any disciplinary sanctions the university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided by the university to the complainant.
- (f)** The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. UWS 17.10 (1) (a) to (j).
- (g)** Procedures and permissible bases for the complainant and respondent to appeal.

(9) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered simultaneously to the respondent and the complainant, excluding information that may be precluded by state or federal law. The decision regarding responsibility becomes final either on the date that the university provides the complainant and respondent with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(10) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the respondent or complainant requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

UWS 17.19 Appeal to the chancellor (Sexual Misconduct).

(1) The respondent or complainant may appeal in writing to the chief administrative officer within 14 days of the date of the written decision for a review, based on the record, of the following:

(a) A dismissal of Title IX misconduct.

(b) The written decision of the hearing examiner or committee.

(2) The chief administrative officer has 30 days from receipt of an appeal to respond in writing simultaneously to both the complainant and respondent and shall sustain the decision unless the chief administrative officer finds any of the following:

(a) The information in the record does not support the findings or decision.

(b) A procedural irregularity affected the outcome of the matter

(c) The decision was based on factors proscribed by state or federal law

(d) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter;

and,

(e) The Title IX Coordinator, investigator, hearing examiner, or a member of the hearing committee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

(3) If the chief administrative officer makes a finding under sub. (2), the chief administrative officer may return the matter for consideration, or may invoke an appropriate remedy of their own. The chief administrative officer's written decision describing the result of the appeal and the rationale for the result shall be communicated simultaneously to the respondent and complainant.

(4) When an appeal is filed, the chief administrative officer will notify the other party in writing and give both the complainant and respondent a reasonable, equal opportunity to submit a written statement supporting or challenging the outcome.

UWS 17.21 Settlement (Sexual Misconduct).

The procedures set forth in this chapter allow the university, the respondent, and the complainant to voluntarily enter into a settlement agreement (or informal resolution) regarding the alleged misconduct, any time after the Notice of Investigation has been distributed the complainant and respondent and prior to any final determination regarding responsibility. Any such agreement and its terms shall be in writing and signed by both the complainant and respondent and the Title IX Coordinator or designee. If there is no identified complainant or the complainant has declined participation in the disciplinary procedure, or when Title IX misconduct is involved and the complainant has withdrawn the formal complaint, the agreement and its terms may be signed by only the respondent and Title IX Coordinator or designee. The case is concluded when a copy of the signed agreement is delivered to the complainant and respondent. At any time prior to agreeing to a resolution, either party has the right to withdraw from the settlement process and resume the process under s. UWS 17.17 to 17.20.

UWS 17.20 Discretionary appeal to the Board of Regents (Sexual Misconduct).

University decisions under ss. UWS 17.17 to 17.19 shall be final, except that the board of regents may, at its discretion, grant a review upon the record, upon written request submitted by any party within 14 days of the final university decision. If the board of regents grants a review upon the record, it will:

- (1) Notify the other party in writing and give both the complainant and respondent a reasonable, equal opportunity to submit a written statement supporting or challenging the outcome.
- (2) Issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both the complainant and respondent.

UWS 17.22 Effect of discipline within the institution.

A respondent who, at the time of commencement, is subject to a continuing disciplinary sanction under s. UWS 17.10 (1) or unresolved disciplinary charges as a result of a report under s. UWS 17.11 or UWS 17.17 shall not be awarded a degree during the pendency of the sanction or disciplinary proceeding.

UWS 17.23 Effect of suspension or expulsion within the university system.

- (1) Suspension or expulsion shall be systemwide in effect and shall be noted on an individual's transcript, with suspension noted only for the duration of the suspension period.
- (2) An individual who is suspended from one institution in the University of Wisconsin System may not enroll in another institution in the system until the suspension has expired by its own terms, except as provided in s. UWS 17.24.
- (3) An individual who is expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system, except as provided in s. UWS 17.24.
- (4) An individual who is in a state of suspension or expulsion from the university under this chapter, or who leaves or withdraws from the university while under nonacademic misconduct charges under this chapter, may not be present on any campus without the written consent of the chief administrative officer of that campus.
- (5) Upon completion of a suspension period, an individual who is academically eligible may re-enroll in the institution which suspended them, provided all conditions from previous disciplinary sanctions have been met.

UWS 17.24 Petition for restoration of rights after suspension or expulsion.

A respondent who has been suspended may petition to have their student status, rights, and privileges restored before the suspension has expired by its own terms under s. UWS 17.23 (2). A respondent who has been expelled may petition for the right to apply for readmission. The petition shall be in writing and directed to the chief administrative officer of the institution from which the respondent was suspended or expelled or is seeking admission (if applying to a different UW school). The chief administrative officer shall make the readmission decision. In cases of sexual misconduct, the readmission decision should be made in consultation with the Title IX Coordinator and the complainant should be notified of any change to the disciplinary outcome, and should be provided opportunity to respond regarding any review of responsibility findings.

UWS 17.25 Emergency suspension.

- (1) The chief administrative officer may impose an emergency suspension on a respondent, pending final institutional action on a report of nonacademic misconduct, in accordance with the procedures of this section.

(2) The chief administrative officer of each institution may impose an emergency suspension on a respondent when all of the following conditions are met

(a) The investigating officer has made a reasonable attempt to offer the respondent the opportunity for discussion, either in person or by telephone.

(b) The investigating officer recommends a sanction of suspension or expulsion.

(c) The chief administrative officer concludes, based on the available information, that the misconduct occurred and that the respondent's continued presence on campus meets one or more of the following conditions:

1. Would constitute a potential for serious harm to the respondent.

2. Would constitute a potential for serious harm to others.

3. Would pose a threat of serious disruption of university-run or university-authorized activities.

4. Would constitute a potential for serious damage to university facilities or property.

(d) In cases of sexual misconduct as defined in s. UWS 17.16, the chief administrative officer has made reasonable attempts to consult with the complainant and offer protective measures.

(3) If the chief administrative officer determines that an emergency suspension is warranted under sub. (2), the chief administrative officer shall promptly have written notification of the emergency suspension delivered to the respondent. In cases of sexual misconduct as defined in s. UWS 17.16, the written notification of the emergency suspension shall be delivered simultaneously to the complainant and the respondent. The chief administrative officer's decision to impose an emergency suspension shall be effective immediately when delivered to the respondent and is final.

(4) Where an emergency suspension is imposed, the hearing on the underlying allegations of misconduct shall be held, either on or outside of university lands, within 21 days of the imposition of the emergency suspension, unless the respondent agrees to a later date.

(5) An emergency suspension imposed in accordance with this section shall be in effect until the decision in the hearing on the underlying charges pursuant to s. UWS 17.12 or 17.18 is rendered or the chief administrative officer rescinds the emergency suspension. In no case shall an emergency suspension remain in effect for longer than 30 days, unless the respondent agrees to a longer period.

(6) If the chief administrative officer determines that none of the conditions specified in sub. (2) (c) are present, but that misconduct may have occurred, the case shall proceed in accordance with s. UWS 17.12 or UWS 17.18, as applicable.

Conduct on University Grounds

(https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

Chapter UWS 18

CONDUCT ON UNIVERSITY LANDS POLICY

UWS 18.01 Jurisdiction.

UWS 18.02 Definitions.

UWS 18.03 Law enforcement.
UWS 18.04 Traffic rules.
UWS 18.05 Parking rules.
UWS 18.06 Protection of resources.
UWS 18.07 Use of campus facilities.
UWS 18.08 Personal conduct prohibitions.
UWS 18.09 Alcohol and drug prohibitions.
UWS 18.10 Offenses against public safety.
UWS 18.11 Offenses against public peace and order.
UWS 18.12 Property offenses.
UWS 18.13 Penalties.
UWS 18.14 Institutional regulations.
UWS 18.15 Additional statutory penalty provisions regulating conduct on university lands.

UWS 18.01 Jurisdiction.

These rules shall regulate conduct on all lands subject to the control of the board of regents of the University of Wisconsin System.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76.

UWS 18.02 Definitions.

For purposes of this chapter:

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

(2) "Building" means any structure, including stadia, on university lands.

(3) The "chief administrative officer" means the chancellor of an institution or dean of a campus or their designees.

(4) "Discharge pollutants into storm sewers" means placing pollutants or water containing pollutants into any storm sewer on or serving university lands.

(5) "Discharge pollutants to storm water" means placing pollutants onto university lands so that they are carried by storm water to waters of the state.

(6) "Pollutants" has the meaning described in s. 283.01 (13), Stats.

(7) "University lands" means all real property owned by, leased by, or otherwise subject to the control of the board of regents.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; cr. (5) to (7), Register, September, 1996, No. 489, eff. 10-1-96; correction in (7) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2001, No. 544; CR 08-099: renum. (1) to (7) to be (3), (7), (1), (2), (4), (5) and (6) and am. (7) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.03 Law enforcement.

(1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.

(2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word "Police" and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.

(3) Parking attendants are authorized to enforce the parking regulations in s. UWS 18.05.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (2), Register, November, 1991, No. 431, eff. 12-1-91; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431

UWS 18.04 Traffic rules.

(1) No person may operate any motor vehicle (self-propelled vehicle) on any roadway under the control of the board without a valid and current operator's license issued under ch. 343, Stats., except a person exempt under the provisions of s. 343.05, Stats.

(2) No person may operate any motor vehicle on any roadway under the control of the regents unless the same has been properly registered as provided by ch. 341, Stats., unless exempt under the provisions of s. 341.05, Stats.

(3) All provisions of ch. 346, Stats., entitled "Rules of the Road," which are applicable to highways as defined in s. 340.01 (22), Stats., and which are not in conflict with any specific provisions of these regulations, are hereby adopted for the regulation of all vehicular traffic, including bicycles, on all roadways, including those off-street areas designated as parking facilities, under the control of the board and are intended to apply with the same force and effect. All traffic shall obey the posted signs approved by the chief administrative officer regulating such traffic.

(4) All provisions of ch. 347, Stats., entitled "Equipment of Vehicles" which are applicable to highways as defined in s. 340.01 (22), Stats., are hereby adopted for the regulation of all vehicular traffic on the roadways under the control of the board and are intended to apply with the same force and effect, except those provisions of ch. 347, Stats., which conflict with specific provisions of these regulations.

(5) The chief administrative officer may require the registration of all student, faculty, or staff motor vehicles or bicycles on university lands under said officer's jurisdiction and may limit or prohibit their use in designated areas during designated hours. Any person who violates institutional regulations promulgated under this subsection may be fined up to \$25.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431; CR 08-099: am. (5) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.05 Parking rules.

(1) Parking is prohibited at all times on roads, drives and fire lanes traversing university lands, except that the chief administrative officer is authorized to establish parking areas, parking limits, and methods of parking on the lands under said officer's jurisdiction, and may designate parking areas for specific groups at specific times, providing such areas are properly posted as parking areas. Parking in university parking facilities may be restricted or prohibited as required for reasons of maintenance and snow removal.

(2) Except as provided in sub. (3), parking in university parking areas shall be prohibited during posted times to persons other than those specifically assigned to those areas. Motor vehicles so assigned to any parking areas shall be identified by a valid parking permit affixed to the vehicle in a manner prescribed by the chief administrative officer.

(3) (a) In order to provide parking in university parking facilities for patrons of public university events, motor vehicles may be permitted to park in facilities designated for this purpose by the chief administrative officer. Public events parking shall be for a limited time only, not exceeding 12 hours continuously, and appropriate fees may be established. Otherwise valid permits are voidable during this period.

(b) The chief administrative officer may establish visitor parking lots and set appropriate fees for parking in those lots.

(c) Unrestricted and unassigned parking areas for students, faculty, staff and visitors may be established by the chief administrative officer.

(4) (a) Parking shall be prohibited at all times in areas which must be kept clear for the passage of fire apparatus. These areas shall be designated by standard signs reading "Fire Zone, No Parking at Any Time, Day or Night" or "Fire Lane, No Parking at Any Time, Day or Night."

(b) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. These areas shall be designated by appropriate signs.

(5) Motor vehicles parked in a restricted parking area without a valid permit or motor vehicles parked in a fire zone, fire lane, loading zone, or no parking zone, and unlicensed or partially dismantled motor vehicles may, at the owner's expense, be towed from the restricted parking areas and stored. Towed vehicles, if not claimed after notice to the owner, shall be considered abandoned and shall be disposed of as provided in s. 20.909 (1), Stats.

(6) Any person who violates any of the provisions of this section may be fined up to \$200. Each institution shall establish a schedule of fines, which may include penalties for late payment. History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (6), Register, November, 1991, No. 431, eff. 12-1-91; correction in (5) made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431.

UWS 18.06 Protection of resources.

(1) PROHIBITED ACTS; LAND. No person may remove any shrubs, vegetation, wood, timber, rocks, stone, earth, signs, fences, or other materials from university lands, unless authorized by the chief administrative officer.

(2) PROHIBITED ACTS; WILDLIFE. No person may remove, destroy, or molest any bird, animal or fish life within the boundaries of university lands except as authorized by the chief administrative officer or except when this provision conflicts with a special order of the department of natural resources.

(3) PROHIBITED DUMPING; PROHIBITED DISCHARGES TO STORM WATER.

(a) No person may dump or deposit any garbage, waste, hazardous material, rubbish, brush, earth or other debris or fill into any university dumpster or garbage receptacle or on any university lands unless authorized by the chief administrative officer.

(b) No person may discharge pollutants to storm water or storm sewers on or serving university lands, except where authorized by the chief administrative officer and in conformance with state law.

Note: Nothing in these rules precludes campus law enforcement officers from pursuing informal educational resolutions in lieu of prosecuting a citation in appropriate circumstances.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (13), cr. (16m), Register, December, 1986, No. 372, eff. 1-1-87; reprinted to restore dropped copy in (13), Register, February, 1987, No. 374; am. (5), (10), (22) (b) and (d), (27) and (28), cr. (10) (b) and (d), (12) (d) and (29) to (41), Register, November, 1991, No. 431, eff. 12-1-91; correction in (7) (c) made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431; am. (1), Register, September, 1996, No. 489, eff. 10-1-96; corrections in (36) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1996, No. 489; am. (14), (38) and (41), r.

and recr. (11), (34) and (35) and cr. (33) (d) to (f) and (42) to (50), Register, August, 1998, No. 512, eff. 9-1-98; correction in (36) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2001, No. 544; CR 08-099: am. (title), renum. (1) to (3) to be (3), (1) and (2) and am., renum. (4) to (11) and (13) to (50) to be UWS 18.07, 18.08, 18.09, 18.10, 18.11 and 18.12, r. (12) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.07 Use of campus facilities.

(1) ACCESS TO ROOFS, SERVICE TUNNELS, AND MAINTENANCE FACILITIES PROHIBITED. No person may climb into, out of, or onto any university building, service tunnels or maintenance facilities, or walk or climb upon any university building or roof, except when emergency access to a fire escape is necessary, for required maintenance, or when authorized by the chief administrative officer.

(2) CLOSING HOURS.

(a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods shall be posted in at least one conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the building.

(b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.

(c) For the purpose of par. (b), "person authorized to be present" means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.

(d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public.

(3) LIMITED ENTRANCE. The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

(4) PICNICKING AND CAMPING. No person may picnic or camp on university lands, except in those areas specifically designated as picnic or camping grounds, or as authorized by the chief administrative officer. No person may violate any rules and regulations for picnicking or camping established and posted by the chief administrative officer. For purposes of this subsection, camping shall include the pitching of tents or the overnight use of sleeping bags, blankets, makeshift shelters, motor homes, campers or camp trailers.

(5) PROHIBITIONS ON BLOCKING ENTRANCES. No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building.

(6) RESTRICTED USE OF STUDENT CENTERS OR UNIONS. No person, except members of the student center or union, university faculty and staff, invited guests, and university sponsored conference groups, may use student center or union buildings and grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

(7) STRUCTURES. No person may place or erect any facility or structure upon university lands unless authorized by the chief administrative officer.

History: CR 08-099: (1) to (7) renum. from UWS 18.06 (9), (7), (6), (14), (24), (20), (15) and am. (1), (2), (3), (6), cr. (title) Register August 2009 No. 644, eff. 9-1-09; correction to (title) made under s. 13.92 (4) (b)2., Stats., Register August 2009 No. 644.

UWS 18.08 Personal conduct prohibitions.

(1) ANIMALS.

(a) The presence of dogs, cats, and other pets is prohibited in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. The chief administrative officer may also prohibit the presence of dogs, cats, and other pets on other designated university lands.

(b) The presence of dogs, cats and other pets is prohibited on all university lands not described in par. (a) unless the animal is on a leash which is physically controlled by the individual responsible for the animal, except as authorized by the chief administrative officer.

(c) The chief administrative officer may not grant the exceptions allowed under par. (a) and (b) in any outdoor area where food is being served or where animals are otherwise prohibited by signage.

(d) Any pet waste deposited on university lands shall be removed and properly disposed of by the individual responsible for the animal.

(e) Any individual found in violation of this subsection may have the animal for which they are responsible impounded and be subject to the penalty provisions in s. UWS 18.13.

(f) This section does not apply to police and service animals when those animals are working.

(2) ATHLETIC EVENTS.

(a) No person may enter onto the playing surface of an officially sanctioned athletic event while the event is in progress without prior authorization from the chief administrative officer. An event is in progress from the time when teams, officials, trainers, support staff, or bands first reach the playing surface until the time when they have left.

(b) As used in this subsection, "playing surface" means that area on which the event is contested, together with the contiguous area used by teams, officials, trainers, and support staff.

(3) BICYCLES. No person may park or store a bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks, or as authorized by university housing policies. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. Bicycle riding is prohibited on university lands when and where the intent is to perform tricks or stunts and those tricks or stunts may result in injury to any person or cause damage to property.

(4) DEPOSIT OF HUMAN WASTE PRODUCTS. No person may deposit human waste products upon, nor urinate or defecate upon, any university lands or facilities other than into a toilet or other device designed and intended to be used to ultimately deposit such human waste products into a septic or sanitary sewer system.

(5) IMPROPER USE OF UNIVERSITY IDENTIFICATION CARDS.

(a) No person may falsify, alter or duplicate, or request the unauthorized falsification, alteration or duplication, of a university identification card.

(b) No person may knowingly present a false, altered or duplicate university identification card with the intent that such card be relied upon by university employees, university agents, or state or local officials in connection with obtaining services, privileges or goods.

(c) No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user, and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.

(d) University officials may confiscate false, altered or duplicate university identification cards, or university identification cards used in violation of par. (c).

(6) PHYSICAL SECURITY COMPLIANCE.

(a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.

(b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.

(c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.

(d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.

(7) LOITERING.

(a) No minor person may loiter, idle, wander or play, either on foot or in or on any vehicle of any nature, on university lands between the hours of 11:00 p.m. and 5:00 a.m. on Sunday through Thursday, and the hours of midnight through 5:00 a.m. on Friday and Saturday, unless accompanied by a parent, guardian, or other adult person having care and custody of the minor.

(b) This subsection shall not apply to minors returning home from functions authorized by any school or religious organization and carrying proof of identification on their persons, or to currently enrolled university students.

(8) MISUSE OF PARKING SERVICES.

(a) No person may falsify, alter or duplicate or request the unauthorized falsification, alteration or duplication of any type of university parking permit.

(b) No person may knowingly display on a vehicle, or knowingly allow another person to display on a vehicle, a falsified, altered, duplicated, stolen, lost or found parking permit.

(c) No person may knowingly provide false information to any university employee or agent with the intent to obtain a valid university parking permit.

(9) POSTINGS AND SIGNAGE.

(a) No person may erect, post or attach any notices, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer.

(b) No person may fail to comply with a sign that reasonably conveys prohibited behavior and that has been approved and posted on university buildings or lands in compliance with the university's formal process for posting signs. This subsection does not apply to traffic related offenses (ch. 346, Stats.)

(10) RECREATIONAL ACTIVITIES.

(a) No person may swim, fish, boat, snowmobile, ride horseback or use any type of all-terrain or off-road vehicle on university lands except in those areas and at times expressly designated by the chief administrative officer and denoted by official signs.

(b) No person may dock, moor, park, or store any boats, boating gear, snowmobiles, or similar equipment on university lands except under conditions specified by the chief administrative officer.

(11) SMOKING.

(a) No person may smoke in any residence hall or other university-owned or university-leased student housing or in any location that is 25 feet or less from such residence hall or housing.

(b) No person may smoke in any nonresidential university building except in those areas designated for that purpose.

(12) TICKET SCALPING.

(a) Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, event, or performance given by or under the auspices of the University of Wisconsin System, or an institution or center of the University of Wisconsin System, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed on the ticket or other evidence of the right of entry.

(b) No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket.

History: CR 08-099: (1) to (5), (7), (8), (9) (a), (10) and (11) (b) renum. from UWS 18.06 (5), (49), (8), (47), (32), (48), (44), (17), (19), (18) and am. (1), (3), (5) (b), (7) (b), (9) (title), (a) and (11) (b), cr. (title), (6), (9) (b) and (11) (a) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.09 Alcohol and drug prohibitions.

(1) ALCOHOL BEVERAGES.

(a) The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

(b) No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of ch. 125, Stats.

(c) In this subsection, "alcohol beverages" means fermented malt beverages and intoxicating liquors containing 0.5% or more of alcohol by volume.

(d) Notwithstanding s. UWS 18.14, institutional regulations developed pursuant to this subsection shall be reported to the president of the system for review and approval.

(2) POSSESSION OF DRUG PARAPHERNALIA.

(a) No person may use, or possess with the primary intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance or controlled substance analog in violation of ch. 961, Stats.

(b) In this subsection, the term "drug paraphernalia" has the meaning specified in s. 961.571 (1), Stats.; the term "controlled substance" has the meaning specified in s. 961.01 (4), Stats.; and the term "controlled substance analog" has the meaning specified in s. 961.01 (4m), Stats.

(c) In determining whether an object is drug paraphernalia under this subsection, the factors listed in s. 961.572, Stats., and all other legally relevant factors, shall be considered.

(3) POSSESSION OF MARIJUANA.

(a) No person may intentionally use or possess marijuana on university lands, except when such use or possession is authorized under ch. 961, Stats., or is permitted under s. 961.34, Stats.

(b) In this subsection, the term "marijuana" has the meaning specified in s. 961.01 (14), Stats.

History: CR 08-099: (1), (2) and (3) renum. from UWS 18.06 (13), (35) and (36) and am. (1) (d), cr. (title) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.10 Offenses against public safety.

(1) ASSAULTIVE BEHAVIOR.

(a) No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact or cause bodily harm without the consent of the person.

(b) This subsection shall not be applicable if the individuals involved have a relationship, as defined in s. 968.075 (1) (a), Stats., which requires a law enforcement officer to investigate the matter as a domestic abuse incident.

(2) CONTAINERS IN SPECTATOR FACILITIES. No person may carry or possess any disposable container within the confines of public areas in spectator facilities. As used in this subsection "disposable container" means any bottle, can, or other container designed or used for carrying liquids or solids, but does not include a personally owned container designed for reuse and originally sold or purchased exclusively as a refillable container. The provisions of this section shall not apply to containers used or supplied by authorized concessionaires who are required to dispense beverages to consumers in either paper or plastic containers.

(3) DANGEROUS WEAPONS.

(a) No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.

(b) No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.

(c) Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.

(d) In this subsection, the term "dangerous weapon" has the meaning specified in s. 939.22 (10), Stats

(4) FIRE SAFETY.

(a) No person may light, build or use, or cause another to light, build or use, any fires, including but not limited to burning candles, burning incense or gas or charcoal cooking appliances, on university lands or in university facilities except in such places as are established for these purposes and designated by the chief administrative officer.

(b) No person may handle burning material in a highly negligent manner. In this subsection, burning material is handled in a highly negligent manner if it is handled under circumstances in which the person should realize that a substantial and unreasonable risk of serious damage to another's property is created.

(c) No person may throw away any cigarette, cigar, pipe ash or other burning material without first extinguishing it.

(d) No person may interfere with, tamper with or remove, without authorization, any smoke detector, fire extinguisher, fire hose, fire hydrant or other firefighting equipment.

(e) No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.

(f) No person may deface, remove, tamper with or obstruct from view any sign which has been posted to provide directions for fire or emergency exits from university facilities.

(g) No person may remain in any university facility or on university lands when an audible or visual fire alarm has been activated or upon being notified by firefighting, law enforcement or security personnel to evacuate.

(5) OPERATION OF A MOTOR VEHICLE OFF ROADWAYS. No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles, mopeds, motor scooters and self-balancing transportation devices, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands. This subsection does not apply to motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.

(6) POSSESSION OF FIREWORKS.

(a) No person may possess or use fireworks on university lands without authorization from the chief administrative officer.

(b) In this subsection, the term "fireworks" has the meaning specified in s. 167.10 (1), Stats.

(7) RESISTING OR OBSTRUCTING POLICE OFFICERS.

(a) No person may knowingly resist or obstruct a university police officer while that officer is doing any act in an official capacity and with lawful authority.

(b) In this subsection, "obstruct" includes without limitation knowingly giving false information or knowingly placing physical evidence with the intent to mislead a university police officer in the performance of his or her duty.

(8) PLAY VEHICLES. No person may use a skateboard, roller skates, roller blades, in-line skates, or any similar wheeled devices, a toboggan, or a sled anywhere on university lands, except as designated by the chief administrative officer.

(9) THROWING HARD OBJECTS. No person may, in a manner likely to cause physical harm or property damage, throw, drop, kick, hit or otherwise project any hard object, bottle, can, container, snowball or other item of a similar nature on university lands or within or from within university buildings or facilities.

History: CR 08-099: (1) to (9) renum. from UWS 18.06 (42), (26), (10), (11), (43), (40), (34), (29), (27) and am. (4) (d), (5), (7), (8), cr. (title) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.11 Offenses against public peace and order.

(1) COMPUTER USE.

(a) No person may, with intent to harass, annoy or offend another person, send a message to the person on an electronic mail or other computerized communication system and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(b) No person may, with intent to harass, annoy or offend another person, send a message on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the message and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(c) No person may, with intent solely to harass another person, send repeated messages to the person on an electronic mail or other computerized communication system.

(d) No person may, with intent solely to harass another person, send repeated messages on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the messages.

(e) No person may, with intent to harass or annoy another person, send a message to the person on an electronic mail or other computerized communication system while intentionally preventing or attempting to prevent the disclosure of his or her own identity.

(f) No person may, while intentionally preventing or attempting to prevent the disclosure of his or her identity and with intent to harass or annoy another person, send a message on an electronic mail or

other computerized communication system with the reasonable expectation that the person will receive the message.

(g) No person may knowingly permit or direct another person to send a message prohibited by this subsection from any computer terminal or other device that is used to send messages on an electronic mail or other computerized communication system and that is under his or her control.

(2) DISORDERLY CONDUCT. No person may engage 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, in university buildings or on university lands.

(3) IMPROPER USE OF TELEPHONES.

(a) No person may make or cause the telephone of another repeatedly to ring with intent to harass any person at the called number.

(b) No person may make repeated telephone calls, whether or not conversation ensues, with intent to harass any person at the called number.

(c) No person may intentionally use an emergency telephone in a university building or on university lands when the person knows or reasonably should know that no emergency exists.

(d) No person, with the intent to harass or offend, may telephone another and use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(e) No person, with the intent to harass any person at the called number, may make a telephone call, whether or not conversation ensues, without disclosing his or her identity.

(f) No person may knowingly permit any telephone under his or her control to be used for any purpose prohibited by this subsection.

(4) PICKETING, RALLIES, PARADES, DEMONSTRATIONS AND OTHER ASSEMBLIES.

(a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the university community, and in order to prevent activities which physically obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:

1. Intentionally gather or intentionally remain assembled outside any university building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.
2. Intentionally congregate or assemble within any university building in such fashion as to obstruct or seriously impair university-sponsored or university-authorized activities, or in such fashion as to violate any of the following conditions:
 - a. No group may be admitted into the private office of any faculty member or other university employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.
 - b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.
 - c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any university building or part thereof.
 - d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.
 - e. No signs supported by standards or sticks shall be permitted in any assembly in a university building.
3. Intentionally create a volume of noise that unreasonably interferes with university sponsored or university-authorized activities.
4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the university community or university property.

(b) For the purpose of par. (a), "intentionally" means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.

(c) The chief administrative officer may designate a university official or officials who shall have primary authority to implement par. (a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful. Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.

(d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of s. UWS 18.13.

(5) SOUND-AMPLIFYING EQUIPMENT.

(a) In order to permit the use of sound-amplifying equipment on university lands, if needed for the dissemination of ideas to large audiences, but to prevent its use from interfering with university functions which inherently require quiet, the following provisions shall apply:

1. No person may use sound-amplifying equipment on any lands without the permission of the chief administrative officer, except as provided in par. (b).

2. In granting or denying permission, the following principles shall govern:

a. Except in extraordinary circumstances, permission may be granted to use the equipment only during the following hours, 12 noon to 1:30 p.m. and 5:00 p.m. to 7:00 p.m. every day, and only when the equipment is more than 50 feet from and directed away from any classroom building, residence hall, library or building being used as a study hall.

b. An applicant for permission shall have the burden of establishing the need for amplification to communicate with the anticipated audience. In particular, the applicant must show that the audience can reasonably be anticipated to include at least 250 people.

c. An applicant for permission shall have the burden of establishing that the volume and direction of the sound from the equipment will minimize interference with other activities.

3. Any request for the permission required by this section must be submitted in writing to the chief administrative officer at least 24 hours prior to the intended use of the sound amplifying equipment and must be signed by a student or employee of the institution where the equipment is to be used. The request shall contain:

a. The proposed hours, date and location where the equipment is to be used.

b. The size of the anticipated audience and the reasons why the equipment is needed.

c. A description of the proposed equipment which includes the manufacturer, model number, and wattage.

d. The names of the owner of the equipment and of any person or persons, in addition to the person signing the application, who will be responsible for seeing that the equipment is operated in compliance with the terms of the permit and the provisions of this rule. The chief administrative officer may require the presence of additional persons if said officer believes this is necessary to ensure compliance.

(b) Permits issued by the chief administrative officer shall not be required for the use of university sound-amplifying equipment used with the permission of the university employee having control of the equipment for authorized university classes, research, or meetings in university buildings, or for university sponsored academic, recreational or athletic activities, or for crowd control by authorized university officials.

(c) For the purpose of this section, "sound-amplifying equipment" means any device or machine which is capable of amplifying-sound and capable of delivering an electrical input of one or more watts to the loudspeaker.

(6) PERSONS PROHIBITED FROM ENTERING UNIVERSITY BUILDINGS.

(a) University buildings and the university-authorized activities that occur therein are primarily dedicated to the support of the university mission of teaching, research and service. No person may be present in any university building if his or her presence or behavior interferes with this purpose or with the university's administrative operations, is in violation of a university policy, rule, regulation or any other provision of this chapter, or is without the consent of an authorized university official or faculty member.

(b) Persons present in any class, lecture, laboratory, orientation, examination, or other instructional session shall be enrolled and in good standing or shall have the consent of an authorized university official or faculty member to be considered legally present.

(7) PERSONS PROHIBITED FROM ENTERING UNIVERSITY LANDS.

(a) No person, who is in a state of suspension or expulsion from the university under ch. UWS 17, or who takes leave or resigns under charges after being charged by the university under ch. UWS 17, may enter the university lands of any institution without the written consent of the chief administrative officer.

(b) No person who is convicted of any crime involving danger to property or persons as a result of conduct by him or her on university lands may enter any university lands within 2 years of the effective date of his or her conviction without the written consent of the chief administrative officer.

(c) In granting or denying consent to enter a campus under s. 36.35 (3), Stats., or par. (a) or (b), the following shall be considered:

1. The probability that the offensive conduct will be continued or repeated by the applicant.

2. The need for the applicant to enter university lands, for example, to attend a university disciplinary hearing in which the applicant is being tried or is to be a witness, or to receive treatment in university hospitals.

(d) No person who has been determined to have committed serious or repeated violations of ss. UWS 18.06 to 18.12 and to whom the chief administrative officer has issued a written order prohibiting entry on university lands may enter the university lands of that institution.

(e) The provisions of this section in no way limit the chief administrative officer from issuing a written order barring any person from entering the university lands of that institution in accordance with the chief administrative officer's responsibility for the health, safety, and welfare of the university.

(f) For the purposes of s. 36.35 (3), Stats., and par. (b), "crime involving danger to property or persons" shall mean any crime defined in ch. 940, Stats. (crimes against life and bodily security); s. 941.12, Stats. (interfering with firefighting); s. 941.13, Stats. (false alarms); s. 941.20, Stats. (endangering safety by use of dangerous weapon); s. 941.21, Stats. (disarming a peace officer); s. 941.23, Stats. (carrying concealed weapon); s. 941.235, Stats. (carrying firearm in public building); s. 941.24, Stats. (possession of switchblade knife); s. 941.26, Stats. (machine guns and other weapons); s. 941.28, Stats. (possession of short-barreled shotgun or short-barreled rifle); s. 941.29, Stats. (possession of firearm); s. 941.295, Stats. (possession of electric weapon); s. 941.30, Stats. (recklessly endangering safety); s. 941.32, Stats. (administering dangerous or stupefying drug); s. 941.37, Stats. (obstructing emergency or rescue personnel); s. 943.01, Stats. (criminal damage to property); s. 943.02, Stats. (arson of buildings; damage of property by explosives); s. 943.03, Stats. (arson of property other than building); s. 943.05, Stats. (placing of combustible materials an attempt); s. 943.06, Stats. (Molotov cocktails); s. 943.10, Stats. (burglary); s. 943.11, Stats. (entry into locked vehicle); s. 943.14, Stats. (criminal trespass to dwellings); s. 943.32, Stats. (robbery); s. 944.20, Stats. (lewd and lascivious behavior); s. 946.41, Stats. (resisting or obstructing officer); s. 947.015, Stats. (bomb scares); s. 167.10, Stats. (fireworks regulated); or attempts to commit any of the above crimes as defined in s. 939.32, Stats.

(8) SELLING, PEDDLING AND SOLICITING. No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except in the case of:

(a) Specific permission in advance from a specific university office or the occupant of a university house, apartment, or residence hall for a person engaged in that activity to come to that particular

office, house, apartment, or residence hall for that purpose.

(b) Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized university official.

(c) Sales of newspapers and similar printed matter outside university buildings.

(d) Subscription, membership, ticket sales solicitation, fund-raising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the university for the allocation or rental of space for that purpose.

(e) Admission events in a university building pursuant to contract with the university, and food, beverage or other concessions conducted pursuant to a contract with the university.

(f) Solicitation of political contributions under ch. 11, Stats., and institutional regulations governing time, place and manner.

(9) CAMPAIGNING IN STATE-OWNED RESIDENCE HALLS.

(a) The residence halls students of each institution, subject to the approval of the chief administrative officer, shall establish policies and procedures assuring that political literature may be distributed and political campaigning may be conducted in state-owned residence halls consistent with the rights of residence halls students, and prescribing the time, place and manner in which these activities may be conducted.

(b) Where appropriate and consistent with the rights of residence halls students, the policies and procedures developed under this subsection shall apply to all residence halls at an institution. Matters to be addressed in institutional policies and procedures shall include at least the following:

1. The hours of the day and the time of year, if any, to which particular activities shall be limited.
2. The locations in residence halls, if any, to which particular activities shall be limited.
3. Any requirement for registering or obtaining permission to enter a residence hall before engaging in a particular activity.

(c) Notwithstanding s. UWS 18.14, institutional policies and procedures developed pursuant to this subsection shall be reported to the board of regents for approval.

(d) Institutional policies and procedures developed pursuant to this subsection shall be available at each residence hall, at the office of each chief administrative officer of an institution, and at the office of the secretary to the board of regents.

History: CR 08-099: (1) to (7) (c), (f), (8) and (9) renum. from UWS 18.06 (46), (30), (33), (23), (25), (21), (22) (a) to (d), (16) and (16m) and am. (5) (a) 1., (6), (8) (intro.), (a), (c) and (9) (c), cr. (title), (7) (d) and (e) Register August 2009 No. 644, eff. 9-1-09; corrections in (4) (d), (6) (title) and (7) (title) made under s. 13.92 (4) (b) 2. and 7., Stats., Register August 2009 No. 644.

UWS 18.12 Property offenses.

(1) COMPUTER DATA, PROGRAMS, EQUIPMENT OR SUPPLIES. No person may willfully, knowingly and without authorization do or attempt to do any of the following:

(a) Modify, destroy, access, take possession of or copy data, computer programs or supporting documentation;

(b) Disclose restricted access codes or other restricted access information to a person not authorized to possess such codes or information;

(c) Modify, destroy, use, take or damage a computer, computer system or computer network;

(d) Modify, destroy, use, take or damage any equipment or supplies used, or intended to be used, in a computer, computer system or computer network.

(e) Cause an interruption in service by submitting a message or multiple messages to a computer, computer program, computer system, or computer network that exceeds the processing capacity of the computer, computer program, computer system, or computer network.

(2) FRAUD IN UNIVERSITY ACCOMMODATIONS OR EATING PLACES.

(a) No person may, after having received any food, lodging or other service or accommodation at any university housing facility or eating place, intentionally abscond without paying for it.

(b) No person may, while in any university housing or lodging facility or eating place, intentionally defraud the university or its employees or agents in charge of the facility or eating place, in any transaction arising out of the relationship as a user of the housing or lodging facility or eating place.
(c) In this subsection, prima facie evidence that the person intentionally absconded without paying for the food, lodging or other service or intentionally defrauded the university or its employees or agents has the meaning and includes the items of proof set forth in s. 943.21 (2), Stats.

(3) ISSUE OF WORTHLESS CHECK.

(a) No person may issue any check or other order for the payment of money in an amount not more than \$2,500 which, at the time of issuance, he or she intends shall not be paid.
(b) In this subsection, prima facie evidence that the person, at the time he or she issued the check or other order for the payment of money, intended it should not be paid, has the meaning and includes the items of proof set forth in s. 943.24, Stats.
(c) This subsection does not apply to a postdated check or to a check given for past consideration, except a payroll check.

(4) LIBRARY MATERIALS.

(a) No person may intentionally take, carry away, transfer, conceal or retain possession of any library material without the consent of a library official, agent or employee and with the intent to deprive the library of possession of the material.
(b) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.

(5) RETAIL THEFT.

(a) No person may intentionally alter indicia of price or value of merchandise or take and carry away, transfer, conceal or retain possession of merchandise held for resale by a merchant, or property of the merchant, without his or her consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.
(b) No person may intentionally remove a theft detection device from merchandise, or use a theft detection shielding device, without the merchant's consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.
(c) In this subsection, "merchant" includes any "merchant" as defined in s. 402.104 (3), Stats., and any vendor or bookstore authorized to sell in university buildings or on university lands.
(d) In this subsection, "theft detection device" means any tag or other device that is used to prevent or detect theft and that is attached to merchandise held for resale by a merchant or to property of a merchant, and "theft detection shielding device" means any laminated or coated bag or device designed to shield such merchandise from detection by an electronic or magnetic theft alarm sensor.

(6) THEFT.

(a) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of under \$100, without consent and with the intent to deprive the owner permanently of such property.
(b) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of at least \$100 but not more than \$1,000, without consent and with the intent to deprive the owner permanently of such property.

(7) USE OF CHEATING TOKENS. No person may obtain the property or services of another by depositing anything which he or she knows is not lawful money or is an unauthorized token in any receptacle used for the deposit of coins or tokens.

(8) VANDALISM. No person may break, tear up, mar, destroy or deface any notice, tree, vine, shrub, flower or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter,

destroy or damage in any way any other property, real or personal, within the boundaries of any university lands unless authorized by the chief administrative officer.

History: CR 08-099: (1) to (5) (a), (c), (6) to (8) renum. from UWS 18.06 (45), (38), (37), (50), (31) (a) and (b), (41), (39) and (4) and am. (3) (a) and (6) (b), cr. (title), (1) (e), (2) (c), (5) (b) and (d) Register August 2009 No. 644, eff. 9-1-09.

UWS 18.13 Penalties.

Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than \$500, as provided in s. 36.11 (1) (c), Stats. Note: Violations of the rules in ss. UWS 18.06 to 18.12 will be processed in accordance with the citation procedure established in s. 778.25, Stats.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. Register, November, 1991, No. 431, eff. 12-1-91; CR 08-099: renum. from UWS 18.07 and am. Register August 2009 No. 644, eff. 9-1-09.

UWS 18.14 Institutional regulations.

Institutional regulations promulgated under ss. UWS 18.04 to 18.12 shall take effect when filed with the secretary of the board. History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; CR 08-099: renum. from UWS 18.09 and am. Register August 2009 No. 644, eff. 9-1-09

UWS 18.15 Additional statutory penalty provisions regulating conduct on university lands.

(1) CONTROLLED SUBSTANCES. The use or possession of controlled substances as defined in s. 961.01 (4), Stats., is prohibited on all university property with the specific exemptions set forth in ch. 961, Stats., and as permitted under s. 961.34, Stats. The penalty provisions of ch. 961, Stats., and chs. UWS 17 and 18 may apply to violations occurring on university lands.

(2) STUDENT CONVICTED OF DANGEROUS AND OBSTRUCTIVE CRIME. Section 36.35 (3), Stats., provides: "Any person who is convicted of any crime involving danger to property or persons as a result of conduct by him which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor's designee within 2 years, may for each such offense be fined not more than \$500 or imprisoned not more than 6 months, or both."

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (1), Register, November, 1991, No. 431, eff. 12-1-91; correction in (2) made under s. 13.93 (2m) (b) 7, Stats., Register, November, 1991, No. 431; corrections in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1996, No. 489; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2001, No. 544; CR 08-099: renum. from UWS 18.10 and am. Register August 2009 No. 644, eff. 9-1-09