Reminder: November 2020 - SYS Institution Distribution

UW System Administrative Policies <SYSPolicies@uwsa.edu>
Fri 11/27/2020 12:00 PM

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This message is being sent to Provosts, CBOs, SSAOs, CDOs, Shared Governance Groups, CHROs, and Identified Campus Representatives. Please share with any colleagues who would have interest in reviewing.

UW SYSTEM ADMINISTRATIVE POLICIES

November Institution Distribution

As a reminder, there are five policies included in the November Institution Distribution. They are listed below:

- SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies
- SYS 3, Development, Revision, and Approval of Finance and General Administration Policies & Procedures
- SYS 110, Criteria and Approval of Wisconsin Technical College System Liberal Arts and Pre-professional Transfer Programs
- SYS 115, Associate Degree Standards
- SYS 807, Medical Withdrawal

To view and comment on the policies, please click on the links above. Please submit your comments (which may include attachments such as word documents, PDFs, etc.) through the link above. Doing so ensures your feedback is captured and reviewed during the post-comment period.

The deadline to review and submit feedback for the policies below via the comment form is Friday, December 4.
SYS 3, Development, Revision, and Approval of Finance and General Administration Policies and Procedures

This policy will be effective upon approval.

Summary of Policy and Policy Revisions

- The revisions to SYS 3, Development, Revision, and Approval of Finance and General Administration Policies and Procedures would implement an equity lens to the Finance and General Administration policy review process.
  - In Section 5, the System Senior Equity, Diversity, and Inclusion Officer will be added to the membership list in the definition for the Finance and General Administration Policy Committee (FGAPC).
  - In Section 6, “to foster a culture of equity and inclusion” will be added to the goals for establishing or revising Finance and General Administration Policies and Procedures.
  - In Section 7, UW System Administrative Procedure 1.C, UW System Administrative Guideline Template and UW System Administrative Procedure 1.D, UW System Interim Policy and/or Procedure Template will be added as related documents.

Affected Areas on Campuses

- This policy applies to all System Administrative Policies except for those in the 100 Series: Academic & Student Affairs. It does not apply to RPDs or institution-specific policies, procedures, or guidelines.

Campus Implementation

- This policy does not apply to RPDs or institution-specific policies, procedures, or guidelines.

Additional Communication

- No additional communication was planned at this time.

SYS 807, Medical Withdrawal

This policy will be effective on September 1, 2020.

Summary of Policy and Policy Revisions

- This new policy outlines provisions with respect to medical withdrawals and refunds beyond the 100 percent refund date.
  - Requires that one central office must administer the policy, and one central and secure database house all of the medical withdrawal documents.
  - Requires that the policies and associated campus procedures be made available to students as a part of the Registrar’s polices and procedures for all students.
  - Lists the supporting documentation requirements for a medical withdrawal approval.
  - If the policy has been revised, identify the places within the document that the policy revisions occur. When at all possible, list the specific section, subsection,
and paragraph number for each revision.

- Provides the timeline in which students may request a withdrawal and how to calculate the timeframe on transcripts and for repayments.
- Provides a tuition and fee refund schedule based on course length.
- Specifies how this policy should be integrated with related campus processes.

Affected Areas on Campuses

- This policy applies to the institutional Registrar’s Offices and Offices of Financial Aid, as well as the office designated to administer the policy.

Campus Implementation

- Institutions must adhere to the provisions of this policy, and must develop their own procedures to operationalize this policy. Institutions may also develop guidance to support this policy.

Additional Communication

- Additional communication will be provided prior to the effective date.

The deadline to review and submit feedback for the policies below via the comment form is **Wednesday, January 20.**

**SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies**

*This policy will be effective upon approval.*

Summary of Policy and Policy Revisions

- Provide a brief description of the purpose of the policy and, if the policy is revised, the policy revision.
  - In Section 1: Policy Purpose, added verbiage to reflect the goals of timeliness, consistency, and accessibility.
  - In Section 3: Scope, clarified that this policy does not apply to Regent Policy Documents or institutional policies and procedures.
  - In Section 4: Background, added reference to creating a standard format for Academic and Student Affairs Policies and establishing the parameters for their development and approval.
  - In Section 5: Definitions, added definitions for:
    - UW System Administrative Policies
    - UW System Academic and Student Affairs Procedures
    - UW System Academic and Student Affairs Guidelines
  - In Section 5: Definitions, added the System Senior Equity, Diversity, and Inclusion Officer to membership of the OASAPC.
  - In Section 6: Policy Statement, added language from SYS 1 regarding policy format. Added informational overview of the review process for Academic and
Affected Areas on Campuses

- This policy applies to all institutions who utilize System academic and student affairs policies.

Campus Implementation

- Campuses must adhere to the provisions of this policy.

Additional Communication

- No additional communication is planned at this time.

SYS 110, Criteria and Approval of Wisconsin Technical College System Liberal Arts and Pre-professional Transfer Programs

This policy will be effective upon approval.

Summary of Policy and Policy Revisions

- The purpose of this policy is to provide guidance and principles for the establishment, review and approval of Wisconsin Technical College System Collegiate Transfer programs.
  - This policy was revised to format the content in the most recent policy template.
  - Throughout the policy, replaced the term “Collegiate Transfer Program” with “Liberal Arts Transfer Program.”
  - Throughout the policy, replaced the term “Pre-Professional Collegiate Transfer Program” with “Pre-Professional Transfer Program.”
  - In Section 6, paragraph 2, clarified that “WTCS students should have junior level standing at the UW university.”
  - In Section 6, paragraph 5, added reference to SYS 115.

Affected Areas on Campuses

- This policy applies to areas on campus that process transfers from the Wisconsin Technical College System Liberal Arts and Pre-professional Transfer Programs.

Campus Implementation

- Campuses must adhere to the provisions of this policy.

Additional Communication

- No additional communication is planned at this time.

SYS 115, Associate Degree Standards

This policy will be effective upon approval.

Summary of Policy and Policy Revisions

- The purpose of this policy is to guide coordination and adaptation of common standards for associate degrees across the UW System
  - Formatted to place policy content in the most
Reorganized the policy for more logical flow
- Recognized in writing that the liberal arts college transfer degree fulfills the general education requirements at the UW System institutions

Affected Areas on Campuses
- This policy applies to offices and departments involved in the issuance of Associate Degrees.

Campus Implementation
- Campuses must adhere to the provisions of this policy.

Additional Communication
- No additional communication is planned at this time.

Stay updated with the policy development process by subscribing to an RSS feed here. You can use this feed with your favorite RSS reader or subscription service.