



Stefan Fletcher

Director, Administrative Policies, Projects, and Academic Fellowships

Suite 209, 780 Regent St.

Madison, WI 53715

(608) 262-8939

sfletcher@uwsa.edu

<http://www.wisconsin.edu>

July 16, 2021

Below please find a listing of all approved System Administrative policies and procedures taken from June 11, 2021 through July 16, 2021.

I. Revised Interim Policy Actions

SYS 100-01, Interim: Study Abroad Emergency Reserve/Contingency Waiver (approved June 22, 2021)

- This interim policy action temporarily waives the requirement for institutions to maintain a minimum emergency reserve/contingency fund for students studying abroad.
 - Revisions to this interim policy action set the expiration date for May 31, 2022.

II. New System Administrative Policies

SYS 616, University of Wisconsin Student Drivers Under the State's Liability Protection (approved June 23, 2021)

This policy will be effective on August 1, 2021.

- This is a new policy to provide direction on when UW System students are covered under the State's liability protection as agents of the State. The University of Wisconsin System, as a unit of the State of Wisconsin, is protected by Wis. Stat. s. 895.46 (1). This coverage protects the UW System, its officers, employees, and agents from and against any and all claims, damages, liabilities, costs, and expenses arising out of any acts considered within the scope of employment and operations.
- The Wisconsin Department of Administration Legal Counsel was consulted in conjunction with the Bureau of State Risk Management. They recommended the language that outlines when university students qualify as "agents" of the State for purposes of liability coverage under Wis. Stats. SS 893.82 and 895.46, under certain circumstances.

III. Revised System Administrative Policies

SYS 3, Development, Revision, and Approval of Finance and General Administration Policies and Procedures (approved July 14, 2021)

This policy will be effective upon approval.

- The policy revisions incorporate the Office of Compliance & Integrity into the Finance and General Administrative Policy Committee.
 - In Section 4, "**compliance and integrity**" was added to the listing of UW System operations governed by the Finance and General Administration policies.
 - In Section 5, the **Office of Compliance & Integrity** was added to the membership list in the definition for the Finance and General Administration Policy Committee (FGAPC).

SYS 336, Sales & Use Tax (approved June 28, 2021)

These policy revisions are effective upon approval.

- This policy outlines the application of sales and use tax within the University of Wisconsin (UW) System, including UW System purchases and sales of goods and services.
 - The technical amendment removes the UW System Certificate of Exempt Status (CES) number from the policy. The CES number was recently updated by the State of Wisconsin, and the number is being removed from the policy to limit public access to the information.

SYS 805, Tuition and Fee Policies for Credit Instruction (approved June 29, 2021)

These policy revisions are effective upon approval.

- This policy outlines statutory, Board of Regents, and administrative policy provisions with respect to the payment and refund of fees and a variety of specialized fee assessment issues. The proposed revisions reflect the rescission of Regent Policy Document 4-15, *Excess Credit Policy*.
 - Retitled Section 6.4.A to “Excess Credit Surcharge (**UW-Madison**).”
 - In Section 6.A.4, clarified that the excess credit surcharge for students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) applies only to UW-Madison resident undergraduate students.
 - In Section 6.A.4, removed the statement “Implementation rules for this policy are contained in the final report of the Excess Credits Policy Implementation Group.”
 - In Section 6.C.1, changed the last sentence of the first paragraph from “no later than the first Friday following the third regularly scheduled paycheck of the semester” to “no later than the **first Friday in April for spring terms or the first Friday in December for fall terms.**”

SYS 1032, Information Security: Awareness (approved July 14, 2021)

These policy revisions are effective upon approval.

- The policy ensures that all individuals who interact with non-public University of Wisconsin (UW) System information technology assets are exposed to information security awareness materials commensurate with their role within the UW System.
 - The policy has been broken out into two sections, including Security Awareness Training and Phishing Simulations. Substantial revisions were made to both sections.

SYS 1033, Information Security: Incident Response (approved July 7, 2021)

These policy revisions are effective upon approval.

- In December of 2020, President Thompson announced that UW Shared Services and UW Extended Campuses would no longer operate as separate units of UW System Administration and have directed the Directors of both units to return these teams as departments of UWSA.
 - The scope section of this policy has been changed from “This policy applies to all UW System institutions, including central administration comprised of UW System Administration, UW Shared Services and UW Extended Campus” to “This policy applies to all UW System institutions, **including UW System Administration.**”

SYS 1035, Information Security: IT Asset Management (approved July 7, 2021)

This policy will go into effect on September 1, 2021 (the original policy effective date).

- In December of 2020, President Thompson announced that UW Shared Services and UW Extended Campuses would no longer operate as separate units of UW System Administration and have directed the Directors of both units to return these teams as departments of UWSA.
 - The scope section of this policy has been changed from “This policy applies to all UW System institutions, including central administration comprised of UW System Administration, UW Shared Services and UW Extended Campus” to “This policy applies to all UW System institutions, **including UW System Administration.**”

SYS 1042, Information Security: Threat and Vulnerability Management (approved July 7, 2021)

This policy will go into effect on April 1, 2022 (the original policy effective date).

- In December of 2020, President Thompson announced that UW Shared Services and UW Extended Campuses would no longer operate as separate units of UW System Administration and have directed the Directors of both units to return these teams as departments of UWSA.
 - The scope section of this policy has been changed from “This policy applies to all UW System institutions, including central administration comprised of UW System Administration, UW Shared Services and UW Extended Campus” to “This policy applies to all UW System institutions, **including UW System Administration.**”

IV. Revised System Administrative Procedures

SYS 102.A, New Academic Degree Programs, Changes to Academic Degree Programs, and Additional SYS 102 Items (approved June 23, 2021)

These procedure revisions are effective on approval.

- The purpose of these procedures is to provide information on planning a new academic degree program; making changes to an existing academic degree program; and additional items covered by SYS 102.
 - In section 4.A.II.2, corrected minor typos in bullets b. and c., and added bullet d. to the criteria for proposals for a fast-track program.
 - In Section 4.H.II, removed the requirement to provide a description of the financial impact of the decision when suspending admissions to an academic degree program.
 - In Section 4.O.II, revised bullet g. so actions in unpublishing or republishing an academic degree program will be effective within 15 working days of the official memo being issued. (rather than at least four weeks in the future).
 - In Section 4.O.III, revised bullet e. so actions in unpublishing or republishing an academic degree program will be effective within 15 working days of the official memo being issued. (rather than at least four weeks in the future) and modified bullet f. to state **“if applicable.”**

V. Rescinded System Administrative Policies

SYS 362, University Administrative Support of Primary Fundraising Foundations and Other Affiliated Organizations (approved June 29, 2021)

- This policy is made obsolete by the approval of Regent Policy Document 21-11, Cost-Benefit Reporting for Foundations and Associated Affiliated Organizations, and therefore SYS 362 is being rescinded.
- The Regent Policy Document contains all the requirements of SYS 362 and establishes more stringent requirements for cost-benefit reporting for Primary Fundraising Foundations and every Associated Affiliated Organization.

VI. Policies in the Final Stages of Revision

The following policies were distributed for comment in prior months and are currently being revised by the policy owners:

- *SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies*
- *SYS 110, UW System Board of Regents Criteria for Approval of Wisconsin Technical College System Collegiate Transfer Programs*
- *SYS 138, Award of Credit by Prior Learning Assessment*
- *SYS 165, The Academic Calendar*

- *SYS 236, Utilization of Independent Contractors*
- *SYS 1037, Information Security: IT Disaster Recovery*
- *SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts*
- *SYS 1212, Sick Leave*
- *SYS 1217, Non-Medical Leaves of Absence*
- *SYS 1225, General Terms and Definitions*
- *SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility*
- *SYS 1250, Job Security*
- *SYS 1287, Voluntary Reassignment of Formerly Classified FLSA Exempt Employees to Academic Staff/Limited Appointment Positions*