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Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between November 3, and December 1, 2023. There was one (1) new UW System Administrative policy, four (4) revised UW System Administrative policies, one (1) new UW System Administrative Guidance, one (1) rescinded UW System Administrative policy, and two (2) rescinded UW System Administrative Procedures.

I.      **New UW System Administrative Policy**

- SYS 640, *Foreign Gifts and Contracts Reporting* **(Issued November 8, 2023)**
  - Summary of Policy
    - The purpose of this policy is to outline the statutory, Board of Regents, and administrative policy provisions with respect to the parameters for establishing and authority for approving tuition and fees. Revisions to this policy are being considered in conjunction with the efforts to revise and merge the Regent Policy Documents on tuition and the rescission of the System Administrative Policy (SYS) 815, Student Technology Fee Expenditures. These drafts were shared with a wide variety of stakeholders, including Chancellors, Provosts, Chief Business Officers, Senior Student Affairs Officers, Senior Diversity Officers, Shared Governance representatives (including student governance representatives).
  - Institution comments and Concerns
    - For a summary of the feedback and how it was addressed, please see the SYS 640 University Comments and Concerns Page.

II.     **Revised UW System Administrative Policies**

- SYS 805, *Tuition and Fee Policies for Credit Instruction* **(Issued November 13, 2023)**
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to outline the statutory, Board of Regents, and administrative policy provisions with respect to the parameters for establishing and authority for approving tuition and fees. Revisions to this policy are being considered in conjunction with the efforts to revise and merge the Regent Policy Documents on tuition and the rescission of the System Administrative Policy (SYS) 815, Student Technology Fee Expenditures. These drafts were shared with a wide variety of stakeholders, including Chancellors, Provosts, Chief Business Officers, Senior Student Affairs Officers, Senior Diversity Officers, Shared Governance representatives (including student governance representatives).
  - University Comments and Concerns
    - For a summary of the feedback and how it was addressed, please see the SYS 805 University Comments and Concerns Page.

- SYS 336, *Sales & Use Tax* **(Issued November 14, 2023)**
  - o Summary of Policy and Policy Revisions
    - ▪ The purpose of this policy is to outline the responsibilities of the University of Wisconsin (UW) universities in terms of paying and collecting state and county sales and use taxes.
      - Revisions were made to update policy formatting to current standards.
      - Section 4 was updated to no longer include specific counties that have instituted additional tax rates and now directs users to the Wisconsin Tax Bulletin for current rates in Wisconsin.
  - o University Comments and Concerns
    - ▪ There were no comments on the draft policy during the university feedback period.

- SYS 1031, Information Security: Data Classification **(Approved December 1, 2023; Effective December 1, 2024)**
  - o Summary of Policy and Policy Revisions
    - ▪ This policy establishes a framework for classifying and protecting University of Wisconsin (UW)System data based on its level of sensitivity, value, and criticality to the university. Data classifications are necessary to secure and protect university data in a predictable manner consistent with the risk posed to the organization. This policy has been revised to align the data classifications established by UWSA with the data classifications used by UW-Madison.
    - ▪ In Section 5, definitions were added for "data domain," "data steward," and "data trustee."
    - ▪ In Section 6.A, the data classification categories were re-ordered from high to low and are now low to high. Example data types were added for each classification.
    - ▪ Section 6.B was retitled to "Data Reclassification" and the content now applies to reclassification rather than protection.
    - ▪ Added Section 6.C, Classification Documentation.
    - ▪ SYS 1031.A, *Information Security: Data Classification* will be rescinded and replaced by a Data Classification Examples Guidelines document. SYS 1031.B, *Information Security: Data Protections* will also be rescinded to eliminate redundancy and conflicts with other policies in the SYS 1000series. See the SYS 1031.A and 1031.B Rescission Memo for more details.
    - ▪ Existing definitions that are updated as part of this revision will be updated within SYS 1000 ,*General Terms and Definitions*, prior to the SYS 1031 effective date.
  - o University Comments and Concerns
    - ▪ Please see the SYS 1031 University Comments and Concerns Page for a summary of the comments received during the feedback period and how they were addressed.

- SYS 238, *Payment to Nonresident Aliens* **(Issued December 1, 2023)**
  - o Summary of Policy and Policy Revisions
    - ▪ This policy is one of three that was split out from old policy 235 -Payments for Personal Services.  At the time of the split, the substantive provisions of SYS 235 were not changed, only reorganized based on subject matter.  The resultant policies were SYS 236, SYS 237 and SYS 238.  This current revision to the policy and to its associated attachments is designed to update the information and requirements in the policy to reflect current USCIS and IRS requirements for payments to foreign nationals, specifically, nonresident aliens.

- The definitions have been updated to reflect current IRS definitions.
- The requirements in the policy have been updated regarding the requirements for Glacier accounts.
- The payment requirements in the policy have been updated to reflect current IRS rules.
- Links have been inserted to UW-Madison payment tools and other resources to assist policy users in finding the correct tax rules.
  - University Comments and Concerns
    - There were no comments submitted during the distribution feedback period. The following comments were received when policy owner socialized policy through other channels.
    - This policy was updated at the request of the UW-Madison and UW-Milwaukee offices of International Services, who observed some outdated references in the previous version.
    - The UW-Madison Office of Tax Reporting and Compliance provided substantial updates to appendix 2 which were incorporated into this draft.
    - Appendix 1 was updated with the 2023 Non-Immigrant Visa Classifications information resources from NAFSA.
    - Some of the recommendations from the Offices of International Services were adopted.  A recommendation to eliminate the use of the term "Visa type" and substitute "Immigration status" was modified to an expansion and clarification of the definition of "Visa Type" as the term is used in the policy and attachments.  A request to eliminate the word "alien" from the policy was declined due to the continuing use of the term in the relevant US Tax Code and IRS publications, as well as by the USCIS, Homeland Security and State Department.

## III.    New UW System Administrative Guidance

- *SYS 1031 Guidance: Data Classification Examples* **(Approved December 1, 2023; Effective December 1, 2024)**
  - Summary of Policy and Policy Revisions
    - Data Classification Examples Guidance will replace SYS 1031.A Procedure.
  - University Comments and Concerns
    - Please see the SYS 1031 University Comments and Concerns Page for a summary of the comments received during the feedback period and how they were addressed.

## IV.    Rescinded UW System Administrative Policy

- SYS 815, *Student Technology Fee Expenditures* **(Issued November 13, 2023)**
  - Background Summary and Rationale for Recission
    - SYS 815 was created in 2001 to specifically define the provisions related to the newly applied Student Technology Fees. In proceeding years, much of this work has been normalized and incorporated into normal operating procedures.
    - This policy was originally drafted during an advent of new technology that required consideration for how to build and maintain infrastructure to support their integration into the learning environment.
    - Given the assimilation of these fees into existing financial processes, it is no longer deemed necessary to maintain a separate policy to specifically govern Student Technology Fees; therefore, this policy is proposed for rescission.
- University Comments and Concerns

- For a summary of the feedback and how it was addressed, please see the SYS 815 Recission University Comments and Concerns Page.

## V. Rescinded UW System Administrative Procedures

- SYS 1031. A, *Information Security: Data Classification* **(Approved December 1, 2023; Effective December 1, 2024)**
- SYS 1031. B, *Information Security: Data Protections* **(Approved December 1, 2023; Effective December 1, 2024)**
  - Background Summary of Procedures
    - These two procedures were designed to support the UW System Administrative Policy (SYS) 1031, Information Security: Data Classification and Protections.
    - SYS 1031.A, Information Security: Data Classification outlines a method to classify data according to risk to the University of Wisconsin System and assign responsibilities and roles that are applicable to data governance.
    - SYS 1031.B, Information Security: Data Protections describes the minimum data protection standards that must be met by the University of Wisconsin System institutions.
  - Rationale for Rescission
    - SYS 1031.A, Information Security: Data Classification will be rescinded and replaced by a Data Classification Examples Guidelines document. The former procedure largely focused on providing Data Classification Examples which are better suited in a guidance document rather than a procedure. Existing language pertaining to Data Steward requirements have been moved to the policy, when applicable.
    - SYS 1031.B, Information Security: Data Protections will also be rescinded to eliminate redundancy and conflicts with other policies in the SYS 1000 series. SYS 1031.B was developed prior to having a comprehensive information security policy set which covers the majority of requirements previously identified in the former procedure. A separate effort will be made to summarize security controls found throughout the SYS 1000 policy series and present the standards in an easily accessible format, such as a table available on a webpage or guidance document.

## VI. Policies in the Final Stages of Revision

- RESCISSION- *SYS 171, Recruitment/Retention of Students*
- SYS 216, *Academic Pay Policy*
- SYS 351, *Purchasing Card Compliance Policy*
- SYS 351.A, *Purchasing Card Procedure*
- SYS 1030, *Information Security: Identity and Access Management*
- SYS 1030.A, *Information Security: Identity and Access Management Standard*
- SYS 1032, *Information Security: Security Awareness*
- SYS 1257, *Title Change*
- SYS 1275, *Recruitment Policies*
- SYS 1287, *Voluntary Reassignment of Certain Current University Staff to Academic Staff Positions*