



Sarah Ebben
Policy Analyst

Madison, WI 53715
(248) 978-3376
sebben@uwsa.edu
<http://www.wisconsin.edu>

July 5, 2024

Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between June 7 and July 5, 2024. There were three (3) Revised UW System Administrative Policies, and one (1) New Interim Policy Action.

I. Revised UW System Administrative Policies

- [SYS 410, *Purchase & Payment of Business Air Travel*](#) (Approved June 18, 2024)
 - Summary of Policy and Policy Revisions
 - This policy outlines the process and requirements for purchasing and paying for airfare for business purposes. Proposed technical revisions to this policy are as follows:
 - In the second bullet of Section 1, removed reference to Travel Incorporated as the contract with this vendor is ending on July 1, 2024.
 - In Section 4, reformatted the statute citation to meet SYS policy formatting standards.
 - In Section 5, updated the definition of “Independent Study Abroad” to align with how the terms are defined in other policies.
 - University Comments & Concerns
 - As this was a technical revision, this policy was not sent to universities for comment. The Finance and General Administrative Policy Committee did not have any concerns upon their review.
- [SYS 430, *Travel & Expense- Purchase & Payment Miscellaneous Air Travel*](#) (Approved June 18, 2024)
 - Summary of Policy and Policy Revisions
 - This policy applies to any miscellaneous travel expense paid on behalf of or reimbursed to employees, students, contractors, invited guests, other non-employees with university funds.
 - In the Miscellaneous Travel Section, under the subsection Parking, language was adjusted to state that parking charges will be paid, not only reimbursed.
 - In this same section, language was added to emphasize that receipts must be provided for “all parking paid with the purchasing card and any reimbursable parking over \$25.”
 - University Comments and Concerns
 - As this was a technical revision, this policy was not sent to universities for comment. The Finance and General Administrative Policy Committee did not have any concerns upon their review.
- [SYS 807, *Medical Withdrawal and Tuition Adjustment Policy*](#) (Approved June 17, 2023)
 - Summary of Policy and Policy Revisions
 - This policy outlines provisions with respect to medical withdrawals and refunds beyond the 100 percent refund date.
 - Title was changed to add “Medical Withdrawal and Tuition Adjustment Policy.”
 - Throughout the policy, replaced “behavioral health” with “mental health.”
 - Throughout the policy, replaced “institution” with “university.”

- Section 2 was updated to reflect office and title changes at Universities of Wisconsin.
- In Section 5, the definition of “Immediate Family Member” was changed to add “... or other member of the student’s primary familial support unit”
- In Section 5, a definition for Last Date of Class Attendance was added.
- In Section 6.B, in the last sentence of the first paragraph, replaced “only possible” with “primary” regarding transcript adjustments for applications submitted after the end of the term.
- In Section 6.B, in the last sentence of the second paragraph, added “which could result in a change to the student’s overall financial aid” to clarify the possible outcome of the Financial Aid Office making award or repayment decisions.
- In Section 6.D, amended language about re-entry steps to make the process less prescriptive and burdensome on the student.
 - Changed “medical circumstances” to “rationale” in the last sentence of the first paragraph.
 - Added language to clarify the purpose to reentry activities, and that reentry activities should generally focus on reminding students of university and community resources.
 - Added potential steps/options for re-entry activities institutions could provide.
 - Added “Reentry requirements to return must not put undue burden on the student to prove their readiness to return.”
 - Refocused language regarding a letter from a healthcare provider or meeting with a campus official to read, “If the institution requires a letter from a healthcare provider, the focus should be on aftercare recommendations that would allow the institution to offer resources that would support a successful transition back to campus.
 - Removed the requirement that this process be consistent with other institutional return processes.
- University Comments and Concerns
 - See the [SYS 807 University Comments & Concerns](#) page for a full summary of the comments received and how they were addressed.

II. New Interim Policy Action

- [SYS 100-09, Interim: "Professional Licensure Programs: Determining Student Location" Policy Amendments](#) (Issued June 28, 2024)
 - This interim policy is necessary to comply with the new regulatory disclosure requirements as of July 1, 2024, by amending the definition of “location” to clarify that students enrolled in an on-campus program shall be considered to be located in the State of Wisconsin for disclosure purposes.
 - This interim policy action will expire on January 1, 2025, or upon approval of the full revisions to [UW System Administrative Policy \(SYS\) 121, Professional Licensure Programs: Determining Student Location](#), whichever is sooner.

III. Policies in the Final Stages of Revision

- [SYS 135, UW System Undergraduate Transfer Policy](#)
- [SYS 216, Academic Pay Policy](#)
- [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#)
- [SYS 1290 Guidance: \(Code of Ethics\) Guidelines for Reporting Outside Activities Under UWS 8.025](#)