

**THE UNIVERSITY OF WYOMING  
BOARD OF TRUSTEES' REPORT**

**ADDENDUM**

**November 18-20, 2010**

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## UW Regulations pertaining to Graduate Education

UW Regulation	Existing UW Regulation reference to graduate education	Proposed revision
1-1	<p><b>Section C, 3. THE GRADUATE SCHOOL</b></p> <p>Describes role of the Graduate Dean and Graduate School</p>	<p><b>3. GRADUATE EDUCATION</b></p> <p>Graduate education at the university shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges and interdisciplinary programs under the oversight of the Provost or designee. Policies pertaining to individual degree and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be responsible to review proposals for new academic programs and make recommendations to the Provost, review policies for graduate education, provide an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Faculty of their respective academic through the college dean or interdisciplinary program director.</p>
6-702	<p>Section 6 c Faculty Development Committee composition includes Dean of Graduate School</p> <p>Section 7 (a) Graduate Council represents Graduate Faculty</p> <p>Section 7 (c) Powers (Grad Council), advisory to the Dean of the Graduate School</p> <p>Section 7 (d) Composition (Grad Council) includes Dean of the Graduate School</p> <p>Section 12 (d) Composition (Library Council) includes Dean of the Graduate School</p>	<p>Delete reference to the Dean of the Graduate School</p> <p>Delete reference to Graduate Faculty</p> <p>Replace Dean with Provost and Vice President for Academic Affairs</p> <p>Delete reference to Dean of the Graduate School, assign liaison role to Associate Provost</p> <p>Delete reference to the Dean of the Graduate School</p>
6-703	<p>Section 2 (c) Standing Research Advisory Committee (Powers) - advisory to the Dean of the Graduate School</p> <p>Section 2 (d) Standing Research Advisory Committee (Composition) - Dean of the Graduate School a member</p>	<p>Delete reference to the Dean of the Graduate School</p> <p>Delete reference to the Dean of the Graduate School</p>

6-710	Section 8 Auth. For S-U grades, describes limitations for use of S-U grades by graduate students referencing graduate school	Delete reference to the Graduate School, replace with Registrar
6-719	Sects. 2, 9 Assessment of prior and sponsor-experiential learning- remove "credits approved in conjunction with Dean"	Credits for graduate program determined by student's graduate committee
6-720	Section 3 (f) Incomplete Grades (Admin Provisions)	TBD
6-802	Section 4 (g) Procedures for Academic Dishonesty- role for the graduate school in additional procedures	eliminate reference to the graduate school
6-806	Section 2 (d) (ii) Course Approval Process - role for Graduate Dean in course review	College Course Review Committee evaluates and recommends approval of courses at all levels, 1000 through 6000)
7-500 (AG)	Section 4 Curriculum Committee - Paragraph 2 remove Graduate School	Replace with Graduate Council
7-510 (A&S)	Part II, section 1, paragraph B, point 3 - References Dean of Graduate School  Part III - Student - Section 1. Admission - include information about graduate admission  Part IV - Degrees	Remove reference to Dean of the Graduate School  Add: Graduate students will be reviewed for admission by the appropriate academic department  Replace University Bulletin with University Catalog
7-530 (CB)	Part 7 Degrees- Remove: University Bulletin	Replace with University Catalog
7-540 (ED)	Part 5 - Degrees and Diplomas - Section 2 - Delete University Bulletin and Graduate Bulletin	Replace with University Catalog
7-550 (EN)	Section 3g and 8-b - references to Graduate School  Section 8 - References General Bulletin	Delete references to the graduate school  Replace with University Catalog
7-560 (HS)	Part V - Degrees and Diplomas - Remove: University Bulletin	Replace with University Catalog
7-580 (Graduate School)	Promulgates regulations of the Graduate School	Eliminate entire UW Regulation
7-620 (Outreach School)	Part 6 - Role of Temp Faculty - references to Graduate School	Delete reference to the Graduate School
8-1 (E)	Section E - Role of Graduate School in dismissal for academic reasons no longer relevant	Delete reference to the Graduate School
8-248	Section 3, C 2 Basic requirements for English proficiency assessment and exceptions for graduate applicants	Delete reference to the Graduate School for exceptions

## **UW Regulation 1-1 Organization of the University**

### **A. OFFICERS OF THE UNIVERSITY**

#### **1. DESIGNATION**

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in section B of this regulation; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in section C of this regulation. Athletic coaches shall not be considered officers of the University but shall be contractual employees.

#### **2. APPOINTMENT**

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

#### **3. REMOVAL**

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

**B. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY**

**1. PRESIDENT OF THE UNIVERSITY**

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW regulations as adopted hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Provost and Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Provost and Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a General Counsel, a Director for Governmental and Community Affairs and Special Assistant to the President. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents, or Associate Directors, for each of the principal administrative officers, who shall perform such duties as specified.

## **2. VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming - Casper College Center, the Divisions of Military Science and Aerospace Studies, University Libraries, Honors Program/Summer High School Institute, International Programs, Wyoming GIScience Center, the Ellbogen Center for Teaching and Learning, the School of Environment and Natural Resources, the American Heritage Center and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents, and such other assistants as are authorized from time to time.

## **3. VICE PRESIDENT FOR ADMINISTRATION**

The Vice President for Administration shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget, development of long-term financing strategies to support implementation of the Capital Facilities Plan, and serves as the principal advisor to the President on the condition of the University budget. As the principal financial officer of the University, the Vice President for Administration shall perform such duties as are required by statute or by University regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming

in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: University Controller, Physical Plant, Human Resources, Campus Police, Service and Auxiliary Enterprises, Environmental Health and Safety Office, the Budget Office, Facilities Planning Office, the Office of Institutional Analysis, and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Administration or by other designee when authorized.

#### **4. GENERAL COUNSEL**

The General Counsel provides legal advice to the University, supervises, the General Counsel's Office, and coordinates communications with the state's Attorney General. The General Counsel is responsible for administration of University regulations and procedures related to discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office.

#### **5. VICE PRESIDENT FOR INFORMATION TECHNOLOGY**

The Vice President for Information Technology shall be responsible to the President for the general Information technology functions of the University. As the chief information officer of the University, the Vice President shall manage the central elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology; develop and manage computing standards, network architecture and security; determine information integration methodologies; work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the



development and use of technology in instruction, academic support and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

#### **6. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President shall be responsible to the President for private fund raising and University relations with alumni and friends. His/her primary functions shall include seeking private financial support for the University, coordinating private development and fund raising activities, and communicating with the University of Wyoming Foundation. The Vice President shall also be responsible for organizing UW alumni participation in the life of the University through a variety of activities designed to promote alumni/friend support. He/she shall also undertake special projects that involve a variety of University units.

The Vice President shall maintain administrative supervision of the Office of Institutional Advancement.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni/friends relations are properly implemented and coordinated. S/he shall consult with and advise the President on all development and alumni/friends relations.

#### **7. VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT**

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research and economic development programs, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants Accounting, the Institute for Environment and Natural Resources, The Wyoming

Small Business Development Center, the Mid-American Manufacturing Technology Center-Wyoming, the Small Business Innovation Research Initiative, the Research Products Center, the UW-National Park Service Research Center, the Office of Water Programs, EPSCoR and IDEA Projects, the Wyoming Natural Diversity Database and any such other units as may be designated by the President.

#### **8. VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students so that they may be informed and engaged citizens and leaders in the communities of Wyoming, the nation, and the world.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the needs of the state, the demands of the world of work, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and achieve their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision of the following units: Admissions Office; Center for Advising and Career Services; Campus Recreation; Office of Student Life, which includes International Student Services and the Office of Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities, such as that for the Associated Students of the University of Wyoming (ASUW) and the Associated Parents--University of Wyoming (APUW), as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

#### **9. DIRECTOR OF INTERCOLLEGIATE ATHLETICS**

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

#### **10. DIRECTOR FOR GOVERNMENTAL AND COMMUNITY AFFAIRS**

The Director for Governmental and Community Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Director represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Director provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The director has administrative responsibility for the Office of Institutional Communication and the Office of Institutional Marketing.

### **C. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY**

#### **1. ACADEMIC PERSONNEL**

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either temporary or on the tenure track. Temporary faculty include clinical, visiting, temporary, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either temporary or on the extended-term track. Extended-term-track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are temporary employees. Academic professionals in the other

categories may be temporary or on the extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Temporary, visiting, and adjunct faculty members and temporary academic professionals are non-voting academic personnel. Specific university regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic-professional category and who have not elected to convert to the academic-professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance UW Regulation 1-101.

## **2. COLLEGES**

The University shall have the following colleges: Agriculture, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Each college shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college and who shall report to the Vice President for Academic Affairs. The dean shall preside at meetings of the college faculty, recommend the college budget in consultation with the heads of subunits within the college, transmit and recommend appointments and promotions with respect to academic personnel and staff of the college and exercise general administrative supervision over the educational programs and operations of the college.

The faculty of the college shall consist of the President of the University and the Vice President for Academic Affairs, ex officio without vote, the dean, and all members of the University faculty serving in the college.

The college faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Trustees. Subject to the approval of the Trustees, each college may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

### 3. THE GRADUATE SCHOOL

~~The Graduate School shall be headed by a Dean who shall be responsible for the recommendation of the Graduate School budget and for the administration of the programs and functions of the School. The Dean shall report to the Vice President for Academic Affairs.~~

~~The Graduate Faculty shall consist of appropriately qualified and selected faculty, regardless of rank, the President, the Vice President for Academic Affairs, the Vice President for Research and Economic Development, and the deans of the colleges and independent schools, the heads of departments, divisions and schools in which work for graduate credit is authorized, and the Directors of the University Library and the Division of Computer Services. Persons holding faculty rank who may have occasion to direct graduate research may be members of the Graduate Faculty upon the recommendation of the Graduate Dean and approval of the Graduate Faculty.~~

~~The Graduate Faculty may, at its discretion, delegate its powers to a duly constituted and representative group. The Graduate Faculty shall review proposals for new graduate programs and make recommendations through the Dean of the Graduate School and the Vice President for Academic Affairs to the President.~~

~~Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Graduate Faculty through the Dean of the Graduate School.~~

~~Graduate education at the university shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges and~~

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interdisciplinary programs under the oversight of the Provost or designee. Policies pertaining to individual degree and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be responsible to review proposals for new academic programs and make recommendations to the Provost, review policies for graduate education, provide an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Faculty of their respective academic through the college dean or interdisciplinary program director.

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#### **4. THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE**

The School of Extended Studies and Public Service shall be headed by an Associate Vice President for Academic Affairs who shall be responsible for the recommendation of the School of Extended Studies and Public Service budget and for the administration of the programs and functions of the School. The Associate Vice President for Academic Affairs shall report to the Vice President for Academic Affairs.

#### **5. THE UNIVERSITY LIBRARY**

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget. The Director shall report to the Vice President for Academic Affairs. Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Director of Libraries, and shall be forwarded to the Vice President for Academic Affairs who shall add his/her recommendations to the President of the University for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

1. Selection and development of library collections and other informational resources;
2. Bibliographical control of collections and their organization for use;
3. Reference, bibliographic instruction and advisory services;
4. Development and application of specialized information systems;

5. Library administration and management; and,
6. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended term appointment system more specifically set forth in UW Regulations. Recruiting, appointments and salaries will be administered by the Director of Libraries, through the Vice President for Academic Affairs. The principles of academic freedom as defined in these Regulations shall apply to Librarians.

#### **6. COMPUTER SERVICES**

Computer Services shall be headed by the Vice President for Information Technology who shall be responsible for the provision of computer services for the academic programs and administrative services of the University and for the recommendation of the Computer Services budget. The Vice President for Information Technology shall report to the President.

#### **7. THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER**

The University of Wyoming/Casper College Center shall be headed by a Dean who shall be responsible for the administration of the programs and functions of the University of Wyoming/Casper College Center. The Dean shall report to the Vice President for Academic Affairs.

#### **8. DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs shall provide such services and programs as students need to assist them with their educational experience and to develop as individuals. The Division shall be headed by a Vice President for Student Affairs, who shall report to the President. The Division of Student Affairs shall consist of the following units: Admission Office, Career Services Center, Center for Academic Advising, Housing and Residence Life, International Student Services, Office of Student Life, Recreation and Wellness, Registration and Records, Student Educational Opportunity, Student Financial Aid, Student Health Services, University Counseling Center, the Wyoming Union,. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

#### **9. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES**

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

**D. HONORARY DEGREES**

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

Source:

Trustee Regulations I, II, III, and IX.B; adopted January 22, 2010 Board of Trustees minutes



## **UW REGULATION 6-702 Establishment of Faculty Senate Committees**

### **1. PURPOSE.**

This regulation shall establish the standing committees of the Faculty Senate, with specific duties and structured as outlined in the following sections of the individual committees. .

### **2. INDIVIDUAL STANDING COMMITTEES**

#### **a. Internal Senate Relations**

- i. Committee on Committees
- ii. Executive Committee

#### **b. Administrative Relations**

- i. Academic Planning Committee
- ii. Graduate Council
- iii. Reappointment, Tenure and Promotion Committee
- iv. Budget Planning Committee
- v. University Course Review Committee
- vi. Library Council
- vii. University Studies Committee
- viii. Academic Information Technology Committee

#### **c. Faculty Relations**

- i. Faculty Academic Standards, Rights and Responsibilities Committee
- ii. Faculty Development Committee

#### **d. Student Relations**

- i. Student Interaction Committee

### **3. GENERAL CHARGE TO COMMITTEES OF THE FACULTY OF THE UNIVERSITY OF WYOMING.**

Bylaws of the University Faculty, UW Regulation 6-700, Article IV, Section 1, states "All committees of the University Faculty shall be responsible to the Faculty Senate, and it shall establish or dissolve committees as it deems necessary."

- a. Goals of the Committee Structure. The system of standing committees of the Faculty Senate of the University of Wyoming is intended to:**

- i. Be broad enough to encompass all areas of University activity in which faculty are involved on a policy making level requiring the endorsement of the Faculty Senate, in accordance with UW Regulation 6-700;
- ii. Be specific enough to consider the problems, grievances, or concerns of each faculty member of the University community;
- iii. Be advisory to the University Administration only in those matters requiring Faculty Senate approval of proposed action; and
- iv. Provide an effective and efficient legislative committee system to work for the Faculty Senate through the Executive Committee.

- b. General Committee Functions.** The primary function of committees of the Faculty shall be to consider bills or proposals submitted to the Senate and assigned to their areas of responsibility. Committees shall be expected, in a reasonable time, to return appropriate recommendations to the Senate for action.

Committees shall also initiate and draft bills establishing Faculty regulations or recommendations as needs arise in their areas of responsibility. Committee chairs or their designee shall introduce such bills to the Senate for adoption or other action.

- c. Individual Committee Responsibilities.** The duties of each committee are individually detailed, and incorporated as a faculty regulation. However, the intention of this committee system is to provide a dynamic, timely, and effective aid to progress of the University. For this reason, each committee is charged with the responsibility for continual review of its delegated duties. If changes of a committee's duties, composition, or existence are deemed advisable, the committee shall make such recommendations to the Faculty Senate through the Committee on Committees.

- d. Sub-Committee Structure.** The responsibilities of most Faculty committees are intentionally broad in order to prevent duplication of effort and conflicting recommendations. Therefore, it may well be advisable for certain committees to establish sub-committees from their own membership to perform more specialized functions or to handle particular issues within the overall responsibility of the committee. The establishment and dissolution of such sub-committees shall be left entirely to the discretion of the committee concerned.

- e. **Meeting and Reporting.** A committee shall generally meet whenever its responsibilities require that it should, whenever directed to do so by the Faculty Senate, and in no case less frequently than once a semester.

Reports shall be made to the Faculty Senate at such times as to keep the Senate well informed of committee activity, on call of the Executive Committee of the Faculty Senate, and no less than once per year.

- f. **Commencement of Service.** Committee assignments shall be effective with the beginning of the Fall semester unless the assignment is otherwise stated. The Senate shall select committee members to fill known vacancies prior to the end of each Spring semester. Committee members may succeed themselves on a particular committee (once) with the exception of the Reappointment, Tenure and Promotion Committee.

Following the selection of committee members by the Faculty Senate, the Executive Committee shall notify the individual of selection, provide a written copy of the committee charge, and provide the name of the current committee chair. The committee chair shall receive notification of the election of new members.

- g. **Election of Officers.** By March 31<sup>st</sup>, each committee shall elect a chair and such other officers as it deems necessary, to begin service at the start of the Fall semester. Each committee shall forward the names of these officers to the Committee on Committees and the Executive Committee. Students shall not be eligible to chair Faculty Senate committees. In the event a committee is left without a chair, the Committee on Committees' chair will call the first meeting to elect the chair.
- h. **Alternate and Permanent Replacement Committee Members.** When a committee member is to be absent from one or more committee meetings and the chair and/or the committee deems the presence of a temporary replacement to be desirable, the chair shall select an alternate committee member after consulting the rest of the committee and forward this person's name to the chair of the Committee on Committees. In the event a permanent replacement is deemed necessary, the chair of the affected committee shall notify the Committee on Committees and the replacement shall be appointed in the same manner as the original appointment. The replacement shall be appointed to complete the term of the original appointment.
- i. **Absenteeism and Notice of Removal.** In the event that a committee member has failed to attend three (3) consecutive committee meetings, and the committee chair has determined that such absences have been detrimental to the Committee's function, the committee chair shall petition to

the Committee on Committees to recommend to the Executive Committee of the Faculty Senate removal of the non-attending committee member. Upon removal for non-attendance, the vacancy shall be filled in by requesting the Committee on Committees for a replacement. All permanent committee replacements must be approved by the Faculty Senate.

A copy of the petition for removal shall be sent to the offending committee member, and he/she shall have ten days from the date of the petition in which to challenge in writing before the Committee on Committees, the committee chair's determination that he/she has had continuous absenteeism as defined herein. Thereafter, he/she shall be deemed to have waived his/her right to challenge the petition and may be removed.

- j. ***Ex officio.*** The words "*ex officio*" shall be interpreted as "*ex officio* without vote" throughout UW Regulations 6-701, 6-702, 6-703, unless otherwise stated.
- k. **Associated Students of the University of Wyoming (ASUW).** The ASUW representatives on faculty committees shall be appointed by the ASUW Senate but shall not be required to be ASUW Senate members.

#### 4. **ACADEMIC PLANNING COMMITTEE.**

- a. **Rationale.** The overall development of the University, the determination of academic goals and the establishment of academic priorities are fundamental responsibilities necessarily shared by trustees, administrative officials, faculty, and students. The Academic Planning Committee operates as a forum in which educational directions may be discussed, and specific recommendations developed.
- b. **Functions.** The committee's function is to review and make recommendations to the Faculty Senate on matters related to the structure and organization of the academic activities of the University. This review will be carried out in the context of the University's comprehensive development. The committee will recommend policies regarding priorities for long range development. It will make recommendations concerning the initiation, quality, modification or termination of academic programs. When changes in programs are related to the University's physical facilities the Committee will also make recommendations with respect to them. In making recommendations the Committee will take into consideration the educational system and needs of the State of Wyoming as well as University considerations.
- c. **Powers.** The Committee shall receive proposals and requests for recommendations from the Faculty Senate, the President, the Provost and Vice President for Academic Affairs, and the Vice President for Research

and Economic Development. The Academic Planning Committee may instigate its own inquiries into areas of academic concern. The Committee will forward its recommendations to the Faculty Senate, to the Vice President for Academic Affairs, and to other appropriate groups or individuals. All substantive committee actions will be reported to the Faculty Senate regularly.

- d. **Composition.** The Academic Planning Committee will consist of eleven voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, ASUW, and off-campus Academic Centers (e.g., UW/CC Center) will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Director of the Division of Extended Credit Programs, and Chairs of the Student Interaction Committee, Graduate Council, Budget Planning Committee, and University Course Review Committee shall be *ex officio* members. Faculty representatives shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of the Academic Planning Committee shall serve as an *ex officio* member of the Budget Planning Committee and the Executive Committee of the Faculty Senate.

5. **FACULTY ACADEMIC STANDARDS, RIGHTS, AND RESPONSIBILITIES COMMITTEE.**

- a. **Rationale.** The Faculty needs to examine and draft policies which affect the University community and its individual members. The University Administration subscribes to the tenet that true education may flourish only when the Faculty is both free and responsible; the Committee is established to provide a vehicle by which rights are insured and responsibilities defined.
- b. **Functions.** The Committee shall formulate policies involving the entire University in matters of faculty rights and of faculty responsibility and academic standards for the University and teaching profession. The Committee shall be authorized to participate with the President and other appropriate administrative officers in the examination and formulation of policies and procedures relating to the organization and governance of the University's Colleges, Divisions, and Departments whenever these procedures seem likely to affect faculty rights and responsibilities and/or academic units, and shall define the position of the Faculty when inconsistencies exist.

The Committee shall consider general policy issues presented by the Faculty and shall hear any individual or groups of individuals when such issues are deemed relevant to faculty rights and responsibilities and academic standards.

- c. **Composition.** The Faculty Academic Standards, Rights, and Responsibilities Committee shall consist of ten members. Each of the seven colleges (two from Arts and Sciences), ASUW, and the Libraries will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of this Committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

## 6. FACULTY DEVELOPMENT COMMITTEE.

- a. **Rationale.** The ongoing development of the faculty is critical to the educational well being of the University. To maintain and provide the highest level of educational experience, the faculty need to be afforded the opportunity to learn and implement the latest advances in teaching methodology, and be enabled to compete in the national and international research arena. In order to attract and retain the highest quality faculty, it is necessary to promote an adequate and fair distribution of faculty salaries, and create meaningful incentive and merit systems.
- b. **Functions.** This committee will review and make recommendations on all projects, programs, opportunities, and services at the University which assist and facilitate faculty in the performance of their duties in teaching and research. This will include, but is not limited to, faculty development, teaching, and research awards; and patents and copyrights agreements. The Committee shall also review salary and compensation distributions within the University, make surveys of faculty opinion when appropriate, assess the influence of salary and compensation policies on the academic functions of the University, and make general recommendations to the Faculty Senate and the Vice President for Academic Affairs regarding salary distribution and policies affecting merit determination.
- c. **Composition.** The Faculty Development Committee shall consist of ten members. Each of the seven colleges (two from Arts and Sciences), the Libraries, and University Services will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the

Committee on Committees and shall serve staggered three-year terms. The Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Vice President for Administration, ~~the Dean of the Graduate School,~~ and the Chair of the Research Advisory Committee shall serve as *ex officio* members without vote. The Chair of this Committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

7. **GRADUATE COUNCIL.** (See also UW Regulation 7-580)

- a. **Rationale.** The ~~University Graduate~~ Faculty ~~has~~ certain responsibilities ~~to the Graduate School~~ which may be delegated to a representative group. This Council is formed to act as that representative group. The development and maintenance of graduate programs of high quality is a concern of this Council.
- b. **Functions.** The Council shall recommend the broad policies concerning the overall University function in graduate education and the University requirements for graduate degrees. It shall advise the Faculty Senate on any proposed changes in UW Regulations which would affect graduate programs.
- c. **Powers.** The Council shall advise on the formulation and review of Graduate Faculty policy and regulations concerned with graduate education. It shall review proposals and make recommendations to the ~~Dean of the Graduate School~~ Provost and Vice President for Academic Affairs concerning new graduate programs, substantive changes in existing graduate programs, implementation of changes in graduate programs recommended through program reviews, and deletion of graduate programs.
- d. **Composition.** The Graduate Council shall consist of 18 members, 15 of whom shall be members of the Graduate Faculty distributed among the Colleges as follows:

Agriculture	2
Arts and Sciences	4
Business	2
Education	2
Engineering	2
Health Sciences	2
Law	1

~~The Dean of the Graduate School shall be a member of the Graduate Council.~~ Two graduate students chosen by the Council shall also be

members. College representatives shall be chosen by each college in a manner similar to that used to elect members of college reappointment, tenure and promotion committees (see UW Regulation 5-803.) College representatives shall have terms of office of three years. Student members shall have one-year terms of office. If possible, college representatives shall have staggered terms. *Ex officio* members of the Graduate Council shall include: the Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, Dean of the School of Extended Studies and Public Service Outreach School, the Director of the Wyoming Institute for the Development of Teaching, and the Dean of University Libraries or their designees. The Associate Provost will serve as liaison with the Office of Academic Affairs. The Chair of this Council shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate. The Chair of this Council or his/her designee shall serve on the Academic Planning Committee and the University Course Review Committee of the Faculty Senate.

## 8. STUDENT INTERACTION COMMITTEE.

- a. **Rationale.** The policies which determine the scholastic standards of the University of Wyoming and which regulate other areas of scholastic affairs are of basic concern to the Faculty.
- b. **Functions.** The Committee shall formulate and review policies and procedures in the broad area of undergraduate student academic affairs, including but not limited to scholastic probation and suspension of students, evaluation and recognition of credit, credit-hour requirements, grades, honor roll, honor graduation, all-University degree requirements, University admissions standards, and University Student Scholarships. The Committee shall provide advice in regard to needed services and programs for both foreign students studying on the University of Wyoming campus and University of Wyoming students studying at foreign institutions. It shall also help formulate long-range goals for international education. Additionally, the Committee shall recommend general policy for the University's financial aid program, review its operation and provide recommendations to sustain its orderly function and development.
- c. **Composition.** The Student Interaction Committee shall consist of 12 members. Each of the seven colleges (two from Arts and Sciences; none from the College of Law), the libraries, and ASUW (four representatives; two of which will be foreign students) will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The Vice President for Academic



Affairs, the Director of International Student Services, the Director of Admissions, the Registrar, and the Director of Student Financial Aid shall be *ex officio* members without vote. Faculty representatives shall be selected by the Committee on Committees and shall serve three-year staggered terms. The Chair of the Student Interaction Committee shall serve as an *ex officio* member of the Academic Planning and Executive Committees of the Faculty Senate.

**9. REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE.**

- a. Rationale.** The Faculty has the inherent right and responsibility to advise the President and the Trustees of the University in matters relating to one or several of its members regarding tenure, promotion, dismissals, and reappointment.
- b. Functions.** The Committee shall advise the Vice President for Academic Affairs on matters pertaining to tenure, promotion, dismissals, and reappointment.
- c. Powers.** The Committee shall serve in an advisory capacity to the Vice President for Academic Affairs. Where broad policy issues are involved, and questioned, the Committee shall refer such issues directly to the Faculty Senate.
- d. Composition.** The Reappointment, Tenure and Promotion Committee shall consist of at least 17 members excluding the Vice Presidents, the Deans, the Associate and Assistant Deans, the Directors, and the Department or Division Heads/Chairs. Two tenured faculty members shall be elected from each of the following five colleges: Agriculture, Business, Education, Engineering and Applied Science, and Health Sciences; (four from the College of Arts and Sciences, one from the College of Law), one extended-term faculty member elected from the Libraries; and one extended-term faculty member elected from the American Heritage Center. The University Reappointment, Tenure and Promotion Committee has the authority to appoint one or more academic professional(s) to their committee. The Vice President for Academic Affairs shall be an *ex officio* member. Members who have served a three-year term cannot succeed themselves. Replacements (temporary or permanent) shall be determined in the same manner as the original appointments.
- e. Frequency of Meetings.** The Committee shall meet at the request of the Vice President for Academic Affairs and at all other times that the Chair of the Committee deems necessary.

## 10. BUDGET PLANNING COMMITTEE.

- a. **Rationale.** The overall development of the University, the determination of goals and the establishment of priorities have significant budgetary consequences for the entire University community. The Budget Planning Committee provides a forum for the faculty to effectively participate in budgetary deliberations.
- b. **Functions.** The committee's function is to participate in budgetary planning and related deliberations and make policy recommendations to the Faculty Senate on matters related to the long-term acquisition and disposition of the University's financial resources. These activities will be carried out in the context of the University's comprehensive development. It will act as a resource body to the Academic Planning Committee to provide relevant budgetary insight on the ramifications of proposed program changes as well as the financial impact of physical facilities modifications and additions. In making recommendations the Committee will take into consideration the economic realities of the times and the needs of the State of Wyoming as well as University considerations.
- c. **Powers.** The Committee shall receive proposals and requests for recommendations from the Faculty Senate, the President, the Vice Presidents, and others authorized by the President. The Budget Planning Committee may instigate its own inquiries into areas of budgetary concern. The Committee will represent the faculty in all strategic budget planning and in the budget review process and forward its recommendations to the Faculty Senate, to the Vice President for Administration, and/or to other appropriate groups or individuals. All substantive committee actions will be reported to the Faculty Senate regularly.
- d. **Composition.** The Budget Planning Committee will consist of thirteen voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, ASUW, Staff Senate, ~~School of Extended Studies and Public Service~~ Outreach School, and off-campus academic centers (e.g., University of Wyoming/Casper College Center) will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Faculty representatives shall be selected by the Committee on Committees and shall serve staggered four-year terms. The Vice President for Academic Affairs, the Vice President for Administration, and the Chair of the Academic Planning Committee shall be *ex officio* members. The Chair of the Budget Planning Committee shall serve as an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

## 11. UNIVERSITY COURSE REVIEW COMMITTEE.

- a. **Rationale.** The University Course Review Committee is established to monitor and implement the University course review process as described in UW Regulation 6-806, Section 2, Part e.
- b. **Functions.** When considering course additions, revisions or deletions to the University curriculum, the University Course Review Committee shall be responsible for insuring that all of the requisite endorsements have been obtained (UW Regulation 6-806, Section 2, Part d.), that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines (see UW Regulation 6-806, Section 2, Parts f. through i.), and with the routine examination and maintenance of the Course Review Process itself.
- c. **Powers.** The University Course Review Committee shall make its recommendations relating to the addition, revision, and deletion of courses to the Vice President for Academic Affairs. These recommendations will be rendered in the context of the University's comprehensive development. In making these recommendations, the University Course Review Committee will take into consideration the community colleges and the educational needs of the State of Wyoming as well as University considerations. All Committee actions will be reported to the Faculty Senate regularly.
- d. **Composition.** The University Course Review Committee will consist of the representatives from each of the seven colleges. Each college will select its own representative along with an alternate. If representation from any of these colleges cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The chair of the University Studies Committee, the chair of the Graduate Council, the Registrar, the Dean of the Libraries, an ASUW representative, and the Coordinator of Community College Articulation shall be *ex officio* members without vote. Chair is an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

## 12. LIBRARY COUNCIL

- a. **Rationale.** It is important to create a broad, active and strong Library Council to address the difficult and vital issues of resources, technology, and the open and effective communication between the Libraries and their University community that are facing the University of Wyoming's library system.

- b. Functions.** The Library Council will bring campus needs and concerns to the Dean of the Libraries and to the Vice President for Academic Affairs, and will advise them concerning these issues. The Library Council will issue an annual report that is distributed to the Vice President for Academic Affairs, the Dean of the Libraries, the Faculty Senate and the ASUW concerning its recommendations for changes that should be implemented in the Libraries' strategic plan, organization, and principles for allocation of resources.
- c. Powers.** The Library Council will report to the Vice President for Academic Affairs and advise the Dean of the Libraries on library issues.
- d. Composition.** The Library Council shall consist of 13 voting members, which are to include one representative from each of the seven colleges (two from Arts & Sciences) and the Libraries; one American Heritage Center archivist, one undergraduate and one graduate student; one non-University representative, appointed by the Vice President for Academic Affairs (this person should be knowledgeable in library issues). *Ex officio* members with vote shall include the Vice President for Academic Affairs, the Dean of the Libraries, the Vice President for Information Technology, the Vice President for Research and Economic Development, ~~and~~ the Dean of the ~~School of Extended Studies Outreach School, and the Dean of the Graduate School.~~ The chair shall be an *ex officio* member of the Faculty Senate Executive Committee. The representatives from the colleges, the Libraries, and the American Heritage Center shall be elected by their respective units, and the student members shall be selected by ASUW and by the graduate students, respectively. Members shall serve three-year staggered terms, and the chair shall be a faculty member.

### 13. ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

- a. Rationale.** The committee is established to coordinate and to exchange information regarding academic information technology services for the University.
- b. Functions.** The committee shall aid in the establishment of policies for academic information technology services and usage at the University. It shall provide advice in regard to needed information technology capabilities and services for academic purposes, and in this regard to the long-range goals of the University. The committee shall endeavor to serve as a channel for communication among the various academic users and providers of academic information technologies.

- c. **Powers.** The committee shall serve in an advisory capacity to the President appropriate Vice presidents, Deans, or Directors on matters pertaining to needed information technology capabilities and services for academic purposes. All Committee actions shall be reported to the Faculty Senate regularly.
- d. **Composition.** The committee shall consist of 13 voting members. Each of the seven colleges (two from Arts and Sciences other than the Department of Computer Science), the Libraries, the American Heritage Center (Archivists), ASUW, the Department of Computer Science, and University Services will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The Vice President for Information Technology and Chief Information Officer shall be an *ex officio* member. Committee members shall serve staggered three-year terms, except for the student representative, who shall serve a one-year term. The Chair of the Academic Information Technology Committee shall serve as an *ex officio* member of the Administrative Information Technology Advisory Committee and the Faculty Senate Executive Committee.

#### 14. UNIVERSITY STUDIES COMMITTEE.

- a. **Rationale.** The University Studies Program requires completion of specific requirements in identified areas of study in accordance with criteria approved by the University Faculty Senate. In cooperation with the Board of Trustees and academic administrators, the Faculty senate is responsible for making decisions regarding curriculum.
- b. **Functions.** The University Studies Committee shall:
  - i. Develop and maintain a planning, review and assessment process for the University Studies Program
  - ii. Define the philosophy, learning outcomes desired, and criteria for courses in the relevant areas of study, with Faculty Senate approval.
  - iii. Identify and approve courses for the Program.
  - iv. Consult with and advise academic departments concerning the needs and requirements of the Program.

v. Grant approval of alternative courses or pilot programs to fulfill University Studies requirements for a limited time.

vi. Appoint ad hoc sub-committees as needed to accomplish the goals of 3.B.i-v and to select and review courses that meet the criteria approved by the Faculty Senate.

vii. Develop and maintain appropriate linkages with the Academic Planning Committee, the Faculty University Course Review Committee, and the Student Interaction Committee, with particular regard to new courses or modification of courses considered for approval as meeting requirements of the Program.

viii. Make reports and recommendations to the Faculty Senate as may be deemed appropriate or as requested.

ix. Consider and grant such waivers of requirements of the University Studies Program to petitioning students as warranted by unusual and extenuating circumstances, upon recommendation of the Coordinator (see 4.b.).

- c. **Composition.** Members of the University Studies Committee will include one tenured or tenure-track faculty member from each of the undergraduate colleges and from the Libraries and University Services unit, with the exception that the College of Arts and Sciences shall have two representatives. Each College or group will elect their own representatives, and these names will be forwarded to the Executive Committee of the Faculty Senate for approval. The initial Committee will be divided in thirds to serve one-, two-, or three-year terms. As the initial Committee members finish their terms, the College or support unit represented by those members will nominate their own representatives, and these nominations will be forwarded to the Executive Committee of the Faculty Senate for approval. Faculty representatives shall serve staggered three-year terms. Members who have served a three-year term cannot succeed themselves. Vice presidents, deans, associate and assistant deans, and directors shall not be eligible to serve on the Committee. A student designated by the Associated Students of the University of Wyoming Senate shall be a member with vote, and the President, Vice President for Academic Affairs, a representative from Student Affairs, the Academic Planning

Committee, the Dean's Council, Academic Advising, and the Wyoming community colleges shall be *ex officio* members without vote. The Committee shall elect its chairperson. The Chair or his/her designee shall serve as an *ex officio* member of the Faculty University Course Review Committee. The University Studies Coordinator shall serve as secretary of the Committee and maintain a record of the minutes of meetings. The Executive Committee of the Faculty Senate shall fill temporary vacancies on the University Studies Committee.

Source:

University Regulation 702; adopted May 6, 2009 Board of Trustees meeting

## **UW REGULATION 6-703**

### **Establishment of University Standing Advisory Committees**

#### **1. PURPOSE.**

This regulation shall establish standing advisory committees with specific duties and composition as specified in the following sections for each individual committee.

#### **2. RESEARCH ADVISORY COMMITTEE.**

**a. Rationale.** Active participation in research by members of the University faculty, staff, and student body helps to fulfill several of the essential elements of the University's mission: 1) to advance the general knowledge of mankind; 2) to stimulate the creativity of the University's faculty, staff, and student body; 3) to enhance the University's learning environment; and 4) to improve the national and international stature of the institution. Research efforts at the University will benefit greatly from guidance that is compatible with the educational elements of the University's mission. Simultaneously, in order to sustain growth and development for all members of the University community, research efforts must encourage the other elements of the University mission.

**b. Functions.** The committee shall work to strengthen the University by coordinating the general research effort and shall work to elevate the research standing of the University, nationally and internationally. In order to be effectively knowledgeable about the various aspects of research at the University, the committee shall maintain an awareness of the aims and objectives of the Office of Research. The committee shall provide continuing evaluation of the process of administrative review of proposals for grants and contracts and shall act to provide suggestions for the most efficient means of completing this process. The committee shall act as the liaison between the faculty and the University administration on matters pertaining to research. The committee shall act in an advisory capacity to the Faculty Senate and to the University administration, specifically to the Faculty Development Committee and the Vice President for Research and Economic Development, respectively, on matters pertaining to research.

"Research" shall be construed to include all of the various forms which are taken by research in the various departments and units of the University. "Matters pertaining to research" shall be construed to include the following topics, but is not limited to these topics: research proposals, research grants and contracts, patents, copyrights, conflicts of interest which involve research, and awards for research excellence. The committee shall review such proposals as may be directed to their attention by the Vice President for Research and Economic



Development, including, but not limited to, all proposals which are submitted for the Faculty Grant-in-Aid program and the Challenge Grant program. It shall make recommendations to the Vice President for Research with regard to the distribution of funds which are allocated for these programs.

The committee shall review such nominations for awards as may be directed to their attention by the Vice President for Research and Economic Development.

**c. Powers.** The committee's dual responsibility is to the faculty and to the administration. It shall act in an advisory capacity: a) to the President of the University; b) to the Vice President for Research and Economic Development; ~~c) to the Dean of the Graduate School;~~ **ed)** to the Faculty Senate; and **ed)** to other appropriate officials and bodies.

**d. Composition.** The committee shall consist of 11 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, The American Heritage Center (Archivists), and University Services will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to appoint members in as representational fashion as possible. The Vice President for Academic Affairs, the Vice President for Research and Economic Development, ~~and the Dean of the Graduate School~~ shall be *ex officio* members. Faculty members shall be appointed by the Committee on Committees and shall serve three-year staggered terms. The Chair of the Research Advisory Committee shall serve as an *ex officio* member of the Faculty Development Committee of the Faculty Senate.

Source:

University Regulation 703, Revision 2; adopted 7/17/08 Board of Trustees meeting

**UW REGULATION 6-710**  
**Authorization for the use of "S-U" grades and confirmation of the auditing policy**

**1. PURPOSE.**

To establish and clarify the "S-U" grading system.

**2. GENERAL INFORMATION.**

It is the intent of the "S-U" grading system and policies of the University to encourage students to take courses in subject matter areas outside their majors and related fields so that their academic experience may be broadened by a freer pursuit of their intellectual interests. It also provides a policy for grading of courses for which the conventional letter grade system is inapplicable. University officers shall make every effort to properly inform all students and personnel.

**3. "S-U" GRADES**

a. The grade of "S" shall signify the achievement of an acceptable competence in the subject matter of the course and shall entitle the student to the appropriate credit hours designated for the course. The grade of "U" shall signify an unacceptable level of achievement and shall not entitle the student to credit hours. Neither the "S" nor the "U" grade will carry grade-point designation nor will the credit hours attempted or completed under "S-U" be included in the calculation of the cumulative grade point.

b. The grade of "S" is interpreted to include "A-C" and the grade of "U" to include "D-F" on the conventional grade scale.

**4. CHANGE OF GRADING SYSTEM.**

Students may change course registration from "S-U" to conventional letter grading and vice versa during the normal drop-add period only.

**5. REGISTRATION REQUIRED.**

Subject to the limitations set out under the authority of this regulation, enrollment for "S-U" will be at the discretion of the student. Instructors shall be notified of the students registered for "S-U". Only students so registered may receive the "S-U" grade.

## **6. AUDITING PRIVILEGE.**

The privilege of non-credit enrollment in a class is available, upon approval of the adviser and the instructor, to any University student. Though this "auditing" privilege carries full rights of class participation, it offers no academic credit and will result in a grade of "satisfactory" (AU/S) or "unsatisfactory" (AU/U). It is the responsibility of the student to ascertain the requirements for an auditor to receive a satisfactory grade. Auditors are expected to attend class regularly and complete such graded work as required by the instructor. The auditing privilege is subject to the same fee schedule as credit courses. Subsequent credit by special examination is not available.

## **7. GENERAL LIMITATIONS**

- a. No student may use a course taken for "S-U" credit to satisfy all-University academic requirements, except that this provision shall not apply to courses offered for "S-U" only.
- b. No student may receive a grade of "S-U" for a course he is repeating unless the original grade was "U", or unless the course is offered for "S-U" only.

## **8. GRADUATE STUDENT LIMITATIONS.**

Graduate students may take courses for "S-U" grades, but all courses taken to fulfill the requirements of the degree program filed with the [Graduate School Registrar](#) must be taken for letter grade, except those courses given for "S-U" only.

## **9. COLLEGE LIMITATIONS.**

For publication in UW Regulations and Bulletins, each college shall specify the minimum number of conventionally graded (A-F) course hours necessary to satisfy degree requirements in that college. The hour figures so specified should not include courses offered for "S-U" only or credits earned by examination. Each department shall conform its policy to that of its college and, in addition, shall specify which courses in its required programs may not be taken for "S-U" credit. Otherwise, the student's discretion in, and opportunity for, enrollment for "S-U" grading shall not be limited.

## **10. ACCEPTANCE PETITIONS.**

A student who changes majors within a college or transfers from one college to another may petition the new department head or the dean of the new college for the acceptance of "S" credits previously earned where such credits are in conflict with published Regulations authorized in Section 9 above. Such petitions shall be reviewed

under the same principles that are applied in the case of a student who transfers from a college or university other than the University of Wyoming.

Source: University Regulation 710, Revision 2; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 6-719**

### **Assessment of Prior and Sponsored-Experiential Learning**

#### **1. PURPOSE.**

To establish the policy for the administration and use of credit by examination and other options for verifying prior learning.

#### **2. DIRECTIVE.**

Section 1. The University of Wyoming recognizes the fact there are great individual differences in backgrounds and preparation of students entering the University. In our present society much learning takes place outside the classroom. Books, periodicals, newspapers, electronic media, travel, work experiences, and day-to-day conversations contribute greatly to the academic advancement of individuals. Many programs in high schools and other settings provide opportunities for proficient, ambitious students to proceed to more advanced levels of achievement. In recognition of these factors in our society, the University has developed various options for verifying extra-institutional college-level learning.

Section 2. These options include:

1. Credit-by-examination, for example:
  - a. Specific departmental course examinations
  - b. General CLEP tests
  - c. Specific CLEP tests
  - d. CEEB-APP tests
  - e. ACT-PEP tests
2. Military course credit (Dantes Program)
3. Corporate Course Credit (Ponsi Program)
4. Internships
5. Portfolio Analysis

Option 1 involves an examination of an appropriate type and content for the credit sought. Through the examination it is determined if the applicant's proficiency is equivalent to that which could be expected upon completion of a college level course in the subject. If the applicant is found to have this level of proficiency, he/she is awarded credit for that course and allowed to proceed either with the more advanced courses or with courses in other areas.

Options 2-3 award credit based on college-level courses taken either in the military or in a corporate setting as defined and proscribed by American Council on Education (ACE) guidelines.

Option 4 awards credit based on performance in recognized academic courses under concurrent faculty general supervision such as internships, clerkships, clinical experience, co-op programs, etc.

Option 5 awards credit based on a faculty evaluation of the kinds and extent of college-level learning which the applicant has acquired in prior extra-institutional settings based upon presentation of a portfolio of documentation. Credit so earned counts toward University graduation requirements. The student thus finds his/her degree program accelerated, allowing the student to obtain his/her baccalaureate degree earlier, to initiate a graduate program sooner, or to enrich and broaden the student's undergraduate degree program by taking additional course work.

Section 3. Students showing proficiency by passing examinations such as the College Entrance Examination Board Advanced Placement Program (CEEB APP), American College Testing-Proficiency Examination Program (ACT-PEP), for example, or examinations as developed by University of Wyoming departments may earn college credit through the level of demonstrated proficiency. Credit is allowed on the basis of any testing procedure acceptable to any department, which may include tests of the CEEB APP program both general and subject (specific) examinations in the College-Level Examination Program (CLEP). Students may not be denied the right of examination in the introductory undergraduate course in any department. "Introductory course" is interpreted as that course which is prerequisite for successive courses in the department.

Section 4. The number of credit hours able to be earned by means of a portfolio evaluation shall normally be limited to 12. Such credit, when awarded, shall be for specific University of Wyoming content-oriented courses (rather than given as X hours of credit in a general discipline area), i.e., the college course model of assessment as defined by the Council for Adult and Experiential Learning (CAEL). Portfolio assessment, when used, should normally be conducted by a committee of appropriate tenured faculty including at least one member with the academic rank of professor.

Section 5. Grades of S and U are given in all examinations. Credit-by-examination or for prior learning is not included in the student's grade average; however, it is included in the hours earned for graduation. The grade of S is to be the equivalent of C or better (APP score of 3, 4, or 5). Entry on the student's record card for credit-by-examination is made only if a grade of S is obtained, and is so noted as a grade obtained by examination or by assessment of prior learning.

Section 6. Information concerning credit-by-examination in courses can be obtained by consulting the head of the appropriate department at the University, and the Registrar.

Section 7. Fees for examinations offered by testing agencies other than the University of Wyoming are determined by the agency concerned.

Section 8. To qualify for undergraduate credit by any of the options listed in Section 2., the student must be currently registered at the University of Wyoming as a degree candidate. The student must also be able to demonstrate to the satisfaction of the chairman of the department involved that background experience has prepared him/her to attempt a challenge examination, if such an examination is sought. The department chairperson's decision will be based upon extant departmental constraints such as accreditation, graduation requirements, and program requirements.

Section 9. The use of credit by examination or for prior learning in graduate programs is to be determined by the student's ~~consultativegraduate. committee in conjunction with the Dean of the Graduate School.~~

Section 10. A student may not earn credit by examination in a course if the student has completed a course in the subject matter area above the level of the course in which he/she wishes to be examined. However, at the discretion of the departments involved, during the drop-add period a student may challenge a lower level course while enrolled in a higher level course in the same subject matter area if the course challenged is a prerequisite for the course in which the student is currently enrolled.

Section 11. A student may not be allowed credit by examination in a course in which the student was previously enrolled either for credit or as a visitor or auditor, except that credit by examination may be used as a means to obtain credit for courses previously taken at institutions from which credit is nontransferable. A student may not challenge equivalent courses.

Source:

University Regulation 719, Revision 1; adopted 7/17/08 Board of Trustees meeting

## UW REGULATION 6-720

### Assignment and Removal of the Grade of I (incomplete)

#### 1. PURPOSE.

To establish policy regarding on assigning and removing "I" grades and their effect upon graduation.

#### 2. FACULTY SENATE BILL 91 provides as follows:

a. A grade of I (incomplete) is a temporary grade assigned in those rare instances when no other grade will insure justice to the student. An "I" given by the instructor shall be accompanied by a written authorization setting forth:

- (1) the reason the course cannot reasonably be completed on time,
- (2) the tasks which must be performed to complete the course,
- (3) the date upon which the final grade will be received by the Office of Registration and Records and which normally may not exceed 120 days beyond the end of the semester in which the "I" is given, and
- (4) the name of a substitute faculty member, if the instructor does not expect to be available to supervise completion of the course.

This will be forwarded to the ~~Office of Registration and Records~~ Registrar together with the grade cards for the course and copies will be retained by the student, instructor, and a substitute faculty member.

b. The Dean of Students is authorized to petition for an "I" in the name of a student who has been incapacitated. If a student has suffered a severe medical, emotional, or personal problem, the 120-day limit for completing the course may be extended with the approval of the instructor and the Dean of Students.

c. In certain research courses designated to the ~~Office of Registration and Records~~ Registrar by the Dean of the College, the date of submitting the final grade for the course may be set to exceed the 120-day limit at the discretion of the instructor.

d. If the final grade for the course is not received ~~in the Office of Registration and Records~~ by the Registrar by the date in the authorization:



(1) the "I" will revert to an "F" for a student who has not graduated in the interim and

(2) the "I" will stand permanently for a student who has graduated in the interim.

e. While an "I" stands in a course, that course shall not be counted for credit, grade points, or university or college graduation requirements. A student's grade point average at graduation with all associated honors will not be re-determined when an "I" is removed after graduation.

### **3. ADMINISTRATIVE PROVISIONS.**

a. The effective date stated for the above regulatory provisions is construed to apply to all course work to be completed after the beginning of the Spring semester of 1978 as the result of the assignment of grades of "I" at and after the end of the Fall semester of 1977.

b. Forms for the authorization of an entry of the grade of "I" for an individual student may be obtained from the Registrar by the student for submission to the instructor. The original copy must be returned to the Registrar with grade rosters for entry of the "I."

c. The authorization form for individual students may not be used when extraordinary circumstances require the deferment of grade reporting for an entire class. In such instances the Dean of the College offering the course shall approve specific arrangements with the Registrar for the recording of grades.

d. College Deans shall file a list of "research courses" designated in accordance with paragraph 2.c. with the Registrar. Authorizations received by the Registrar containing an extension beyond 120 days shall be forwarded to the appropriate Dean for approval or disapproval if the course is not listed with the Registrar.

e. The 120-day period will be computed from the last day of a semester or the term during which the course was offered. To permit time for grading and delivery of the grade within the time specified in paragraph 2.a., instructors should establish an earlier time in the written authorization.

f. The requirement that the grade of "I" stand permanently for a student who has graduated in the interim is construed to not apply to those students who have filed with the Registrar prior to graduation ~~a petition approved by the Dean of the Graduate School~~ permitting the course to be taken for application toward an

advanced degree. In such cases the grade of "X" may be changed without regard to the intervening graduation if stated work is otherwise timely and satisfactorily completed.

**4. DIRECTIVE.**

The assignment of the grade of "I" shall be assigned only in accordance with the provisions of this regulation.

Source:

University Regulation 720, Revision 1; adopted 7/17/08 Board of Trustees meeting

AUTHORIZATION FOR ENTRY OF A GRADE OF "I"

AND SUBSEQUENT REMOVAL OR REVERSION TO AN "F"

Instructions: This form must be initiated by any student who wishes to petition an instructor for the assignment of a grade of "I," (incomplete) as authorized by UW Regulation 6-720, and summarized on the reverse side of this form. If approved, the instructor should distribute copies to the indicated persons.

\*\*\*\*\*

To be completed by student:

Student Name\_Social Security No.\_(Please Print)

I request that a grade of "I" be assigned to me for the following course:

Course Title

Department Number

Name of Instructor

I understand the applicable University policy and agree to fulfill the conditions established by my instructor for assignment of a grade to remove the "I" and avoid reversion of the "I" to a grade of "F."

Date of request Student Signature

\*\*\*\*\*

To be completed by instructor if the student's request is approved:

1. A grade of "I" is assigned to the above student for the following reason:
2. To receive assignment of a grade and remove the grade of "I," the following tasks must be completed for evaluation by me or the faculty member designated if I am not available to make an evaluation.

Check One:

- a. Task to be completed: Student must submit evidence of completion of the task to the undersigned instructor by (date).
  - b. This is a research course certified by the College for continuation of work beyond the term, if necessary. A grade will be assigned upon completion of the project which shall be no later than or as extended by me until no later than the time of graduation.
3. If the undersigned instructor is not available upon completion of the assigned task, submit the assigned work to: (name a substitute instructor or the head of the department).

Instructor's Signature

\*\*\*\*\*

The following policy governs the award of a grade of "I" (incomplete)

A grade of "I" (incomplete) is a temporary grade assigned in those rare instances when no other mark will insure justice to the student. It may be awarded only if the class instructor has approved a petition by the student which is filed with the grade list submitted by the instructor to the Registrar at the end of the term in which the student was enrolled in the class. If awarded, the grade of "I" must be removed by assignment of a grade by the instructor normally within a period of time not to exceed 120 days from the end of the semester. If a grade is not assigned and received by the Registrar within the time established by the approved authorization for an "I," a grade of "F" will be entered to

replace the temporary grade of "I." If a student graduates with an existing grade of "I," the grade of "I" will remain permanently unless the course involved has been officially reserved for application towards an advanced degree. See [University Regulation 720](#) [UW Regulation 6-720](#) for full details concerning the "I" grade.

## THE UNIVERSITY OF WYOMING

Laramie, Wyoming

**UNIREG 720, Change 2**  
**February 08, 2006**

### UNIVERSITY REGULATION 720, Change 2

#### Initiating

**Authority:** University Faculty

**Subject:** Assignment and Removal of the Grade of I (incomplete)

**References:** (a) University Regulation 720 (August 23, 1977)

(b) Faculty Senate Bill 202 (adopted January 26, 1987)

**1. PURPOSE.** To amend University Regulation 720 by incorporating reference (b), which provides that the instructor, not the Dean of Students, assesses the necessity, conditions, and completion of incomplete grades.

**2. DIRECTIVE.** Effective immediately, delete in its entirety sections 2.a. and 2.b. and insert in lieu thereof the following:

a. A grade of "I" (incomplete) is a temporary grade assigned in those rare instances when in the judgment of the faculty member, no other grade will insure justice to the student. An "I" given by the instructor shall be accompanied by a written authorization setting forth:

(1) the reason the course cannot reasonably be completed on time;

(2) the tasks which must be performed to complete the course;

(3) the date upon which the final grade will be received by the Office of ~~Registration and Records~~the Registrar and which normally may not exceed 120 days beyond the end of the semester in which the "I" is given; and

(4) the name of a substitute faculty member, if the instructor does not expect to be available to supervise completion of the course. This will be forwarded to the Office of ~~Registration and Records~~the Registrar together with the grade cards for the course and copies will be retained by the student, instructor, and a substitute faculty member. The Dean of Students is authorized to petition for an "I" in the name of a student who has been incapacitated.

b. If, in the judgment of the instructor, a student has suffered a problem that has precluded timely completion of required work, the 120-day limit for completing the course may be extended with the approval of the instructor.

APPROVED: February 08, 2006

Thomas Buchanan

President

## **UW REGULATION 6-802**

### **Procedures and Authorized University Actions in Cases of Student Academic Dishonesty**

- 1. PURPOSE.** To establish the policies and procedures for actions in situations of student academic dishonesty.
  
- 2. GENERAL INFORMATION.** All members of the University community are responsible for upholding the values of academic integrity. The faculty considers academic integrity a matter of common concern, not merely a private issue between instructor and student. Honesty in all academic endeavors is a component of academic integrity that is vital to the educational functions of the University. Whatever form academic dishonesty may take, the faculty considers it as establishing a student's failure to demonstrate the acquisition of knowledge and the failure to apply it to an academic endeavor. It is a student's responsibility to learn the standards of conduct for the performance of academic endeavors; it is an instructor or faculty member's responsibility to make reasonable effort to make known the standards of conduct for the performance of academic endeavors. Through an atmosphere of mutual respect we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty, as hereafter defined or made known by an instructor responsible for a course or other academic endeavor, requires corrective action as hereafter authorized.
  
- 3. SCIENTIFIC OR RESEARCH MISCONDUCT.** Allegations of student academic misconduct involving federal grants and scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to the University of Wyoming policy for responding to allegations of scientific or research misconduct. Further action under this UW Regulation is dependent on the outcome of that process. Sanctions under this UW Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this UW Regulation. A student may not appeal the finding of scientific misconduct. If no scientific misconduct has been substantiated, but issues of academic dishonesty remain, this UW Regulation may be utilized.
  
- 4. DEFINITIONS.**
  - A. ACADEMIC DISHONESTY.** An action attempted or performed that misrepresents one's involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

- i. Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor.
- ii. Cheating: using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
- iii. Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- iv. Violation of Standards: violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.
- v. Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.
- vi. Interference or Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
- vii. Complicity: assisting another person in any act of academic dishonesty as defined above.

B. ACADEMIC ENDEAVOR. Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:

- i. Course assignments (written and/or oral, projects, research, exhibitions of work)
  - ii. Exams (written and/or oral, quizzes)
  - iii. Clinical assignments (internships, rotations, practical)
  - iv. Presentations (on and off campus)
  - v. Publications
  - vi. Independent study coursework
  - vii. Plan B papers or projects, theses, dissertations
  - viii. Student media associated with academic credit
- C. APPEAL. A written request by a student for review of the findings by the hearing officer.
- D. CHARGE OF ACADEMIC DISHONESTY. Action taken when an instructor has reasonable grounds to believe that a student has committed any act pursuant to 4.A.
- E. COLLEGE OR INTERDISCIPLINARY PROGRAM. The college or interdisciplinary program awarding credit or benefit for the academic endeavor.
- F. FINDING OF ACADEMIC DISHONESTY. A written description of the specific acts and evidence of academic dishonesty, along with supporting materials and any sanction imposed by the appropriate hearing or appeals body.
- G. HEARING. A hearing is at a minimum an administrative review by the Dean of College or designee, or Administrator of an Interdisciplinary Program of a charge of academic dishonesty and a written response from the student. Nothing in this definition shall preclude individual colleges or the graduate school from establishing additional procedures related to academic dishonesty. If additional procedures are in place, they shall be utilized in place of the minimum hearing.
- i. College Hearing: Established by the individual college
  - ii. Interdisciplinary Program Hearing: Established by the program director
- H. INSTRUCTOR. The instructor is the person responsible for the evaluation of the academic endeavor. Examples include but are not limited to: professors, academic professionals, externship or clinical supervisors, graduate assistants or course directors.



- I. NOTIFICATION. Notification shall be in writing and is satisfied when delivered to the student in person with signed acknowledgment by the student or by certified United States mail to the student's local address on file with the University. If no local address is on file, notification will be sent to the student's permanent address.
- J. OFFENSE. An offense occurs when a student, in consultation with the instructor and Department Head, submits a written admission of academic dishonesty and/or the student is found to have committed academic dishonesty pursuant to 5.D.
- K. SANCTIONS. Any authorized actions outlined in Section 6, or combinations thereof, imposed as a consequence of a determination under UW Regulation 6-802 that academic dishonesty has occurred.
- L. CENTRAL REPOSITORY. Maintenance of disciplinary records will be in the Central Repository. Disciplinary records will be maintained in the Office of the Dean of Students for seven years and then destroyed unless the Dean of Students determines there is good reason to retain the records beyond that date. Access is limited to the Dean of Students and the academic deans and/or designees and any other employees of the University who have a need to know as determined by the Vice President of Academic Affairs.

## **5. ADMINISTRATIVE PROCEDURES.**

- A. SUSPICION OF ACADEMIC DISHONESTY: Whenever an instructor has reason to suspect that an act of academic dishonesty has been committed in a course, clinical or academic program for which s/he is responsible for supervision or assignment of an academic evaluation, the instructor shall investigate the matter and discuss the matter with the student and, at the instructor's discretion, come to one of the following resolutions:
  - i. If in the judgment of the instructor, the charge of academic dishonesty is not justified and/or there is insufficient evidence of academic dishonesty, then no further action is warranted.
  - ii. If, in the judgment of the instructor, sufficient evidence of academic dishonesty exists, then the instructor pursues the charge of academic dishonesty.
- B. ESTABLISHING AN ACADEMIC CHARGE: Pursuant to the charge of academic dishonesty the instructor shall consult with the Department Head and with the concurrence of the Department Head shall prepare a charge of academic dishonesty and recommended sanction for submission to the Dean of College or designee.

- C. INITIAL PROCESS: Upon receipt of the charge of academic dishonesty and recommended sanction, the Dean of College or designee shall:
- i. Check the Central Repository to determine if the charge is the student's first or second or subsequent offense.
  - ii. Notify student in writing with a brief summary of the charge of academic dishonesty and recommended sanction and provide the student with a copy of UW Regulation 6-802.
    - a. First Offense: If the Dean of College determines that the charge of academic dishonesty is the student's first offense, the Dean of College or designee shall notify the student of the charge of academic dishonesty and recommended sanction.
      - (A) The student may, within five (5) calendar days of notification, request a meeting with the instructor and/or Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions. At this meeting, the student may:
        1. Accept the charge of academic dishonesty and recommended sanctions approved by the dean or designee as filed. The student will do this by signing a waiver recognizing his/her behavior as academic misconduct and waiving his/her right to a hearing, which is then forwarded to the Central Repository by the Dean of College or designee.
        2. Disagree with the charge of academic dishonesty and recommended sanction and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.
      - (B) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.
    - b. Second and subsequent charges: If the Dean of College determines that the present charge of academic dishonesty is preceded by a finding of academic dishonesty from a previous incident, then the Dean of College or designee shall notify the student of the charge

of academic dishonesty and of the mandatory sanctions associated with a second finding.

- (A) The student may request a meeting with the instructor and Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions within five calendar days of notification. At this meeting, the student may:
1. Accept the charge of academic dishonesty, mandatory sanction and additional recommended sanction approved by the dean or designee. The student will do this by signing a waiver recognizing his/her behavior as academic misconduct and waiving his/her right to a hearing, which is then forwarded to the Central Repository by the Department Head or designee.
  2. Disagree with the charge of academic dishonesty and recommended sanction, and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.
- (B) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.

D. HEARING: In cases where a hearing is required or requested by the student, the Dean of College will designate an impartial hearing officer, who will hold a hearing to determine whether academic dishonesty has occurred. The student shall be notified in writing of the following:

- i. A description of the specific acts of alleged academic dishonesty, the date and place of occurrence, and the names of witnesses;
- ii. The recommended sanction;
- iii. The time, date, and location of the hearing; and
- iv. The identity of the designated hearing officer.

PREHEARING PROCEDURES: The Wyoming Rules of Administrative Procedure shall not apply to this proceeding and discovery shall be limited to the following:

- i. Prior to the hearing the parties will exchange a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide, and any documents to be presented at the hearing.
- ii. Witnesses shall testify in person or by telephone at the hearing, however, if a witness is unavailable for testimony, the hearing officer may authorize taking testimony in advance.
- iii. The parties may jointly communicate with the hearing officer by telephone on any prehearing matters.
- iv. The student may petition the hearing officer to excuse him/herself by presenting evidence of bias. The hearing officer shall decide whether to excuse him/herself. In that case, the dean will choose another hearing officer.
- v. If the student would like to be accompanied at the hearing by a mentor, advisor, counselor, or attorney at law of his/her choice, s/he must notify the hearing officer at least twenty-four (24) hours prior to the hearing. The role of the mentor, counselor, advisor, or attorney at law shall only be to consult with the student, not to represent the student.

#### THE HEARING:

- i. The hearing shall be open to the student, a mentor, advisor, counselor, or attorney at law and the instructor who made the charge. The hearing may also be open to others at the discretion of the hearing officer.
- ii. The instructor or department designee shall put forth the evidence supporting the charge of academic dishonesty. The student and instructor/departmental designee may ask questions of any witness. The student may present any relevant information in opposition to the charge of academic dishonesty.
- iii. The standard of proof shall be "substantial evidence" which is such evidence that a reasonable mind might accept as adequate to support a conclusion.
- iv. One of the following findings shall result from the decision from the Hearing:

- a. Finding of no academic dishonesty and dismissal of the charge.
  - b. Finding of academic dishonesty and concurrence with the recommended sanction.
  - c. Finding of academic dishonesty and modification of the recommended sanction.
  - v. The hearing will result in a report being prepared, by the hearing officer, which includes a summary of the evidence presented against and for the student, the findings made, and any recommended sanctions from the hearing officer and instructor.
- E. Notification of Findings: The Dean of College will notify the student and the instructor of the findings from the hearing.
- i. If the charge was not upheld by the hearing, the Dean of College or designee will dismiss the charge of academic dishonesty and shall have the record expunged and notify the student in writing.
  - ii. If the finding was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal pursuant to Section F. below.
    - a. If the student does not file an appeal, the Dean of College or designee shall forward the report, findings and recommended sanctions to the Provost and Vice President for Academic Affairs and to the Dean of Students. The student may submit to the Provost and Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. If the appeal for a different sanction is based on a finding of scientific misconduct, the appeal shall be to a Vice President, designated by the President, other than the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of or modification by the President of the University.
    - b. If the student files an appeal (Section F.), the Dean of College or designee shall forward the report of all proceedings to the provost and Vice President for Academic Affairs.

c. If the instructor has opted for the sanction of the assignment of "F" or "U" grade for the course, an "I" grade will be submitted until the completion of the appeals process, when the Provost Vice President for Academic Affairs shall either exercise the sanction of "F" or "U" or remove the "I" grade as per the report from the final appeal.

(A) If the alleged act of academic dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the instructor may submit a grade of "I" until the appeals process can be effectuated.

(B) If a student charged with academic dishonesty withdraws from the course in question, and the charge is eventually upheld, the "W" grade reverts to the grade of "F."

F. APPEAL: An appeal of the final decision of the college can be lodged to the Provost Vice President for Academic Affairs or designee or hearing panel.<sup>1</sup> This shall be a written appeal, filed, within thirty (30) calendar days after the college decision is rendered, that sets forth facts substantiating the claim. A copy shall be provided by the student to the original hearing officer. The original hearing officer shall have fifteen (15) days to provide a written response including a copy to the student. At the discretion of the Provost and Vice President for Academic Affairs or designee or hearing panel, they may seek written or oral presentation for clarification of the record from both parties.

i. An appeal of the finding of academic dishonesty can be lodged solely upon the following grounds:

a. The student was not given written notice of a hearing or an opportunity for a hearing.

b. The report of the college level hearing fails to describe any act of the student's which could be construed as academic dishonesty.

c. The findings from the hearing were not supported by substantial evidence, were the result of prejudice toward the student, capricious evaluation, or capricious treatment, and such allegations must include specific examples of the capricious actions or substantive factual errors.

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<sup>1</sup> Provost and Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters.

- ii. If the Provost and Vice President for Academic Affairs or designee or hearing panel hearing the final appeal upholds the finding of academic dishonesty or determines that it does not have the jurisdiction to hear the appeal, the Provost and Vice President for Academic Affairs or designee or hearing panel will dismiss the appeal, and have the finding filed with the Dean of Students in the Central Repository.
  - a. Whenever the Dean of College ascertains from the Central Repository that a student has committed academic dishonesty for a second time, s/he will promptly notify the Provost and Vice President for Academic Affairs who shall cause the suspension of the student from the University for a period of one (1) calendar year. This action is subject to the approval of or modification by the President of the University.

If the dean of the college ascertains that the student has not committed academic dishonesty for a second time, the student may submit to the Provost and Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. The Provost and Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of or modification by the President of the University.

- iii. If the Provost and Vice President for Academic Affairs or designee or hearing panel reverses the finding of academic dishonesty, the Vice President for Academic Affairs or designee or hearing panel will dismiss the finding of academic dishonesty and expunge the record.

G. **CENTRAL REPOSITORY:** Any final sanction in decisions of academic dishonesty must be sent to the Central Repository held in the office of the Dean of Students.

## **6. AUTHORIZED SANCTIONS.**

- A. Any of the following sanctions or combination thereof may be imposed for a first offense. The severity of the offense and other relevant circumstances should be considered.
  - i. Extra or alternative work.
  - ii. Grade reduction of the academic endeavor.
  - iii. A failing grade for the academic endeavor.

- iv. No credit for the academic endeavor.
  - v. Grade reduction for the course.
  - vi. A failing grade for the course.
  - vii. Suspension of the benefit of the program, clinical, or academic endeavor.
  - viii. Termination from the program.
  - ix. Suspension from University.
  - x. Dismissal from University.
- B. **Mandatory Sanction for Second Offense:** Whenever the Dean of College or designee ascertains from the Central Repository that a student has committed academic dishonesty for a second time, s/he will promptly notify the Provost and Vice President for Academic Affairs. The Provost and Vice President shall direct who shall cause the suspension of the student from the University for a period of one calendar year. This action is subject to the approval of or modification by the President of the University.
- C. The foregoing actions shall not preclude the administrative consequences which may result in the loss of benefits from such programs, scholarships and other opportunities afforded students.

## **7. ~~GRADUATE SCHOOL AND~~ INDIVIDUAL COLLEGE REGULATIONS.**

Regulations of individual colleges ~~or the graduate school~~ may establish additional standards identifying academic dishonesty, as well as other standards for student conduct deemed appropriate for students whose degree program will result in qualification for entry into a profession which maintains standards of conduct. Any such regulations which incorporate academic dishonesty must provide, as a minimum, the sanctions described in Section 6 (Authorized Actions), and must otherwise afford notice and a fair hearing. Such regulations shall become effective upon approval as a University regulation.



## **UW REGULATION 6-806**

### **Revised Course Approval Process**

#### **1. PURPOSE.**

To establish the Course Approval Process.

#### **2. DIRECTIVE.**

##### **COURSE APPROVAL PROCESS**

###### **a. Initiation of Requests**

i. Changes in curriculum are initiated at the department/division level. Proposals to add, revise, or delete courses in a curriculum must be reviewed and approved by the department/division in consultation with the faculty.

ii. After a course proposal has been approved by the department/division, it will be transmitted to the college review committee with a copy sent to the Course Review Coordinator located in the Office of the Registrar.

###### **b. University Course Review Committee**

The University Course Review Committee is charged with monitoring the entire course review process through the Course Review Coordinator located in the Office of the Registrar. When considering course additions, revisions, or deletions to the University curriculum, the University Course Review Committee shall be responsible for insuring that all of the requisite endorsements have been obtained (see Section d. below), that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current university guidelines regarding courses (see the Course Review Guidelines section of this Regulation). The composition of the University Course Review Committee is established in UW Regulation 6-702.

###### **c. Course Review Coordinator**

The Course Review Coordinator, while not a voting member of the University Course Review Committee, will act as the process resource person for the Committee. The Course Review Coordinator will track the proposal by location and timeline and will be the resource person for providing information regarding the course review process (e.g., how to initiate a proposal, what steps to follow).

#### **d. Endorsements**

Each college or undergraduate interdisciplinary program shall have in place its own review committee. Each unit described below is responsible for determining its own means of endorsement (e.g., Dean, Dean's Designee, Committee). Each unit that forms an endorsement or review committee shall be responsible for determining the composition of this committee. All endorsing units herein specified are subject to the Silence is Approval Stipulation.

- The "Silence is Approval Stipulation" means that if action is not taken within 30 regular semester days (Monday through Friday during the Fall and Spring Semesters only) of receipt of the course request being proposed, then the proposed course request will be considered approved by the identified endorsing unit. If approved, the Course Review Coordinator will send the proposal to the next step.

i. College. The College Review Committee is responsible for minimizing unnecessary duplication of courses within the College, for insuring that sufficient resources exist to be able to offer the proposed changes to its curriculum, and for evaluating the academic merit of the proposal on the basis of standards appropriate to the relevant discipline for courses at all levels, 1000 to 6000.

~~ii. Graduate School. The Graduate dean is responsible for reviewing all course proposals numbered 4000 or higher for conformity with existing guidelines for courses within the graduate curriculum.~~

iii. University Studies. The University Studies Committee is responsible for reviewing all course proposals that request the addition of a new course or the revision of an existing course to the University Studies curriculum.

~~iv. Community Colleges. All courses numbered 2000 or lower must be articulated with the Community Colleges through the University Articulation Office.~~

iv. Interdisciplinary Undergraduate Programs. Educational programs involving more than one college must have a program review committee in place with representation from constituent colleges.

#### **e. Course Review Process Summary**

i. The course proposal is written by a faculty member and approved by her/his department/division head. For interdisciplinary undergraduate courses, a department or unit must be identified as the academic home for the course.

ii. The department sends the course proposal to the appropriate college for action, with a copy sent to the Course Review Coordinator. The proposal shall indicate that the Silence is Approval Stipulation is in effect.

iii. The Course Review Coordinator notes the time of the proposal's submission to the College and return from the College. The Silence is Approval Stipulation is in effect.

iv. Once the proposal is approved, the Course Review Coordinator will ensure that the course proposal is sent to ~~the Graduate Dean,~~ the University Studies Committee, and the Articulation Office for action as appropriate. The time of its submission to and return from these units is noted by the Course Review Coordinator. The Silence is Approval Stipulation is in effect.

v. The course proposal goes the University Course Review Committee for final action. The Course Review Coordinator will distribute the agenda for the University Course Review Committee to all department/division heads one week prior to the meeting of its Committee. The Silence is Approval Stipulation is in effect.

vi. For undergraduate interdisciplinary courses that involve more than one college, paragraphs e.i. through e.v. apply. Additionally, the course proposal must be approved by the interdisciplinary program's review committee.

## COURSE REVIEW GUIDELINES

f. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines, and with the routine examination and maintenance of the Course Review Process itself.

### **g. General Justification**

Each course proposal must justify the proposed action in light of departmental/divisional, collegiate, and institutional missions and resources, changes in the knowledge base, curriculum development, and enrollment trends.

### **h. Resource Allocation**

Each course proposal should identify the resources and special expertise available to support the course offering or change, including personnel and special facilities necessary for the implementation of the course.

i. All proposals requiring additional institutional resources which cannot be garnered through internal reallocations at the college level should be referred by the college dean committee to the Faculty Senate Budget Planning Committee, the Academic Planning Committee, and the Graduate Dean (if the proposal is for a course numbered 4000 or

~~higher) for consideration to the Office of Academic Affairs.~~ No new courses may be implemented for new programs until the necessary resources have been garnered.

ii. Resources to be accounted for in support of additional courses might include, but are not limited to, the following: personnel, library holdings, computer resources, classroom space, equipment, travel funds, and general support.

iii. Whenever a proposed course change will impact other departments/divisions/colleges within the University, the course proposal should reflect discussion with those units and resolution of any concerns about required prerequisites, changing sequence patterns, and enrollment impact.

#### **i. Changes to Program**

Requests for an exceptional number of new courses and/or substantial course revisions, which are indicative of programmatic rather than minor changes to the curriculum, shall be referred by the initiating department to the Faculty Senate Academic Planning Committee, ~~or the Budget Planning Committee, and the Graduate Dean (for the course proposals numbered 4000 or higher) for consideration.~~ The University Course Review Committee may also make such a referral to these committees.

#### **j. Duplication of Content**

University policy discourages the unnecessary duplication of content among courses. To that end, unjustified duplication of content may be seen as sufficient reason to reject a course proposal at any level of review. If the initiating department/division anticipates some overlap of content, it should, in the planning phase for the course proposal, contact the affected departments/divisions and establish:

- (1) Justification for the apparent overlap,
- (2) Means of meeting student needs through cross-listing, or
- (3) Alternate offerings.

Forwarded course proposals should contain appropriate explanations and signatures of all department/division heads agreeing to the proposal with respect to the issue of duplication.

#### **k. Forms**

To facilitate comprehensive college analysis addressing all issues and to enable informed University review and implementation, standard forms, approved by the University Course Review Committee shall be published by the Office of Registrar and made available through the Course Review Coordinator to departments/divisions and colleges upon request.

Source:

University Regulation 806; adopted May 6-8, 2009 Board of Trustees meeting

## **UW REGULATION 7-500**

### **Regulations of the College of Agriculture**

#### **1. PURPOSE.**

To promulgate the regulations of the College of Agriculture, as adopted by the Faculty of that College.

#### **2. REGULATIONS OF THE COLLEGE OF AGRICULTURE**

##### **PART I. PURPOSE AND COMPONENTS**

###### **Section 1. PURPOSES**

The University of Wyoming is a member of the Land-Grant University system charged with unique responsibilities in resident instruction, extension education, service, and research. The College of Agriculture is organized to provide credit and non-credit educational opportunities and to coordinate research programs in agriculture and home economics.

###### **Section 2. COMPONENTS**

The College of Agriculture shall include the Academic Departments, the Agricultural Experiment Station, the Cooperative Extension Service, and such other administrative units as may subsequently be authorized and instituted.

The above-mentioned components may be further subdivided for administrative convenience.

##### **PART II. ACADEMIC ORGANIZATION OF THE COLLEGE**

###### **Section 1. COLLEGE FACULTY**

The faculty of the College shall consist of the Dean; the Associate Deans, the Directors and Associate Directors of the Agricultural Experiment Station and the Cooperative Extension Service; and all members of the University faculty serving in the College, whether full-time or sharing an appointment in another college. Members of the College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor or instructor. The President; Vice President for Academic Affairs; one representative from each of the Colleges of Arts and Sciences, Business, Education, and Engineering and Applied Science; and members of the University faculty on limited service who, at the time they were placed on limited service, were members of the College of Agriculture are ex-officio members of the College faculty without vote.

The faculty of the College shall have the powers and duties set forth in UW Regulations.

## **Section 2. THE ACADEMIC DEPARTMENTS**

The Academic Departments are the Departments of Agricultural Economics; Animal Science; Family and Consumer Science; Molecular Biology; Plant, Soil, and Insect Sciences; Range Management; and Veterinary Sciences.

The primary purposes of these Departments shall be to provide resident instruction, and coordination of research, service, and extension programs in their respective subject matter areas.

## **Section 3. ACADEMIC DEPARTMENT FACULTY**

Faculty of the Academic Departments are persons who are either entirely or in part on the personnel budget of the Department, and who, at the time of their appointment, are assigned the rank of professor, associate professor, assistant professor, or instructor within the Department.

Faculty of the Department shall have jurisdiction in all academic matters within the scope of the Department, including the determination of curricula and degree requirements, except as such authority may be limited by College of Agriculture or University policies or regulations.

Questions of autonomy and jurisdiction over curricula and program areas in the Agricultural Experiment Station, the Cooperative Extension Service and the Academic Departments of the College shall be adjudicated by the appropriate Directors or Associate Directors, subject to appeal to the Dean and, thereafter, to the President of the University. Questions of autonomy and jurisdiction which may arise between Academic Departments of the College shall be adjudicated by the Dean subject to appeal to the President of the University.

## **Section 4. THE AGRICULTURAL EXPERIMENT STATION**

The Agricultural Experiment Station shall be comprised of each of the Academic Departments described in PART II of this regulation, together with the Agricultural Research and Extension Centers.

The primary purpose of the Agricultural Experiment Station is the discovery, acquisition, and dissemination of scientific knowledge.

### **Section 5. THE COOPERATIVE EXTENSION SERVICE**

The Cooperative Extension Service shall provide, through demonstration and other educational methods, off-campus, non-credit instruction in the fields of agriculture and home economics, and in subjects related to the purposes of obtaining greater efficiency in agricultural production and marketing, improving family living and community resource development, and developing leadership qualities in both youth and adults.

### **Section 6. COOPERATIVE EXTENSION SERVICE FACULTY**

The on-campus Cooperative Extension Faculty are persons who are entirely or in part on the personnel budget of the Cooperative Extension Service who, at the time of their appointment, are assigned the rank of professor, associate professor, assistant professor, or instructor within the Cooperative Extension Service. This faculty shall be considered an Academic Department of the College of Agriculture for purposes of tenure, promotion, organization of internal committees, committee assignments, and representation on the University Faculty Senate.

University Extension Agents are off-campus professional staff of the College of Agriculture. They are classified as Senior University Extension Agent, University Extension Agent, Associate University Extension Agent, and Assistant University Extension Agent as defined in the Cooperative Extension Service Career Development Guide.

## **PART III. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

### **Section 1. THE DEAN**

The College of Agriculture shall have as its chief administrative officer a Dean, appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College and shall report to the Vice President for Academic Affairs. The Dean shall preside at meetings of the College faculty, recommend the College budget in consultation with the Heads of the subunits within the College, transmit and recommend appointments and promotions with respect to the faculty and staff of the College, and exercise general administrative supervision over the educational programs and operations of the College in accordance with UW Regulations.

### **Section 2. ASSOCIATE DEANS**

The College may have one or more Associate Deans who shall perform administrative duties as may be assigned by the Dean. Associate Deans shall be appointed in accordance with UW Regulations.

Before recommending the appointment of Associate Deans, the Dean shall confer with the College faculty and appropriate administrative officers of the College.

### **Section 3. ASSOCIATE DEAN OF RESIDENT INSTRUCTION**

There shall be an Associate Dean who shall perform the duties of administering and supervising the resident instruction programs of the College of Agriculture and other such administrative responsibilities as may be directed by the Dean. The Associate Dean of Resident Instruction shall be appointed in accordance with UW Regulations.

Before recommending the appointment of the Associate Dean of Resident Instruction, the Dean shall confer with the appropriate College faculty and administrative officers.

### **Section 4. DIRECTOR AND ASSOCIATE DIRECTOR OF THE AGRICULTURAL EXPERIMENT STATION**

There shall be a Director of the Agricultural Experiment Station to perform the duties of administering research conducted by faculty or staff of the College and preparing and supervising the Agricultural Experiment Station budget. This position may be held by the Dean, in which case there shall be appointed an Associate Director of the Agricultural Experiment Station who shall perform administrative responsibilities as may be assigned by the Dean. The Associate Director or the Director, if not holding a joint appointment as a Dean, will be appointed in accordance with UW Regulations.

A Dean holding a joint appointment as Director of the Agricultural Experiment Station shall confer with the appropriate faculty and administrative officers before recommending the appointment of an Associate Director of the Agricultural Experiment Station.

### **Section 5. DIRECTOR AND ASSOCIATE DIRECTOR OF THE COOPERATIVE EXTENSION SERVICE**

There shall be a Director of the Cooperative Extension Service to perform the duties of administering the Cooperative Extension program of the College and preparing and supervising the Cooperative Extension Service budget. This position may be held by the Dean, in which case there shall be appointed an Associate Director of the Cooperative Extension Service who shall perform administrative responsibilities as may be assigned by the Dean. The Associate Director or the Director, if not holding a joint appointment as Dean, will be appointed in accordance with UW Regulations.

A Dean holding a joint appointment as Director of the Cooperative Extension Service shall confer with the appropriate faculty and administrative officers before recommending the appointment of an Associate Director of the Cooperative Extension Service.



## **Section 6. ACADEMIC DEPARTMENT HEADS OR CHAIRS**

Each Department shall have as its chief administrative officer a Head or a Chair who shall be appointed in accordance with UW Regulations.

The Department Head or Chair, in consultation with the members of the Department faculty, shall exercise general administrative responsibility for the instructional, research, service, and extension programs in the Department's subject matter areas. The exercise of these responsibilities shall be subject to the approval of the Dean. After consultation with the members of the Department faculty, the Head or Chair shall prepare for the Department budget recommendations which shall be submitted to the Dean, or, as appropriate, to the Associate Dean or the Associate Directors.

## **Section 7. FACULTY SECRETARY**

The Secretary for the College faculty shall be appointed by the Dean, and shall keep the minutes of the meetings of the faculty, provide minutes to the College faculty, certify to the Secretary of the University faculty all regulations enacted by the faculty of the College, send notices of all meetings of the faculty to all of its members, and perform such other duties as the Dean may request.

## **Section 8. FACULTY MEETINGS**

Faculty meetings may be called by the Dean on his or her initiative or on written request of the President or of five members of the faculty. Except in cases of emergency, at least twenty-four hours' notice of all meetings shall be given all faculty. One-third of all of the on-campus members of the faculty of the College shall constitute a quorum. The rules of procedure and the order of business shall be in accordance with the most recent revision of Robert's Rules of Order.

## **PART IV. COLLEGE COMMITTEES**

### **Section 1. ADVISORY COUNCIL**

The Advisory Council shall be a continuing committee established to function in an advisory capacity to the Dean and shall have the power to make recommendations to the Administrative Officers and to the faculty of the College.

The duties and responsibilities of the Council shall be to investigate policies and problems as the Dean or the faculty of the College may direct; and to investigate any matter within its jurisdiction which a member of the Council may bring to it for consideration. The Council shall function in an advisory capacity to the Dean and the faculty of the College on policies and problems not specifically addressed elsewhere in the Regulations of the College of Agriculture.

Department Heads and Chairs shall be notified of any problems or policies with which they are or may be directly concerned which are under consideration by the Council.

The Advisory Council shall be organized as follows:

a. All full-time, on-campus members of the College faculty are eligible for membership on the Advisory Council. The Council shall consist of one representative of each academic department and one representative of the Cooperative Extension Service. The Dean, Associate Deans, Directors and Associate Directors of the College shall serve as ex-officio members without vote.

b. Members of the Council shall be elected from a list of eligible candidates which shall be submitted to the faculty of the College by the secretary of the Faculty two weeks in advance of the election. A majority of those voting shall be necessary for election. The first ballot shall be taken by mail. In the event that a majority is not established on the first ballot, voting shall continue by publishing the names of those who have received votes above a certain minimum percentage as may be decided by motion from the floor.

c. Members shall serve staggered terms of three years and may not be elected for succeeding terms unless no other member of that Department or Service is eligible for membership on the Council.

d. In the event of a vacancy on the Advisory Council resulting from resignation or leave of absence for a period of an academic semester or longer, the faculty of the appropriate administrative unit shall elect a member to complete the unexpired term or hold the office during the period of absence.

e. The Advisory Council shall elect a chairperson and a secretary annually from among its voting members.

## **Section 2. COOPERATIVE EXTENSION SERVICE ADVISORY COUNCIL**

The Presidents and Vice-Presidents of the Wyoming Association of Extension Home Economists, the Wyoming Association of County Agricultural Agents, the Wyoming Association of Extension 4-H Agents, and the Resident Extension Association will serve as the Cooperative Extension Service Advisory Council. The purpose of this Council is to provide advice to the Director or Associate Director of the Cooperative Extension Service or faculty of the College of Agriculture on matters involving the Cooperative Extension Service. Issues to be considered by this Council may be recommended by any member of the College faculty or staff. This Council shall elect a Chairperson from its membership who shall be empowered to call meetings of the Council in consultation with the Director of the Cooperative Extension Service.

### **Section 3. COLLEGE TENURE AND PROMOTION COMMITTEE**

The College Tenure and Promotion Committee shall carry out the duties as described by UW Regulations.

The Tenure and Promotion Committee of the College of Agriculture shall be composed of eight (8) members, one from each Academic Department and one from the Cooperative Extension Service faculty. Members of the committee shall be elected by eligible faculty members within each Academic Department and the Cooperative Extension Service.

Any full-time regular faculty member is eligible for election to the committee with the exception of members of the University Tenure and Promotion Committee who shall serve on the College committee as ex-officio members without vote, Dean, Associate Deans, Department Heads and Chairs.

Members of this committee shall serve staggered three (3) year terms, and may not serve a consecutive successive term unless the preceding term was less than three years in duration.

### **Section 4. CURRICULUM COMMITTEE**

The Agricultural Curriculum Committee shall be composed of seven voting members consisting of one representative from each department in the College. These representatives shall be selected by a vote of the department faculty. The Associate Dean of Resident Instruction, his Staff Assistant, and the college representative to the Academic Planning Committee shall serve as ex-officio members without vote. The seven department representatives shall have staggered three-year terms. The chairman of the committee shall be elected each year and the Resident Instruction Office Staff Assistant shall serve as secretary. The college department heads shall present all courses and curricula changes to the committee and may choose to include cognizant faculty in the deliberations.

Approval of the Curriculum Committee and subsequent approval of the Associate Dean of Resident Instruction shall be necessary for the implementation of all new or revised courses, curricula, or degrees, or the dropping of courses, curricula, or degrees. Any such approved change shall be sent to the Academic Planning Committee or Graduate ~~School~~Council for consideration.

The Curriculum Committee shall recommend plans for cooperation with other colleges in the establishment and improvement of programs in which the College of Agriculture participates.

## **Section 5. OTHER COMMITTEES**

Other Committees may be appointed by the Dean, Associate Deans, Directors, or Associate Directors, the College Advisory Council or the Cooperative Extension Service Advisory Council as may be deemed necessary. The initiating authority shall provide all College faculty with written notice of the establishment of a committee, and its membership, purpose, operational procedures and expected duration.

### **PART V. REPRESENTATION OF THE UNIVERSITY FACULTY SENATE**

Members of the College faculty defined as voting members of the University faculty in UW Regulations shall be eligible for nomination and election to the University Faculty Senate in accordance with UW Regulations.

### **PART VI. REPRESENTATION TO THE UNIVERSITY TENURE AND PROMOTION COMMITTEE**

The following procedure will be employed to fill all College of Agriculture vacancies on the University Tenure and Promotion Committee.

a. Nomination: The faculty of each department shall elect via a democratic process, one eligible faculty member as their nominee and submit that name to the College of Agriculture Faculty Senators Committee. When the name is submitted to the Committee it must be accompanied by a statement indicating the nominee's willingness to serve if elected and by a statement of the nominee's philosophy regarding the University Tenure and Promotion Committee's role in the tenure and promotion process.

b. Election: The College of Agriculture Faculty Senators shall select, via a majority vote, one of the individuals nominated by the departments as the College of Agriculture representative for the University Tenure and Promotion Committee. This selection will take place after each faculty senator has had an opportunity to discuss the slate of nominees with faculty of the senator's department.

c. Eligibility: A list of all College of Agriculture faculty that meet the following eligibility standards will be prepared by the Agriculture Faculty Senate Committee and provided to each department when nominees for the University Tenure and Promotion Committee are requested.

1. A department may not have more than one member on the University Tenure and Promotion Committee at one time.

2. A faculty member may not serve on the College and University Tenure and Promotion Committee at the same time.

3. Representatives to the University Tenure and Promotion Committee can be selected only from tenured faculty. 4. The nominee does not have to be from the nominating department, but must be from the College of Agriculture.

4. A faculty member who has completed a three-year term on the University Tenure and Promotion Committee may not succeed himself or herself.

#### **PART VII. AMENDMENTS**

These Regulations may be amended or additional regulations may be adopted by the following procedures:

a. A written copy of the proposed amendment or addition shall be mailed to all faculty members of the College at least 15 days prior to the College faculty meeting in which the proposed amendment or addition will be considered.

b. Published amendments or additions to these Regulations will be discussed and may be further revised at the meeting of the College faculty. Final, proposed amendments or additions to these Regulations as approved by a two-thirds vote of the faculty present at this meeting, shall be submitted by mail ballot along with minutes of the faculty meeting to all members of the College faculty.

c. Ballots must be returned to the Agricultural College Faculty Secretary 30 days after having been mailed to the College Faculty. Approval of amendments or additions to these Regulations shall require a two-thirds affirmative vote of all faculty members voting.

Source:

University Regulation 500, Revision 2, Change 1; adopted 7/17/08 Board of trustees meeting

## **UW REGULATION 7-510**

### **Regulations of the College of Arts and Sciences**

#### **1. PURPOSE.**

To promulgate the regulations of the College of Arts and Sciences, as adopted by the Faculty of that College.

#### **2. REGULATIONS OF THE COLLEGE OF ARTS AND SCIENCES**

##### **PART I. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

###### **Section 1. ACADEMIC UNITS**

The College of Arts and Sciences shall consist of the units specified in the College Bylaws. For the purpose of this Regulation, "department" will refer to both an academic department and an academic program.

###### **Section 2. THE DEAN--APPOINTMENT OF, DUTIES AND RESPONSIBILITIES**

The Dean of the College shall be appointed to a term of five years in accordance with UW Regulations. The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside must be approved by a department of the College as a member of that department.

The Dean as chief administrative officer of the College shall

- A. Exercise general administrative supervision over the educational programs and operations of the College
- B. Encourage and promote an academic setting in which excellence in teaching and scholarship is recognized and rewarded

C. Determine in consultation with department heads

1. The College budget
2. Faculty and staff appointments, which appointments shall be initiated from within the concerned department(s)
3. Faculty and staff salaries
4. Actions concerning faculty promotion and tenure, initiated by and with the concurrence of the department or departments concerned in accordance with UW Regulations

D. Appoint members of appointive committees

E. Preside at faculty meetings

**Section 3. ASSOCIATE/ASSISTANT DEANS AND ASSISTANTS TO DEAN**

Associate or Assistant Deans and Assistants to the Dean shall be recommended by the dean to the Vice President for Academic Affairs.

**Section 4. DEPARTMENT HEADS/CHAIRS--DUTIES AND RESPONSIBILITIES**

Department heads/chairs shall be appointed to a term of three years in accordance with UW Regulations. It shall be considered neither a promotion to be appointed head/chair nor a demotion to relinquish the office but rather as a partial reassignment of duties. Performance as department head/chair shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as head/chair shall not of itself constitute sufficient grounds for promotion or tenure.

Department heads/chairs shall have general administrative supervision over the conduct of their respective departments, exercising this authority in consultation with members of their departments and when appropriate with the dean(s) of the College.

The department head/chair shall be responsible for:

- A. The recruitment and assignment of personnel in the department;
- B. Recommendations concerning the retention and dismissal of personnel;
- C. Preparing and forwarding recommendations on promotion and tenure matters;
- D. Formulation and implementation of the academic program in the department;
- E. The development of departmental facilities and support;
- F. The promotion and encouragement of academic excellence within the department;
- G. The development of department budgets.

**Section 5. DIVISIONS OF THE COLLEGE**

Through its Bylaws, the College may establish Divisions of allied departments to promote effective and representative governance.

**Section 6. STANDING COMMITTEES**

Through its Bylaws, the College will have a Central Committee for advising the Dean and may establish additional standing committees as are necessary for effective and representative governance. The membership, duties, and governing procedures of such committees shall be defined in the Bylaws in consonance with any relevant UW Regulation.

**Section 7. OTHER COMMITTEES**

- A. Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean.



## **PART II. FACULTY**

### **Section 1. MEMBERSHIP**

- A. The voting membership of the College faculty shall include
1. All tenure-track professors, associate professors, assistant professors, instructors and extended-term-track academic professionals in the departments and divisions within the College;
  2. Heads of administrative units having degree programs in the College;
  3. Joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

B. The ex officio membership of the College shall have no voting privileges and shall include

1. Official representatives to the College from other colleges in the University;
2. Official representatives to the College from the Army and Air Force ROTC units on campus;
3. The President of the University, Vice President for Academic Affairs, Vice President for Student Affairs, the Vice President for Research, ~~the Dean of the Graduate School,~~ and the Dean of the University Library;
4. Faculty emeriti, visiting and adjunct professors, all those holding temporary faculty and academic professional appointments.

### **Section 2. POWERS AND DUTIES**

A. Powers and duties of the faculty shall be as defined in the current Regulations of the Trustees.

B. The faculty shall meet regularly once each semester. Special meetings may be called by the Dean on the initiative of the Dean, the President or that of ten percent of voting members of the faculty. Those faculty members present at any regular or special meeting shall constitute a quorum.

C. The faculty of the College may establish Bylaws to implement and specify the Regulations of the College and to provide for such other matters as may not be appropriately included in the College Regulations.

### **Section 3. APPOINTMENT, PROMOTION, AND TENURE**

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

## **PART III. STUDENTS**

### **Section 1. ADMISSION**

Any undergraduate student accepted by the University will be accepted by the College. Graduate student applications will be reviewed by the appropriate academic department for admission decision.

### **Section 2. ADVISEMENT**

In general, the advising program of the College shall be defined and shaped by the following objectives:

- A. To guide the student to a wise choice of educational objectives;
- B. To assist the student to select proper courses to meet the requirements of the student's choice of program;
- C. To counsel the student on problems of academic progress and adjustment.

### **Section 3. PROBATION, DISMISSAL, REINSTATEMENT**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the UW Regulations.

## **PART IV. DEGREES**

Curricula and requirements for the several degrees shall be set forth annually in the University ~~Bulletin~~Catalog.

## **PART V. AMENDMENTS TO THESE REGULATIONS**

These Regulations may be amended in the following fashion only:

A tentative draft of proposed amendments shall be circulated to the members of the faculty of the College at least two weeks before a faculty meeting, either regular or called, at which they are introduced, discussed,

and may be amended. The final version as arrived at by the meeting shall then be circulated to all voting members of the College's academic personnel in residence in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Office of the Dean shall be not less than two administrative working days after the ballots are sent out from the office. If two-thirds or more of the ballots returned by the deadline favor the amendment, the amendment shall be considered as passed and shall be forwarded to the Office of the President. If fewer than two-thirds of the returned ballots favor the amendment, the amendment has failed and no further action is called for.

Source:

University Regulation 510, Revision 6; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 7-530**

### **Regulations of the College of Business**

#### **1. PURPOSE.**

To establish the regulations of the College of Business.

#### **2. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE OF BUSINESS**

##### **A. College Units**

The College of Business shall consist of

i. Academic departments and/or areas that include the disciplines of Accounting, Business Administration, Business Law, Economics, Finance, Management, Marketing, Decision Sciences, and other business and business-related disciplines that may develop over time.

ii. The Business Assistance Center, organized to administer the College of Business Student Intern Program, the Small Business Institute, the Wyoming Small Business Development Center, and such other academic outreach functions as may be authorized by the Dean.

iii. The College of Business Academic Advising Office, organized to provide centralized academic advising to undergraduate students and to provide assistance to the Director of Graduate Business Programs. The College Academic Advising Office also functions as a central source of student information in the College.

##### **B. The Dean--Appointment of, Duties and Responsibilities**

The appointment, review and reassignment of College Deans shall be in accordance with UW Regulations. The Dean of the College shall be appointed to a term of five years. The appointment as Dean shall be considered an assignment of duties. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside must be approved by a department of the College as a member of that department.

The Dean, as chief administrative officer of the College, shall:

- i. Be responsible for all matters relating to the educational and administrative affairs of the College;
- ii. Preside at meetings of the College faculty;
- iii. Recommend the College budget in consultation with the Department Chairs;
- iv. Transmit and recommend appointments, promotions, and salaries with respect to the faculty and staff of the College;
- v. Exercise general administrative supervision over the educational programs and operations of the College;
- vi. Appoint, in consultation with the Executive Committee, members of appointive committees;

#### **C. Assistant Administrative Officers**

Associate Deans, Assistant Deans, Program Directors, Assistants to the Dean, or other administrative assistants as may be authorized or may be appointed in accordance with UW Regulations.

#### **D. Department Chairs--Duties and Responsibilities**

Department Chairs shall be nominated by each Department's tenured and tenure-track faculty with professorial rank (i.e., above instructor) and shall be appointed by the Trustees following the initial recommendation of the Dean; they shall serve at the pleasure of the Dean. Department Chairs shall be appointed to a term of three years. It shall be considered neither a promotion to be appointed Chair nor a demotion to relinquish the office; rather, it shall be considered a partial reassignment of duties. Chairs shall serve as department administrators for the nine-month academic year unless remuneration is provided for service in addition to their normal nine-month academic appointments. Performance as department Chair shall be considered in evaluation for merit salary raises, and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as Chair shall not of itself constitute sufficient grounds for promotion or tenure.

The Department Chair shall have general administrative supervision over the conduct of his/her respective Department, exercising this authority in consultation with members of the Department and when appropriate with the Dean of the College. The Department Chair shall be responsible for:

- i. Recruiting and assigning personnel in the Department;
- ii. Recommending the retention and dismissal of personnel;
- iii. Preparing and forwarding recommendations on promotion and tenure matters;
- iv. Formulating and implementing the academic program in the Department;
- v. Presiding over Department faculty meetings;
- vi. Developing and administering Department budgets;
- vii. Representing the Department on the College Executive Committee.

#### **4. STANDING AND AD HOC COMMITTEES**

College of Business Standing Committees shall be governed by College of Business By-Laws. By-Laws shall be maintained by the Dean. Changes to the By-Laws shall be made by majority vote of the Faculty of the College. Ad Hoc Committees may be established by the Dean as needed.

#### **5. FACULTY**

##### **A. Membership**

- i. The voting membership of the College faculty, unless otherwise specified herein for a particular committee's elections, shall include:
  - (1) All professors, associate professors, assistant professors and instructors in the Departments within the College;
  - (2) All individuals holding full-time temporary, supply or lecturer faculty positions after employment for two consecutive academic years;
  - (3) Joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

ii. The ex officio membership of the College shall have no voting privileges and shall include:

(1) Official representatives to the College from other colleges in the University;

(2) Official representatives to the College from the Army and Air Force ROTC units on campus;

(3) The President of the University, the Vice President for Academic Affairs and Student Affairs, the Vice President for Research and Economic Development, ~~the Dean of the Graduate School,~~ and the Director of the University Libraries.

(4) Faculty emeriti; visiting and adjunct professors; all those holding part-time faculty appointments; and those holding appointment as full-time temporary, supply, or lecturer faculty positions who have held the position for less than two consecutive years.

## **B. Powers and Duties**

i. Powers and duties of the faculty shall be as defined in UW Regulations.

ii. The faculty shall meet regularly at least once each semester. Special meetings may be called by the Dean on the initiative of the Dean, the President, or that of five or more voting members of the faculty. Request for a faculty meeting shall be in writing to the Dean, shall be signed by the faculty so requesting, and shall state the matters to be considered at the requested meeting.

iii. Those faculty members present at any regular or special meeting shall constitute a quorum except on those voting issues which affect the structure, academic programs, or faculty rights and responsibilities in the College, in which case all eligible voting members of the College shall receive a ballot.

## **C. Appointment, Promotion and Tenure**

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

## **6. STUDENTS**

### **A. Admissions**

Any undergraduate or graduate student who is accepted by the University of Wyoming and who meets the prerequisite requirements that have been or may be established by the College faculty to take courses in the College will be accepted by the College.

### **B. Advisement**

In general, the advisory program of the College shall be defined and shaped by the following objectives:

- i. To guide the student to a wise choice of educational objectives;
- ii. To assist the student to select proper courses to meet the requirements of the student's choice of program;
- iii. To counsel the student on problems of academic progress, adjustment, etc.

In curricular matters, undergraduate students in the business programs of the College shall be advised centrally by personnel in the College of Business Academic Advising Office. Faculty are responsible for providing career advising.

### **C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the regulations of the University.

## **7. DEGREES**

Curricula and requirements for the several degrees as approved by the faculty of the College shall be set forth annually in the University ~~Bulletin~~ [Catalog](#).

## **8. AMENDMENTS TO THESE REGULATIONS**

A draft of proposed amendment(s) shall be circulated to the members of the College faculty at least two weeks before a faculty meeting, either regular or called, at which the proposed amendment(s) is introduced, discussed, and may be amended. The final version approved by a majority of the faculty members in attendance shall then be circulated to all voting members of the College faculty in residence in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Office of the Dean shall be not less than three working days after the ballots are sent



out from that office. If two-thirds or more of the ballots returned by the deadline favor the amendment(s), the amendment(s) shall be considered as passed and shall be forwarded to the Office of the President for approval. If fewer than two-thirds of the returned ballots favor the amendment(s), the amendment(s) has failed and no further action is called for.

To satisfy a temporary condition for a specified time period, a variance to these Regulations may be passed by the College faculty unless the condition is regulated by another UW Regulation.

Source:

University Regulation 530, Revision 2; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 7-540**

### **Regulations of the College of Education**

- 1. PURPOSE.** To promulgate the regulations of the College of Education.
- 2. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

#### **Section 1. Academic Departments, Related Units, and Administrative Support**

The College of Education is organized into five departments and the UW Lab School, the Science and Mathematics Teaching Center which is jointly operated between the Colleges of Education and Arts and Sciences, and the Wyoming School/University Partnership which is supported by the College of Education, the Wyoming State Department of Education, Wyoming Community Colleges, and Wyoming public school districts. The College is characterized by assignments and use of faculty resources to ensure excellence in educator preparation programs. The primary purposes of the departments are to facilitate the teaching, scholarship and professional service activities of faculty and to deliver high-quality undergraduate and graduate programs. The departments are: the Department of Professional Studies: Adult Learning, Leadership, Research, Counseling, and Instructional Technology, the Department of Educational Studies, the Department of Educational Leadership, the Department of Elementary and Early Childhood Education, the Department of Secondary Education, and the Department of Special Education.

The operation of the College is supported administratively by a Dean, an Associate Dean, the Director of Teacher Education, Department Heads, the Director of the UW Laboratory School, the Director of the Science and Mathematics Teaching Center, and the Executive Director of the Wyoming School-University Partnership.

#### **Section 2. Dean**

The chief administrative officer of the College shall be a Dean appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. Specific job description responsibilities are included in the By-laws.

### **Section 3. Associate Dean and Director of Teaching**

The Associate Dean and the Director of Teacher Education shall be appointed by the Dean in consultation with Department Heads and the faculty and shall assist the Dean in all matters relating to the educational and administrative affairs of the college. Specific job description responsibilities are included in the By-laws.

### **Section 4. Department Heads**

Department Heads shall be appointed to a term of three years in accordance with UW Regulations. Department Heads shall have general administrative supervision over the conduct of their respective department, exercising this authority in consultation with members of their departments, and when appropriate, with the Dean of the College. Job description responsibilities are included in the By-laws.

### **Section 5. Directors**

Directors in the College will have general administrative and supervisory responsibilities for their respective units, exercising this authority in consultation with members of their units and, when appropriate, with the Dean of the College. Job description responsibilities are included in the By-laws.

### **Section 6. Evaluation of Administrators**

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the College. This evaluation shall be conducted in accord with established job descriptions and shall include written input from the faculty for which the administrator has responsibility. These evaluations shall be considered in any reappointment procedures. Specific job descriptions for each administrative position are included in the By-laws.

## **3. COMMITTEES**

### **Section 1. Standing Committees:**

The College may establish standing committees necessary for effective and representative governance. The membership, duties, and governing procedures for committees shall be defined in the By-laws in consonance with any relevant UW Regulation.

## **Section 2. Other Committees:**

Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with Leadership Council.

The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the college.

## **4. FACULTY**

### **Section 1. Membership**

The faculty of the College shall consist of the President of the University and the Vice President for Academic Affairs, each being ex officio without vote; the Dean and all members of the University faculty serving in the College, whether full-time in the College or sharing an appointment in another College, who shall have full voting privileges in College-wide matters. The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, or instructor. All individuals holding full-time temporary, supply, or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer. Faculty Emeriti; visiting and adjunct professors; lecturers; professional staff (academic professionals); and all individuals holding temporary, supply, or part-time faculty appointments of less than two consecutive academic years are ex officio members of the faculty without vote as set forth in the UW Regulations.

### **Section 2. Powers and Duties**

The faculty of the College shall have the powers and duties set forth in the UW Regulations.

### **Section 3. Appointment, Promotion, and Tenure**

The criteria and procedure for appointment, reappointment, tenure, and promotion within the College shall conform to those defined in the UW Regulations. All College faculty members are subject to the employment provisions provided in UW Regulations. Faculty members shall be assigned to appropriate departments by the Dean of the College on recommendation by the Department Head(s).

### **Section 4. Meetings**

The faculty of the College shall meet at the request of the Dean who shall preside, or on request of at least ten per cent of voting members of the faculty. These meetings shall be conducted using Robert's Rules of Order. A quorum is achieved when 50 percent of the voting members of the faculty are present. Proxy votes shall be accepted from voting

members of the faculty who are precluded from attending meetings due to professional obligations; attending faculty members may carry no more than one proxy each. All faculty voting by proxy shall be used to reduce the quorum count.

### **Section 5. Secretary to the Faculty**

The Dean shall appoint a secretary whose duties shall be to maintain and, when pertinent, to disseminate records and other information as may be important for the orderly conduct of faculty business

## **5. DEGREES AND DIPLOMAS**

### **Section 1. Degrees**

The degrees offered by the College shall be those specified in the UW Regulations.

### **Section 2. Programs**

The academic programs offered by the college and the requirements thereof are approved by the departments, the Advisory Council on Graduate Education, and the University Course and Curriculum Committee, and are printed in the University ~~Bulletin and Graduate Bulletin~~ Catalog.

## **6. AMENDMENTS TO THE REGULATIONS**

These Regulations may be changed at any official meeting of the faculty of the College by an affirmative vote of two-thirds of members present (with a quorum), provided that the members shall have been given written notice of the meeting at least seven days prior to the date of the meeting. A paper ballot to change this regulation requires an affirmative vote of two-thirds of the ballots returned (with a quorum), provided that ten working days have been afforded for ballots to be submitted.

## **7. EFFECTIVE DATE**

These regulations and any changes, amendments, or additions to this regulation shall become effective upon the approval of the faculty of the College and as provided in UW Regulations.

Source: University Regulation 540; adopted May 6-8, 2009 Board of Trustees meeting

## **UW REGULATION 7-550**

### **Regulations of the College of Engineering and Applied Science**

#### **1. PURPOSE.**

To promulgate the regulations of the College of Engineering and Applied Science, as adopted by the College of Engineering and Applied Science Faculty on July 23, 2007.

#### **2. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE OF ENGINEERING**

##### **a. Academic Units**

The academic departments shall include the Departments of Applied Science, Atmospheric Science, Chemical and Petroleum Engineering, Civil and Architectural Engineering, Computer Science, Electrical and Computer Engineering and Mechanical Engineering. These academic departments shall be authorized to conduct instruction and related research and to establish degree requirements in their respective areas.

Questions of autonomy and jurisdiction between departments budgeted in the college shall be adjudicated by the Dean, subject to appeal to the President.

##### **b. Dean--Appointment of, Duties and Responsibilities**

The College of Engineering and Applied Science shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational, research, service, and administrative affairs of the college. He shall preside at meetings of the college faculty, recommend the college budget in consultation with the department heads, and recommend appointments and promotions with respect to the faculty and staff of the college.

**c. Assistant/Associate Deans--Duties and Responsibilities**

There may be assistant and/or associate deans of the College of Engineering and Applied Science appointed in accordance with UW Regulations. They shall perform such functions as the Dean may assign.

**d. Department Heads--Duties and Responsibilities**

The chief administrative officer of a department shall be a department head who shall be appointed in accordance with the UW Regulations. The department head shall have general responsibility for the instructional, research, service and administrative operations and policies of the department in consultation with the members of the departmental faculty. The department head shall prepare budget recommendations for the department after consultation with the members of the departmental faculty.

**3. STANDING COMMITTEES--MEMBERSHIP, METHOD OF ESTABLISHMENT AND DUTIES**

The following standing committees shall be established. Each committee shall file a copy of the minutes of its meetings in the office of the Dean. Each standing committee shall meet at least once during the academic year. All committee chairpersons shall annually be elected or re-elected by members of their respective committees, with the exception of the Academic Programs Committee chairperson and the Engineering Science Committee chairperson.

**a. College of Engineering and Applied Science Academic Programs Committee**

The committee shall consist of two representatives from each department in the college plus one member, ex-officio without vote, appointed by the Dean. All departmental representatives shall be elected by the faculty of the respective departments, shall serve staggered three-year terms, and may be re-elected. The chairperson of the committee shall be appointed by the Dean from the elected membership of the committee.

The duties of the committee are to:

- Act for the faculty of the College in making recommendations to the Dean on matters regarding policies connected with general curricular affairs.
- Review and make recommendations to the Dean and to the University Course Review Committee regarding departmental requests for additions, deletions, and changes in their course offerings.

- Provide College representation to the University Course Review Committee.
- Assist in assuring minimal overlap of material covered in various course offerings and duplications of facilities required.
- Assist in fulfillment of the educational objectives of the College and the University.
- Provide oversight of College-wide and program-level outcomes-based assessment and accreditation processes.
- Serve as a forum for sharing best practices in curricular development, innovation, and assessment, and
- Coordinate assessment activities that are applicable within more than one department in the College or involve academic programs outside the College.

**b. College of Engineering and Applied Science Computer Committee**

The committee shall consist of two representatives from and elected by the faculty of each academic department in the college, plus three ex-officio members without vote; two appointed by the Dean, one of which shall be a student, and the third the engineering representative to the University Computer Committee. Elected members shall serve staggered three-year terms and may be re-elected. Deans and department heads may not serve on the committee. The committee shall be advisory to the Dean regarding college computing and telecommunications requirements.

**c. College of Engineering and Applied Science Regulations Committee**

The committee shall consist of one representative from and elected by the faculty of each academic department, plus one member ex-officio without vote appointed by the Dean. Members shall serve staggered three-year terms and may be re-elected. Deans and department heads may not serve on the committee. The committee shall be responsible for keeping the College's Bylaws in conformity with UW Regulations. It shall draft additions, deletions and/or amendments to the college regulations as required to keep them up to date or as directed by the Dean or by the faculty and submit them to the faculty for approval. Copies of the regulations along with any amendments shall be supplied to the faculty and to the President's office for approval as required by UW Regulations.

**d. College of Engineering and Applied Science Tenure and Promotion Committee**

The committee shall consist of one representative from and elected by the faculty of each academic department, and the Dean, ex-officio without vote. Assistant or associate deans and department heads may not serve on the committee. The elected



members shall be tenured and serve staggered three-year terms and may not be re-elected for consecutive terms. Members of the University Tenure and Promotion Committee may not serve on the college committee. A member of the committee being considered for promotion or leave may not be present during that discussion and vote. The committee shall review all candidates for reappointment, sabbatical leave, promotion, and tenure in the College of Engineering and Applied Science and report their recommendations to the Dean in writing.

**e. The Engineering Science Committee**

The committee shall consist of one representative from and elected by the faculty of each academic department of the college and the Director of the Engineering Science Program. Faculty representatives shall serve staggered three-year terms and may be re-elected.

The Director of the Engineering Science Program shall be appointed by the Dean and shall serve until replaced. The director shall be advisory to the Dean, with the responsibilities of chairing the Engineering Science Committee, the day-to-day operation of the Engineering Science Program, establishing long-range goals for the program and planning ways to implement them, advising the Dean on all Engineering Science Program policies, and consulting with the Dean on Engineering Science Program budget requests.

The committee shall work with the director to develop all phases of the Engineering Science Program including class schedules, teacher assignments and mechanisms to assure quality control. It shall monitor and update course objectives, review textbooks and adequacy of laboratory and other teaching components of the program, coordinate offerings with the two-year colleges in Wyoming, and consider any other matters related to the program.

**f. Engineering College Student Appeals Committee**

The committee shall consist of three students, appointed by the Joint Engineering Council, two of whom must be of at least senior standing, and two faculty members appointed by the Dean. The committee shall be chaired by one of the senior (or higher) student members. The term of office for student members shall be one year starting with the beginning of the fall semester. The term of office of the faculty members shall be four years with staggered replacements. Two alternate student members, one of at least senior standing, and two alternate faculty members shall be appointed also.

The operation and actions of the committee shall be governed by the applicable portions of UW Regulations. The committee shall hear appeals concerning only the academic matters of academic dishonesty, academic review, and exceptions to

engineering college rules and regulations which involve students, faculty, or administrative staff in the College of Engineering and Applied Science. The committee shall present its recommendations in each case considered to the Dean in writing.

**g. Graduate Studies and Research Committee**

The committee shall consist of one representative, normally the graduate coordinator, from each department in the College plus one member, ex-officio without vote, appointed by the Dean. The chairperson of the committee shall be elected by the committee from the committee membership.

The duties of the committee are to:

- Act for the faculty of the college in making recommendations to the Dean on matters regarding policies and programs related to graduate studies and research
- Provide the College with a contact point for the University Graduate Studies Committee ~~and the Graduate School~~
- Assist in assuring minimal overlap of material covered in various course offerings and duplication of facilities
- Assist in stimulating interdisciplinary research and graduate programs
- Serve as a forum for sharing best practices in graduate teaching and curriculum, assessment, and graduate student recruiting.

**4. AD HOC COMMITTEES**

The Dean may appoint ad hoc committees or the faculty may establish and elect membership to these committees within the college as may be necessary and appropriate for the accomplishment of the purposes of the college. The Dean shall define the duties and responsibilities of each ad hoc committee and shall appoint the chairperson. The ad hoc committee functions shall not usurp the functions, duties, or responsibilities of any standing committee. Ad hoc committee charters will normally expire one year after establishment.

**5. FACULTY SENATE**

Members of the college faculty defined as voting members of the University faculty in UW Regulations, shall be eligible for nomination and election to the University Faculty Senate in accordance with UW Regulations.

**6. FACULTY MEETINGS**

Meetings of the College of Engineering and Applied Science Faculty shall be governed by the following:

- a. Time**

Meetings of the college faculty shall be called by the Dean at such times as the Dean deems necessary or on request of the President of the University, or by written request of five members of the college faculty. At least one meeting shall be held each semester.
- b. Secretary**

The secretary for the college faculty shall be appointed by the Dean, and shall keep the minutes of the meetings, distribute them to the faculty, certify to the Secretary of the University Faculty all regulations enacted by the college faculty and perform such other duties as the Dean requests.
- c. Presiding Officer**

The Dean shall preside at all meetings of the college faculty or, in his absence, the Dean shall appoint a presiding officer.
- d. Quorum**

One-third of the members of the faculty of the college shall constitute a quorum.
- e. Rules of Order**

The conduct of the business of the faculty meetings shall be in accordance with the most recent revision of Robert's Rules of order.

## 7. FACULTY

- a. Membership**

The faculty of the College of Engineering and Applied Science shall consist of the President of the University and the Vice President for Academic Affairs, both ex-officio without vote, the Dean, and all other members of the department faculties.

Members of a department's faculty are those with academic rank as specified in UW Regulations, who teach, direct student research, and/or conduct extension activities for the department. Other persons on the departmental personnel budget shall be termed academic professionals or staff.
- b. Representatives**

Representatives from the faculty of the College of Engineering and Applied Science to the faculties of other colleges or divisions of the University may be appointed by the Dean. The appointments shall be for three-year terms and shall be reported to the President.

The faculty of the college may have representatives from other colleges or divisions of the University which are cooperating in engineering education. These representatives shall be appointed by the Dean or Division Director of the cooperating college or division.

**c. Powers and Duties**

The college faculty shall, subject to the authority of the President and the Board of Trustees, have jurisdiction in all academic matters within the scope of the college, including the standards for admission to, continuation in, and graduation from the college, except as authority is delegated to the academic departmental faculties or otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University.

**d. Appointment, Promotion, Tenure**

Academic freedom, appointments, tenure, promotions, leaves, dismissals, nepotism, sick leave, vacation, and other employment provisions applicable to all personnel shall be determined as set forth in UW Regulations.

**8. DEGREES AND PROGRAMS**

**a. Degrees**

The degrees offered by the college shall be those authorized in- UW Regulations and which are printed in the General Bulletin.

**b. Programs**

The academic programs offered by the college and the requirements thereof shall be as approved by the department faculties, the undergraduate and/or graduate committees, ~~the Graduate School,~~ the University Academic Planning Committee, and the University Course Review Committee, and as are printed in the ~~General Bulletin~~ University Catalog.

**9. OFFICIAL STUDENT RECORDS**

The official student records of the College of Engineering and Applied Science shall consist of the following items to be maintained in the office of the Dean, the access to and use of which are governed by UW Regulations. These records consist of the following:

**a. Current Directory File (Public Information)**

One file record for each currently enrolled student with his/her name and the following information except for the marked (\*) items which may be declared restricted by written request of the student:

- |      |            |        |                               |
|------|------------|--------|-------------------------------|
| i. * | Birth date | v.     | Matriculation date            |
| ii.* | Photograph | vi.    | Engineering degrees and dates |
| iii. | Department | vii. * | Honors received               |
| iv.  | Advisor    | viii.* | Permanent address             |

**b. Current Grade File (Restricted Disclosure)**

- i. One copy of the latest academic transcript.
- ii. Items of the CURRENT DIRECTORY FILE as declared in writing by the student, to be restricted.

**c. Past Student File (Restricted Disclosure)**

One copy of the latest academic transcript and directory file record (or an information file card that has been prepared prior to January 1, 1977) for each former student.

**10. AMENDMENTS TO THE REGULATIONS**

These regulations may be changed or amended and additional regulations may be adopted at any meeting of the faculty of the College of Engineering and Applied Science by an affirmative vote of two-thirds of the members present, provided that a copy of the intended change, amendment, or addition shall have been presented in writing to the faculty at least one month prior to the meeting at which the legislation is to be acted upon.

**11. EFFECTIVE DATE**

These regulations and any changes, amendments, or additions thereto shall become effective immediately upon the approval of the faculty of the college and the Board of Trustees.

Source:

University Regulation 550, Revision 6; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 7-560**

### **Regulations of the College of Health Sciences**

1. **PURPOSE.** To promulgate the regulations of the College of Health Sciences, as adopted by its faculty.

2. **REGULATIONS OF THE COLLEGE OF HEALTH SCIENCES**

I. **ADMINISTRATIVE ORGANIZATION**

A. **ACADEMIC UNITS**

1. Academic units of the College are the Divisions of Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, and Social Work; the Schools of Nursing and Pharmacy; and the Wyoming Institute for Disabilities. The Divisions collectively constitute a School of Interdisciplinary and Professional Programs.
2. The Division of Allied Health Professions is composed of the Dental Hygiene Program. The Division of Medical Education and Public Health is composed of (1) the Family Practice Residency Program at Casper, (2) the Family Practice Residency Program at Cheyenne, (3) the WWAMI Medical Education Program, and (4) the Area Health Education Center/Public Health Programs.
3. The academic units are authorized to: a) provide undergraduate, graduate, professional and continuing education; b) conduct research; and c) engage in professional service; as appropriate to the individual missions of the units.

B. **DUTIES AND RESPONSIBILITIES OF THE DEAN**

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean is responsible for all matters relating to the educational and administrative affairs of the College and presides at meetings of the College Faculty, recommends the College budget in consultation with the Associate Deans and Unit Heads of the College, transmits and recommends appointments and promotions with respect to academic personnel and staff of the College, and exercises general administrative supervision over the educational programs and operations of the College in accordance with the provisions of UW Regulations.

C. DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE DEANS

1. Associate Deans may be appointed with specific responsibilities and work directly in the Office of the Dean. Such Associate Dean(s) will have no line authority over any division/school, program, or academic personnel.
2. Associate Deans hold administrative office at the pleasure of the Dean. The Dean recommends such appointments. They are subject to approval by the Vice President for Academic Affairs and the President.

D. DUTIES AND RESPONSIBILITIES OF THE UNIT DIRECTORS

1. Unit directors, assigned to be chief administrative officers of a unit of the College, are responsible for all matters relating to the educational and administrative affairs of their unit. The Unit Director or designee presides at all faculty meetings of the unit, recommends appointments and promotions with respect to the faculty, academic professionals and staff of the unit, and exercises general administrative supervision over the educational programs and operations of the unit. (Directors in the Schools of Nursing and Pharmacy also hold the title of Dean of the School).
2. Unit Directors hold administrative office at the pleasure of the Dean, the President, and the Board of Trustees. The Dean recommends such appointments. They are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with full-time faculty members and academic professionals of the appropriate unit and the Academic Leadership Council of the College.

E. ACADEMIC LEADERSHIP COUNCIL

Deans, Associate Deans, and Unit Directors within the College constitute an administrative council which is advisory to the Dean.

## II. FACULTY

A. MEMBERSHIP

1. The Faculty of the College consists of the President of the University and the Vice President for Academic Affairs, ex-officio without vote; the Dean, and all members of the tenured and tenure-track University faculty serving in the College. Faculty Emeriti, Visiting Professors, and all persons holding part-time, research, or temporary faculty appointments are ex-officio members of the faculty without vote (See III for rights and

responsibilities of academic professionals).

2. The Faculty of the College may have representatives from such other colleges of the University as may be determined by the faculty of the College as having a major role in the programs of the College. Such representatives shall be appointed by the Dean of the colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of the President.

**B. POWERS AND DUTIES**

The Faculty of the College has the powers and duties set forth in UW Regulations.

**C. APPOINTMENT, PROMOTION AND TENURE**

The criteria and procedures for appointment, reappointment, tenure and promotion within the College conform to those listed in UW Regulations. All College faculty members employed by the University are subject to the employment provisions contained in UW Regulations.

**D. MEETINGS**

1. The Faculty of the College meets on the call of the Dean, who presides, or on written request of at least five (5) members of the voting faculty.
2. Faculty members of the College who are present at the meeting constitute a quorum for the conduct of business. Robert's Rules of Order, as revised, determines the rules of procedure and the order of business.
3. Voting on College matters may be conducted via electronic mail.

**E. FACULTY SECRETARY**

The Dean appoints a faculty secretary whose duties are to make, keep, and where pertinent, to disseminate such records or other information as may be necessary for the orderly conduct of faculty business. The faculty secretary need not be a member of the College faculty.

**F. STANDING COMMITTEES**

1. The Faculty Council serves as an executive committee of the Faculty. The Council monitors issues which affect the College and recommends actions by the Faculty or the administration, advises the Dean on matters of concern to the Faculty, and develops and monitors short-term and long-range goals and objectives for the College. The Council is composed of eight elected faculty -



one each from Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, Nursing, Pharmacy, Social Work, and WIND. The Dean of the College serves ex-officio. Members serve three-year staggered terms.

2. The Tenure and Promotion Committee advises the Dean on all matters of reappointment, tenure and promotion of faculty, facilitates development of faculty as teachers and scholars, and recommends sabbatical leaves to the Dean. The Committee is composed of seven elected tenured faculty - one each representing Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, Nursing, Pharmacy, and Social Work. The Dean of the College serves ex-officio. Unit directors may not serve on the Tenure and Promotion Committee. In the absence of qualified individuals, a unit may request representation by a tenured faculty member in another unit. Members serve three-year staggered terms.
3. The Curriculum and Instruction Committee monitors the credit instruction offered by the College. The Committee recommends the development of new courses and/or programs, recommends and monitors interdisciplinary academic offerings, reviews course proposals for new courses (to avoid duplication with courses existing in the University), processes course changes which affect the Bulletin, and recommends College-wide requirements. The Committee also monitors course changes in other Colleges which could affect Health Sciences programs. The Committee is composed of eight academic personnel and eight students, one of each from Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, Nursing, Pharmacy, WIND, and Social Work. Faculty serve three-year staggered term. Students serve one year terms.
4. The Committee for Health Sciences Research promotes and facilitates College and unit research initiatives by promoting, coordinating, and planning interdisciplinary research programs of excellence. The Committee identifies collaborative research opportunities; advises the Dean regarding the development and distribution of research resources and the establishment and evaluation of research centers and institutes. The Committee also identifies research themes or emphases where the College or specific unit may excel based on faculty expertise and strengths and needs of the State of Wyoming and nation. The Committee is composed of eight elected faculty members - one each representing Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, Nursing,

Pharmacy, WIND, and Social Work - and one graduate student from each academic unit that has a graduate or professional program. The Associate Dean for Research is an ex-officio member. Faculty serve three-year staggered terms. Students serve one-year terms.

5. The Student Affairs Committee recommends policies, services and resources which contribute to the recruitment, admission, progression, and retention of students, serves as a student appeals board, and promotes resources for student scholarships and loans. The Committee is composed of seven elected academic personnel and seven students - one academic personnel and one student each representing Allied Health Professions, Communication Disorders, Kinesiology and Health, Medical Education and Public Health, Nursing, Pharmacy, and Social Work. Academic personnel serve three-year staggered terms. Students serve one year terms.
6. The Dean has the power to appoint such other committees as may be deemed necessary to assist in the performance of the administrative functions of the College. These committees may be composed of faculty members, academic professionals, professional staff, students, non-college and/or non-university personnel or any admixture thereof.

#### G. FACULTY SERVICE

Assignment of a faculty member to services within a unit of the College is made by the immediate administrative head of that unit, with the approval of the Dean of the College. When it is proposed that a faculty member be assigned service responsibilities outside the unit but within the College, such assignments are made by the Dean after consultation with the head(s) of the unit(s) concerned and the faculty member.

### III. ACADEMIC PROFESSIONALS

Extended term-track and extended term academic professionals may participate in and vote with the Faculty on all College matters that come before the Faculty with the exception of faculty dismissals, faculty reappointments, and faculty tenure and promotion decisions. UW Regulations govern academic personnel's eligibility to vote on personnel matters related to other academic personnel. Nothing herein shall be construed to confer faculty status upon academic professionals.

#### IV. STUDENTS

##### A. ADMISSION

The College Faculty, subject to the limitations contained in UW Regulations, has the power to determine the minimum standards for admission to programs of the College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

##### B. ADVISEMENT

Advisement of students is the responsibility of the academic units. The administrative head of the unit designates advisors, facilitates assignment of students and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by the preprofessional advisor in the Dean's Office. The preprofessional advisor shall maintain such advising records for each student's term of undeclared status.

#### V. DEGREES AND DIPLOMAS

##### A. DEGREES

The degrees offered by the College are those authorized in UW Regulations.

##### B. PROGRAMS

The academic programs offered by the College and the requirements thereof are approved by the units of the College, the College academic personnel, and the appropriate University committee, and are printed in the University [BulletinCatalog](#).

#### VI. PROPOSED CHANGES OR REVISIONS TO THE REGULATIONS

These regulations may be changed or revised in accordance with University policy. A copy of the intended change or revision shall be presented in writing to the Faculty at least one month prior to action.

#### VII. EFFECTIVE DATE

These regulations and any changes or revisions thereto shall become effective immediately upon the approval of a majority of those Faculty of the College voting by electronic or written ballot and the Trustees of the University.

Source:

University Regulation 560, Revision 3; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 7-620**

### **Regulations of the Outreach School**

**1. PURPOSE.**

To promulgate and amend the regulations of The Outreach School, as adopted by the Faculty, Academic Professionals and Professional Staff of that School and approved by the Trustees which sets forth the basic organization and processes through and by which the The Outreach School may function in the exercise of its authority and responsibility as prescribed by UW Regulations .

**2. GENERAL INFORMATION.**

These regulations were adopted by the Faculty, Academic Professionals, and Professional Staff of the School.

**3. DIRECTIVE.**

The Board of Trustees of the University of Wyoming has established The Outreach School as an administrative unit of the University with major outreach responsibilities. The School shall be administered by a Dean, who shall report to the Vice President for Academic Affairs. The Dean is nominated by the President and appointed by the Board of Trustees.

**4. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL (see attached diagram)**

- a. Academic and Service Units --** The divisions of the School are the University of Wyoming Casper College Center (UW/CC), the Division of Outreach Credit Programs, the Division of Community Services Education, University of Wyoming Television (UW/TV), Wyoming Public Radio, and Broadcast and Media Engineering, and Computer Support.
- b. Dean -- Duties and Responsibilities --** The Dean shall be the chief administrative officer of the School, appointed in accordance with UW Regulations, and shall be responsible for all matters relating to the educational and administrative affairs of the School. He/she shall hold administrative office at the pleasure of the Vice President for Academic Affairs, the President and the Board of Trustees. The Dean shall preside at meetings of the School's faculty and staff, recommend the School budget in consultation with the unit heads of the School, transmit and recommend appointments and promotions with respect to personnel of the School, and exercise general administrative supervision over the educational programs and operations of the School. To discharge official duties, the Dean shall have supervisory access to

all areas and records relating to programs of the School and which are in the custody of University personnel, both on-campus and in outreach locations. The Dean shall also be responsible for maintaining the University's articulation agreements and other cooperative agreements with the Wyoming community colleges.

- c. **Associate Dean -- Duties and Responsibilities --** The Associate Dean assists, and acts in the absence of, the Dean when required. This includes exercising signature authority for the School, and representing the School at University administrative meetings as designated by the Dean.

The Associate Dean also facilitates programs and projects involving personnel from both divisions of the School and performs other appropriate duties as delegated by the Dean.

- d. **Other Administrative Officers -- Duties and Responsibilities --** With the approval of the President and the Board of Trustees, Associate Directors, Assistant Directors, or other administrative assistants as may subsequently be authorized, may be appointed in accordance with UW Regulations.

- e. **Division Heads – Duties and Responsibilities --** A Division Head shall be the chief administrative officer of each Division of the School. He/she shall hold administrative office at the pleasure of the Dean, the President and the Board of Trustees. After recommendation by the Dean, and upon nomination by the President, the Division Head shall be appointed in accordance with UW Regulations. The Dean shall make an appointment recommendation after consultation with full-time members of the appropriate division and other Division Heads of the School. Division Heads may hold the titles of associate dean, division head, director or manager, as appropriate to the unit. The unit administrator of the University of Wyoming Casper College Center (UW/CC) may hold the title of Dean or Associate Dean.

The Division Head shall be responsible for all matters relating to the educational and administrative affairs of the unit. This person shall preside at meetings of the division personnel, recommend the unit budget, transmit and recommend the division budget, transmit and recommend appointments and promotions with respect to the academic personnel and staff of the division, and exercise general administrative supervision over the educational and service programs and operations of the division.

- f. Standing Committees --** The Division Heads shall constitute an administrative committee which shall be advisory to the Dean.
- g. Other Committees --** The Dean may appoint ad hoc committees as needed.
- h. Academic Coordinators--Duties and Responsibilities --** Academic Coordinators and the UW/CC unit administrator represent the off-campus administrative arm of the Outreach School and report directly to the Dean of the School. These individuals are responsible for administering regional offices located at specific sites in Wyoming facilitating the regional delivery of the School's programs and services and other appropriate duties as delegated by the Dean. The criteria and procedures for appointment and promotion of Academic coordinators shall conform to those listed in UW Regulations. Criteria and procedures for appointment and promotion of the UW/CC unit administrator shall conform to those listed in UW Regulations.

## **5. FACULTY, ACADEMIC PROFESSIONALS AND PROFESSIONAL STAFF**

- a. Composition of the Faculty of The Outreach School --** The following are the faculty of the School:
  - i.** The Dean, the Associate Dean, Division Head, or a unit administrator may hold a tenure-track faculty appointment in an academic department of the University. Voting faculty of the School are those holding full-time tenure track appointments in an academic department and administrative appointments in the School. The Outreach School shall be entitled to two representative on the Faculty Senate. One representative shall come from the eligible Outreach School faculty assigned anywhere in the state except Casper. One representative shall come from the eligible faculty assigned to the University of Wyoming/Casper College Center.
  - ii.** Non-voting, adjunct faculty members are regular University faculty and extended term academic professionals teaching in Outreach Credit Programs on a part-time basis; and  
  
Once it is determined that adjunct faculty qualifications meet a particular outreach credit academic need, and those adjunct faculty or academic professionals are approved by the appropriate academic departments, the School will employ adjunct faculty through the regular payroll procedure to undertake the specific task required. These adjunct faculty will be paid

from funds in the appropriate office. Normally, compensation is made after final grades are submitted, or in the case of Flexible Enrollment, after a course is developed and accepted, or following the submission of graded lessons or tests. At UW/CC, adjunct faculty and UW faculty teaching on overload will be paid on a prorated monthly basis, at the outreach School rates, during the semester they are teaching.

- iii Ex officio faculty members are the President of the University and the Vice President for Academic Affairs.
  
- b. Composition of Academic Professionals --** Academic professionals shall consist of those so designated by the Office of Academic Affairs and serving full-time in the School.
  
- c. Composition of Professional Staff --** Professional staff shall consist of those so designated by the Office of Human Resources and/or serving full-time in the School.
  
- d. Membership in the School --** Voting members of the School shall consist of the Dean, Associate Dean, Division Heads, extended-term academic professionals, professional staff budgeted in programs under the administration of the School, and full-time faculty and academic professionals assigned to the UW/CC Center. The President and the Vice President for Academic Affairs shall be ex officio members without vote.
  
- e. Meetings --** The full-time faculty, academic professionals and professional staff shall meet annually on call of the Dean, and at other times when appropriate. Meetings shall be called by a written notice which shall state the time, place and agenda of the meeting.

The Dean shall call a meeting whenever five full-time faculty, academic professionals, and/or professional staff of the School request one. This request shall be in writing, shall be signed by the members so requesting, and shall state the matters to be considered at the requested meeting.

A majority of the School's voting members constitute a quorum for the conduct of business, which shall be conducted in accordance with Robert's Rules of Order, as most recently revised.

- f. School Secretary --** The Dean shall appoint a secretary whose duties shall be to make, keep, and where pertinent, to disseminate such records or other information as may be necessary for the orderly conduct of business.
- g. Faculty, Academic Professionals and Professional Staff Service --** Any assignment of a member budgeted in the School to an instructional or service unit outside the School shall be approved by the supervisor, division head, and the Dean.
- h. Powers and Duties --** The full-time faculty and academic professionals in the School, with the School's adjunct appointees, shall have jurisdiction over all academic degree matters within the scope of the School, as set forth in UW Regulations.

The Professional Staff of the School shall have the power and duties set forth in UW Regulations.

- i. Appointment, Promotion and Extended Terms --** The criteria and procedures for appointment, reappointment, extended term and promotion of full-time academic professionals of the school shall conform to those listed in UW Regulations.

Questions of appointment, reappointment, tenure or extended terms for full-time faculty or academic professionals teaching part-time or having administrative appointments for the School will be determined within their respective academic departments. The quality of the service for the School will be communicated to the respective department heads for consideration in reappointment, tenure or extended term, promotion and merit decisions.

The criteria for appointment and classification for Professional Staff will be determined by the Dean of the School and the Office of Human Resources. In Casper, this will be done in consultation with the UW/CC unit administrator.

## **6. ROLE OF TEMPORARY FACULTY OR ACADEMIC PROFESSIONALS**

The School may from time-to-time appoint temporary faculty or academic professionals to provide academic instruction. Based upon academic training and experience, these individuals will be appointed only after the approval of the department head and dean who hold academic responsibility for the course content. Once identified as a potential teacher for a course, the individual will submit a current official transcript, a current vita and three recent (no older than six months) letters of recommendation. Once receiving approval of the



appropriate department, ~~and/or college and/or Graduate School,~~ the individual will be employed at the stipulated rate and paid for his/her services following submission of final grades. Temporary faculty and academic professionals will not be voting members in the School nor will they be entitled to consideration for promotion, tenure, or extended term appointment in the University.

## 7. STUDENTS

- a. **Admissions** -- Students enrolling in credit classes and degree programs through the School shall be subject to regulations of the University and College or School responsible for the particular curriculum.
- b. **Probation, Dismissal, Reinstatement** -- The School shall be guided in its probation and dismissal policies by the regulations of the University faculty governing academic probation and dismissal.

## 8. DEGREES AND DIPLOMAS

Students registered through the School receive their degrees from the academic College or School in which they complete the required course of study for their degrees resides.

## 9. AMENDMENTS TO THE REGULATIONS

Regulations limited to the administration and operation of The Outreach School may be changed or amended and additional regulations may be adopted at any called meeting of the full-time Faculty, Academic Professionals and Professional Staff of the School by an affirmative vote of two-thirds of all members present, provided that the members shall have been given written notice of the meeting at least ten days prior to the date of the meeting. The call for the meeting at which the proposal is to be acted upon shall include the exact wording of the proposed change, amendment, or addition to these Regulations.

## 10. EFFECTIVE DATE

- a. **School Regulations** -- These Regulations shall become effective upon recommendation of the voting members of the School, the Dean of the School, , and approval by the Board of Trustees.

Source:

University Regulation 620, Revision 3; adopted 7/17/08 Board of Trustees meeting

## **UW Regulation 8-1 STUDENTS**

### **A. ADMISSION**

Requirements for admission to the University shall be established by regulations of the University, which are in accordance with governing law. The Director of Admissions under the supervision of the Vice President for Student Affairs, shall have responsibility for the admission of students in accordance with such regulations. Admission of graduate students must also be approved by the faculty of a cognizant graduate program.

Admission and programs of the University are offered to all eligible people without regard to race, color, national origin, sex, sexual orientation, religion, political belief, age, veteran status or disability.

### **B. FEES**

All student tuition, fees, charges and deposits shall be fixed by resolution of the Trustees, and shall be published in appropriate University publications. All tuition and other assessments are payable in advance, unless a student has signed a deferred payment agreement with the University. No student shall be admitted to classes until such tuition and fees have been paid or a deferred payment plan has been signed. Payment must be received by the University before academic credit is awarded for any course.

Tuition (but not late registration fees or deposits) will be refunded to students who formally withdraw from the University, in accordance with schedules fixed by resolution of the Trustees.

### **C. STUDENT CLASSIFICATION FOR FEE PURPOSES**

The University of Wyoming assesses tuition for Wyoming residents at the in-state rate; non-residents are charged out-of-state tuition. The following guidelines govern University of Wyoming students for purposes of in-state or out-of-state tuition assessment and shall be administered by the Director of Admissions.

1. The following students are Wyoming residents:
  - a) Individuals who are financial dependents or under the age of 24 with a parent, guardian or spouse who lives in the State of Wyoming.
  - b) Graduates of a Wyoming high school who attend the University or a Wyoming community college within one year of graduation and maintain continuous enrollment.

- c) Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
  - d) Individuals with a permanent home in Wyoming and who have resided in the State for at least one full year. To determine if a permanent Wyoming home has been established, the following factors are considered:
    - Evidence that any former home has been abandoned
    - Full-time employment in Wyoming for one continuous year
    - Ownership of home or property in Wyoming
    - One year of continual presence in Wyoming
    - Former Wyoming residency and maintaining state ties
    - Reliance on Wyoming resources for full financial support
    - Wyoming vehicle registration
    - Wyoming address on most recent federal income tax return
    - A valid Wyoming driver's license
    - Wyoming voter registrationResiding in Wyoming primarily as a student will not support a claim for resident status.
  - e) Graduate students with University-funded fellowships.
  - f) Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn.
  - g) Individuals who have been awarded resident tuition status at a Wyoming Community College and who attend the University within one year of leaving the Wyoming Community College.
  - h) The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to this Regulation.
2. The following students are non-residents:
- a) Individuals who do not qualify under Section 1 above;
  - b) Individuals who are not U.S. citizens or permanent residents except as provided by Section 1b. above.

3. Reduced tuition rates calculated at one hundred fifty percent (150%) of resident tuition are available to the following non-residents:
  - a) Graduates of the University of Wyoming and their spouses;
  - b) Children, and their spouses of University of Wyoming graduates who are life members of the University of Wyoming Alumni Association;
4. Change of residence classification shall be governed by the following process:
  - a) An initially assigned non-resident classification may be reviewed by the Director of Admissions when a request and accompanying documentation is provided on or before the first day of classes. A decision on reclassification by the Director may be appealed to the Residence Classification Committee within twenty (20) calendar days of the date of the Director's decision. No reclassification will be retroactive to previous terms;
  - b) Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification;
  - c) The Director of Admission and Enrollment Services is responsible for the administration of this procedure.
5. There shall be a Residence Classification Committee consisting of three members appointed by the President, chaired by the Director of Admissions who shall not vote. The duties of this Committee shall be as follows:
  - i. To render interpretations and rulings at the request of the Director of Admissions;
  - ii. To serve as an appeals committee for students who wish to appeal the decision of the Director of Admissions;
  - iii. To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

#### **D. FEE SCHOLARSHIPS**

Fee scholarships, other than those supported from external sources, may be established only by the Trustees or by Statute, and a listing of such scholarships shall be published in administrative regulations.

#### **E. DISMISSAL**

Dismissal of students for academic reasons shall be governed by the regulations of the University faculty and the regulations of the various colleges ~~and the Graduate School~~. Individual cases shall be determined, in accordance with the criteria established by such regulations, by the dean and faculty of the particular college ~~or the Graduate School~~ in the manner set forth in such regulations.

Dismissal from the University for misconduct shall be effected by order of the Vice President for Academic Affairs with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action. If the student so requests, a hearing shall be held at which time the student shall be afforded the opportunity to hear the evidence in support of the proposed action, to cross-examine witnesses, and to present evidence in his own behalf. The student may be represented in such hearing by counsel of the student's choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The Vice President for Academic Affairs shall adopt regulations further defining the causes for dismissal and specifying the procedure to be followed in the conduct of the hearings provided for herein.

#### **F. STUDENT ORGANIZATIONS**

The organization known as the Associated Students of the University of Wyoming (ASUW) is hereby recognized as a part of the University. The constitution of such body in effect on the effective date of these regulations is hereby approved and ratified. No revisions of, or amendments to, such constitution shall become effective until they have been submitted to and approved by the Trustees.

It shall be the duty of the Vice President for Academic Affairs to work with the ASUW in the development of a program to promote the general welfare of all students at the University.

All other campus student organizations annually must apply for official University recognition in accordance with the policies and procedures outlined in administrative regulations.

Only recognized student organizations shall be eligible to use University facilities and services.

#### **G. STUDENT PUBLICATIONS**

Student publications may be sponsored by the Associated Students of the University of Wyoming. No other publications shall be identified as the work of or representative of University of Wyoming students unless they are sponsored by a student organization officially recognized by the Vice President for Academic Affairs. All student publications supported by use of University facilities or funds shall be approved by, and subject to the direction of a Student Publications Board which shall fulfill the normal responsibilities of a publisher. The Board shall be responsible to, and established by, the President of the University.

## **H. THE WYOMING UNION**

The general operation and utilization of the Wyoming Union shall be conducted under the immediate administrative supervision of the Director of the Wyoming Union, who shall be responsible to the President of the University through the Vice President for Academic Affairs. The Director of the Wyoming Union shall also be subject to the supervision of the Vice President for Administration with regard to the business and financial affairs of the Wyoming Union. The Director of the Wyoming Union shall be responsible for administering and planning the affairs of the Wyoming Union after consultation with the Wyoming Union Board with regard to general advisement on budgeting priorities for programs and services of the Wyoming Union as well as facility policies, scheduling of facilities and other similar matters involving the use and operation of the Union. The Wyoming Union Board shall be established by regulation issued by the President of the University, approved by the Trustees.

## **I. STUDENT EMPLOYMENT**

Incident to the conduct of the operations and work of the University, part-time employment opportunities for students may be established and maintained within the University in accordance with such University-wide standards and procedures as may be approved by the President of the University.

Specific terms and conditions for such employment opportunities as approved by the President shall reflect a policy intended to provide work opportunities for students who desire or need to work to assist in meeting costs associated with progress toward their educational objective, as well as the recognition of educational benefits to the student incident to the performance of services for the University.

Compensation plans may be established upon the basis of hourly rates of pay or stipends for specified periods of time as may be deemed appropriate for differing types of services and educational programs.

The various provisions of UW Regulations may be modified or deemed inapplicable with regard to the establishment of specific terms and conditions for students who receive any form of compensation or stipend from the University.

Source:

Trustee Regulation VIII; adopted 7/17/08 Board of Trustees meeting

## **UW REGULATION 8-248 Admission of Foreign Students**

### **1. PURPOSE.**

To establish policy for the admission of international students to the University of Wyoming and to specific programs offered by academic subunits, which policy shall be supplementary to existing general admission policies and procedures.

### **2. GENERAL INFORMATION.**

Pre-existing admission policies have recognized the desirability of having various cultures of the world represented by international students and the potential contribution such students provide the general student body with regard to the understanding of the nations and cultures represented. However, the basic objective of the University of Wyoming is to provide for the education of the people of the State and only limited resources are available to provide specialized services and assistance to international students. Experience has demonstrated that cultural and language differences do impair the ability of members of the University community to facilitate and contribute toward the international student's academic progress and goal. At the same time, all concerned recognize that extraordinary efforts should be made to assist the individual international student who has been admitted to the University, but that such efforts must necessarily be limited so as to fairly serve the needs of all students. Past and projected increases in numbers of enrolled international students require that policies and standards for the future admission of international students be established which will restrict the admission of international students in a manner that will provide for the admission of those applicants who are deemed highly qualified and whose enrollment can be readily accommodated within the resources of the specific degree program to which admission is sought.

### **3. GENERAL ADMISSION STANDARDS FOR ALL INTERNATIONAL STUDENT APPLICANTS.**

The Director of Admissions is responsible for the establishment and maintenance of such procedures as may be necessary to control the initial admission of international students to the University of Wyoming in accordance with the provisions of this regulation. Such procedures shall provide for review and consultation with the various academic colleges and departments concerning such matters as may be relevant to the final admission of international student applicants and the making of the admission decision by the department in accordance with any governing college and University standards.

- A. After the effective date of this regulation, the admission of all new international students shall be subject to the provisions herein contained.
- B. The admission of an international student to the University is conditioned upon pursuit of the specific degree objective for which application was originally made. Abandonment of such a degree objective, denial by a college of continuation

in the original degree objective, or academic suspension from the University, shall cause termination of any continued enrollment in the University. However, in the foregoing situations, the student may petition a department of the same or other college for acceptance in a specific degree program.

C. Undergraduate or graduate international students may be admitted to the University of Wyoming for fall, spring, or summer semester. International students must submit all application materials by November 1st for spring semester, April 1st for summer, and June 1st for fall semester. Basic requirements shall include the following:

(1) Applicants must provide an English translation of all required academic records, and complete all applications and correspondence in English.

(2) International student applicants for whom English is not the native language must furnish scores from the "Test of English as a Foreign Language" (TOEFL). Attendance at other educational institutions within the United States, or foreign schools in which English is utilized, will not be accepted as a substitute for this requirement even though the University may accept the applicant as a transfer student or graduate student. The Division of Academic Affairs shall establish minimum acceptable scores for admission for each test of English proficiency used by applicants. The requirement for the TOEFL examination can be waived in special cases by the Director of Admissions (for undergraduate students) or by the Dean/Program Director of the Graduate School (for graduate students) of the relevant program upon the appropriate recommendation. Individual colleges of the University, as a part of its consideration of credentials of international student applicants, may utilize a higher TOEFL score.

(3) Applicants must demonstrate that financial resources are available to them which are sufficient to meet the costs of registration fees, books and supplies, living expenses during their stay in the United States, and transportation expenses to return to their country. In making such demonstration, they may not utilize University forms of student aid as a substitute for financial resources represented to be available. International students may be afforded the privilege of participating in limited student loan programs when justified by emergency situations. Nothing in this provision should be construed as prohibiting international students from competing for awards, scholarships and assistantships which are determined on the basis of merit. Further, if such an award, scholarship or assistantship is granted to an



international student, he/she will be able to use the funds thus obtained for the normal expenses associated with attendance at the University of Wyoming.

D. In addition to the requirements delineated above in Sections 3.c.(1), (2), and (3), international students must meet all other applicable standards for admission as indicated UW Regulations.

E. Applicants must agree that they will undergo a tuberculosis examination by a medically valid test at the University Student Health Service prior to registering as a student. Each semester or summer session, all foreign students are required, as part of their registration fees, to purchase health and accident coverage available through the University of Wyoming sponsored student health insurance program, unless their government specifically provides them with adequate insurance; determination of adequate insurance shall be made by the Office of International Programs. Active tuberculosis or failure to make payment for the University sponsored student health insurance when due shall constitute cause for cancellation of the student's admission.

**4. SELECTION OF APPLICANTS FOR ADMISSION.**

The credentials of all international applicants for admission who meet minimum standards shall be considered for the purpose of selecting those who are judged best qualified and whose enrollment can be accommodated within the available resources, programs and interests of the University. The following factors may be considered:

- A. Academic record and English ability.
- B. Distribution and representation of various cultures and countries of the world.
- C. Current enrollments of international students within particular departments and degree programs.
- D. Contractual or other formalized programs providing for the admission and sponsorship of international students.
- E. Availability or offer of University scholarships, assistantships, or other form of assistance.

**5. GENERAL PROCEDURES.**

The Director of Admissions will develop and establish procedures for the admission of international students in accordance with this policy.