

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

**June 15, 2015**

**The final report can be found on the University of Wyoming Board of Trustees website at  
<http://www.uwyo.edu/trustees/>**

## **University of Wyoming Mission Statement (March 2009)**

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; economic and community development; and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the University's strategic plans, revised periodically.

**TRUSTEES OF THE UNIVERSITY OF WYOMING REPORT**  
**June 15, 2015**

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**BUSINESS MEETING**

**Roll Call**

**Committee of the Whole**

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**Date of Next Meeting** – July 14-17, 2015; Cheyenne, Wyoming

**Adjournment**

AGENDA ITEM TITLE: **FY 2016 Budget Discussion and Approval**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Trustees of the University of Wyoming, a constitutional body, are responsible for the “management of the university” (Wyoming Constitution, Article 7, 17).

**University of Wyoming - Agency 067:**

Section I:

- University of Wyoming operating budget and Brucellosis Testing & Research
- School of Energy Resources (SER)
- National Center for Atmospheric Research (NCAR) Memorandum of Understanding
- Tier 1 Engineering
- Literacy Research Center and Clinic matching funds
- Unconventional oil and gas research matching funds

This section contains the general operating budget of the University supported by appropriated state general funds, federal formula funds for the support of the College of Agriculture, and other University funds (UW Income and Athletic Income funds, Sales and Services, Agricultural Land Income, University Land Income, and Federal Mineral Royalties), and unrestricted income from the University of Wyoming Foundation.

Section II:

This section contains the self-sustaining budgets of the University that are supported by income from University auxiliary operations (e.g., housing, residence halls, student union, parking, duplicating, concessions, etc.), gifts and contributions, student fees, and Federal Mineral Royalties.

Section III:

This section includes revenue primarily from federal agencies, but also includes state and corporate contracts and grants, as well as foundation funding supporting sponsored research and specific educational and service programs.

**Budget Highlights – Agency 067**

The proposed operating budget includes all general fund appropriations applicable to Fiscal Year (FY) 2016 from the Session Laws of Wyoming, 2015, Chapter 142, as well as Board-approved



tuition revenue and student fee increases, auxiliary enterprise revenue increases and changes in sponsored funding revenues.

Compensation: 2015 Session Laws, Chapter 142, Section 320(c) provided a FY 2016 appropriation of \$4.2 million for permanent compensation increases for employees in the following groups: University of Wyoming Section I funded, including School of Energy Resources and Tier 1 Engineering; UW Medical Education; and Enhanced Oil Recovery Commission. This appropriation is in addition to \$4.15 million provided for the same purpose in FY 2015.

In March 2015, the Board of Trustees authorized a tuition increase for FY 2016 to augment the general fund compensation appropriation and to be distributed as follows: \$1.575 million for faculty and staff compensation increases and associated employer-paid benefits (EPBs) and \$425,000 for faculty tenure and promotion raises and EPBs. Together with the \$4.2 million general fund appropriation discussed in the previous paragraph, a total of \$6.2 million is available for increased compensation and EPBs.

In addition to the above, Section 345 of the 2015 Session Laws provided an additional \$1 million for University retention and recruitment compensation.

The FY 2016 compensation increase was implemented in accordance with the policy approved by the Board of Trustees at the March 2015 meeting. Consistent with historical practice, the University treats employees paid from Section II and Section III funds the same as employees paid from Section I funds.

General operating budget increases: In addition to the tuition increase dedicated to employee compensation, the Board approved \$500,000 for academic program support. Section 345 of the 2015 Session Laws provides the following general fund appropriations: \$50,000 for high school student summer room and board assistance, \$125,000 for environmental health and safety issues, \$193,656 for a master's degree program in counselor education, \$375,000 for operation and maintenance of UW buildings and facilities, and \$750,000 for the Science Initiative programmatic initiatives.

Operating budget increases requiring matching funds: \$250,000 for applied research to promote processing developments related to rare earth materials, \$2.5 million for the UW Literacy Research Center and Clinic (LRCC) programs, \$5.0 million for Intercollegiate Athletic competitiveness and student athlete related programs, and \$15.0 million for unconventional oil and gas research.

One million of the Intercollegiate Athletic funds and the rare earth funds were appropriated in the prior year legislative session. The remaining appropriations are contained in Section 345 of the 2015 Session Laws.

**In order to utilize these state funds equal amounts of private donations, sponsored program revenues and/or other non-state funds must be obtained and certified to the Wyoming State Treasurer's Office. It is important to note that these potential revenues are also included in the FY 2016 operating budget. University administration is requesting spending authority at**

**this time from the Board of Trustees for both components of the matching funds equation. However, budgets will not be made available to university departments and programs until non-state funds are received in cash and the State Treasurer's Office has released the state funds to the University.**

Finally, two of the matching fund appropriations are available until June 30, 2018: the LRCC appropriation and the unconventional oil and gas research appropriation. As such, University administration is requesting spending authority for these two special appropriations beyond the current biennium end date (June 30, 2016).

### **UW Medical Education - Agency 167:**

#### Section I:

This section contains the general operating budget of UW Medical Education programs supported by appropriated state general funds and income from clinic operations.

#### WWAMI

Impending changes in the WWAMI medical education curriculum will increase program expenditures in FY 2016. In order to accommodate these changes, the 2015 Session Laws authorized redirection of existing revenue to support the expanded curriculum. An \$801,800 spending authority increase is requested and WWAMI student contract payments will support these expenditures. Prior to this legislative change, these contract payments were placed in an endowment, the earnings of which support WWAMI students.

#### **General information:**

The University of Wyoming serves as fiscal agent for the Enhanced Oil Recovery Commission and the Western Interstate Commission on Higher Education (WICHE); however, these funds are not included in the materials authorized by the Board of Trustees.

Within the overall University budget, units have the flexibility to transfer funds between expenditure categories, with the exception of grants and aid payments (B6000), as long as the transfers are consistent with the underlying requirements of the original revenue source. Over the course of the biennium, budget units have broadly defined authority to request budget transfers between expenditure categories and units. Transfer flexibility for Agency 167, UW Medical Education, is limited to temporary transfers from personnel budgets to the support budget for contractual services only.

**Detailed budget amounts in tabular form will be provided to the Trustees prior to their June 15 Board meeting.**

#### PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Trustees have had numerous discussions regarding the Section I and II operating budgets, including budget authority adjustments, the budget requests submitted to the state budget office for review and approval by the Governor and the Legislature, tuition and fees, the *Fee Book*, and other pertinent topics.

Most recently the Trustees were briefed regarding FY 2016 operating budget and capital construction budget increases at their May 2015 meeting in Laramie.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Board's approval of the operating budget is required by Trustee Regulations and University budget procedures.

**ARGUMENTS IN SUPPORT:**

The Section I operating budget has been prepared based on legislative appropriations and estimated Board-approved University resources.

The Section II operating budget has been prepared based on operating budget proposals submitted by auxiliary enterprise units, ASUW, Student Media, the Wyoming Union, the Athletic department, and other university units operating with Section II funding. These revenue sources have also received Board of Trustee approval via the annual *Fee Book* process.

Section III budgets have been prepared by personnel in the Division of Research and Economic Development with knowledge of the federal and other sponsored program funding environments.

**ARGUMENTS AGAINST:**

None. The University cannot operate without a Board-approved operating budget.

**ACTION REQUIRED AT THIS MEETING:**

Approval of planned revenues and expenditures contained in the operating budgets of the University of Wyoming for the fiscal period beginning July 1, 2015 and concluding June 30, 2016, as well as spending authority for two special appropriations with end dates of June 30, 2018.

**PRESIDENT'S RECOMMENDATION:**

The President recommends Board approval of the FY 2016 Operating Budget for the University of Wyoming (Agency 067) and UW Medical Education (Agency 167), as described in this item. The President also recommends approval of spending authority for the LRCC and unconventional oil and gas research matching funds through June 30, 2018 as provided in Wyoming Session Laws, 2015, Chapter 142, Section 345.

AGENDA ITEM TITLE: **Capital Facilities Process Discussion and Approval**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Facilities Committee Chair John MacPherson, members of the Committee Trustees Marsh and McKinley, Vice President for Administration Bill Mai, and Vice President and General Counsel Rick Miller will discuss the status of all construction projects on campus, including steps as the University proceeds with RAC 2.0, Phase II of the Arena Auditorium, and future involvement of the Board in the facilities construction process.

AGENDA ITEM TITLE: **Real Estate Matters/Update**, Mai

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Administration Bill Mai will present information regarding the following real estate matters/updates:

- Approval of Easement for Electrical Line for Soils Preparation Lab at Livestock Farm
- Approval of Buildings for Sale and Removal–Future Engineering Building Expansion Site
- Approval to Submit a Grant Application to the Wyoming Water Development Commission for Well Development Associated with UW's Red Jacoby Golf Course

Narratives for these topics are listed in the Business Meeting section of the Report, as they are all on the Consent Agenda for approval.

AGENDA ITEM TITLE: **July Retreat Agenda**, Palmerlee

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Trustees will discuss the agenda and proposed topics to be discussed at the July 2015 Board of Trustees Retreat, which is scheduled for July 14-17, 2015, in Cheyenne, Wyoming.

AGENDA ITEM TITLE: **Presidential Search Planning Committee Report and Discussion**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Presidential Search Planning Committee Chair John MacPherson and other committee members Trustees Baldwin, Bostrom, Marsh, Massie, and Sullivan will discuss with the full Board the proposed presidential search plan.

AGENDA ITEM TITLE: **Trustees College of Education Initiative**, Palmerlee

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee President Dave Palmerlee will update the Board on the Trustees College of Education Initiative.

AGENDA ITEM TITLE: **Trustees Endowed Chairs Initiative**, Palmerlee

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee President Dave Palmerlee will update the Board on the Trustees Endowed Chairs Initiative.



**1. Committee of the Whole- CONSENT AGENDA**

**Approval of Construction Contract–ASUW Memorial Plaza, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The ASUW Memorial Plaza project was initiated in 2012 by ASUW leadership as a way to honor students who pass on while matriculating at the University. This project will provide a space for individuals to gather in remembrance and to provide equal recognition for all such students.

The scope of this project includes development of a landscaped plaza and student memorial at the east end of Prexy's Pasture, east of a row of existing spruce trees and west of the plaza in front of Half-Acre Gym. The design for the project utilizes native sandstone blocks and granite boulders set in low curvilinear retaining walls with raised planting beds. Much of the sandstone that will be used was salvaged from the Half-Acre Gym Renovation project. In addition, the design uses a combination of colored concrete and flagstone paving to help define the boundaries of the memorial. There are two areas designated for the placement of donor funded memorial benches. Landscaping plantings include: small ornamental shrubs, native ground covers, alpine planting beds, and bluegrass sod to harmonize with the existing Prexy's Pasture landscape. A line of new spruce trees to supplement established trees in this area may also be included from a separate funding source.

The University will utilize the design-bid-build delivery method for this project. Construction is anticipated to begin in early July and be complete by October 1, 2015. Due to growing season restrictions and product availability, planting of the alpine plants will occur during spring 2016.

The total project budget for the ASUW Memorial Plaza is \$234,541.00. The project will be funded through the ASUW Student Services Endowment.

The project was publicly advertised starting May 21, 2015. Bids will be received on June 11, 2015. The recommended ranking of the firms by the planning team and the Facilities Planning office will be provided at the June Board of Trustees Meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- January 2015 - The Board approved the FY 2015 budget authority increase to complete construction of the ASUW Memorial Plaza.
- May 2014 - The Board approved the University's FY 2015 operating budget, which includes ASUW's budget. The Board also approved site selection for the ASUW Memorial Plaza.
- March 2014 - Presentation of ASUW Memorial Plaza concept design to Board of Trustees by ASUW President.

- November 2013 - The Board approved ASUW's \$10,000 budget increase to acquire design services for the ASUW Memorial Plaza.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This item is for approval of the construction bids by the Board of Trustees to initiate the construction phase of the ASUW Memorial Plaza.

**ARGUMENTS IN SUPPORT:**

\$234,541.00 of ASUW Student Services Endowment funding has been budgeted for this project.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to contract with the lowest responsible bidder.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with the recommended contractor.

## **2. Committee of the Whole- CONSENT AGENDA**

### **Approval of Easement for Electrical Line for Soils Preparation Lab at Livestock Farm, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify: Committee of the Whole (Consent Agenda)

#### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Rocky Mountain Power (RMP) has requested an electrical line easement on University land for an upgrade of electric service to the Soils Preparation Lab at the Laramie R & E Center (LREC) Livestock Farm located west of Laramie on Wyoming State Highway 230. The power upgrade is to support the relocation of two 220v, three phase drying ovens from the previously removed Agriculture A building that was located on campus north of the College of Agriculture. Existing power at the Soils Preparation Lab is not three phase and has insufficient capacity to support the ovens. Rework for the lab space is being done by University Physical Plant. Interior work is expected to start within 2 weeks and the cost of this work is being covered by the remaining Agriculture A building demolition budget.

The easement will be 15 feet wide and approximately 1,145 feet in length. The electrical easement will be located primarily on poles providing existing electrical service to the Livestock Farm facilities (see attached map). In addition to the necessary hardware to upgrade the service to three phase power, the project will include the removal of an existing pole and the addition of two new poles on the property. RMP has coordinated the location and route with University of Wyoming project representatives. The proposed easement will begin and terminate on University property. The easement provides access for RMP to maintain and repair the line and its associated appurtenances so long as the electrical line remains in use. Consideration for granting the easement to RMP is the need and benefit the electrical service provides to university facilities.

#### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

#### **WHY THIS ITEM IS BEFORE THE BOARD:**

It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the university administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation. Any evaluation regarding retention or disposal of real property shall be presented to the Trustees of the University of Wyoming for consideration.

UW Regulation 1-102, Attachment A: Policy for Retention or Disposal of Real Property.  
Approved by the Board of Trustees of the University of Wyoming July 25, 1998

Board approval is necessary for the University to grant the electric line easement on University land to Rocky Mountain Power.

**ARGUMENTS IN SUPPORT:**

- Rocky Mountain Power has worked with University of Wyoming project representatives to locate the easement along the least obtrusive and most logical route.
- The proposed easement location is along existing electrical infrastructure that provides service to the Livestock Farm facilities.
- University of Wyoming project representatives approve of the proposed easement location.
- The upgrade work cannot begin until the easement is granted.
- The electric line provides electric service to University of Wyoming facilities.

**ARGUMENTS AGAINST:**

None.

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board's approval to grant an electrical line easement to Rocky Mountain Power on University property to upgrade electrical service for the LREC Livestock Farm Soils Preparation Lab.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming approve the electrical line easement to Rocky Mountain Power.



**3. Committee of the Whole- CONSENT AGENDA**  
**Approval of FY 2016 Operating Budget, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Please see work session for information.

#### **4. Committee of the Whole- CONSENT AGENDA**

##### **Approval of Buildings for Sale and Removal–Future Engineering Building Expansion Site, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

#### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Multiple University owned buildings are located within the site of the Engineering Building Expansion project (See Exhibit). The site for the project is located on the block between Bradley and Lewis Streets, and 11<sup>th</sup> and 12<sup>th</sup> Streets. The University has owned the properties located on the block as indicated on the Exhibit. The properties have been utilized as rentals for students and visiting faculty.

Given inquiries regarding the sale of the buildings, their structural characteristics, condition, and the impending Engineering Building Expansion project, the UW Real Estate Office is proposing that the University owned buildings be made available and advertised for sale and removal to the public. It is planned to have the University owned buildings removed in advance of construction of the Engineering Building Expansion project. The current schedule is to have all University buildings removed no later than spring of 2016 with site clearing to follow in the spring/summer of 2016. Additional buildings acquired by the University will be offered for sale and removal if time allows. Buildings not sold will be deconstructed as part of the site clearing for the project.

#### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

January 2013 – Board of Trustees approved the site location for the Engineering Building Addition and Renovation at the site of the existing building and on the site bounded by Lewis Street on the south between 11<sup>th</sup> and 12<sup>th</sup> Streets to include the Lewis Street right-of-way.

#### **WHY THIS ITEM IS BEFORE THE BOARD:**

It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the university administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation. Any evaluation regarding retention or disposal of real property shall be presented to the Trustees of the University of Wyoming for consideration.

UW Regulation 1-102, Attachment A: Policy for Retention or Disposal of Real Property. Approved by the Board of Trustees of the University of Wyoming July 25, 1998

Board approval is necessary for the university to offer the buildings on the block for sale and removal.

**ARGUMENTS IN SUPPORT:**

- The process of advertisement for sale and removal of buildings has previously been successful for moving buildings, most notably prior to the Enzi STEM Laboratory project and the Anthropology (AARF) building project.
- Advertisement for sale and removal by a third party reduces the University's deconstruction costs.
- University owned buildings will start becoming vacant in June with all fully vacant by August.
- The summer/fall season provides optimum conditions for building removal.
- The buildings need to be removed to facilitate the Engineering Building Expansion construction schedule.
- The sale and removal of the buildings will assist in clearing the site for construction.
- This sale provides an opportunity for the University to remove the structure from the site while there is interest from the public to purchase the buildings.

**ARGUMENTS AGAINST:**

None.

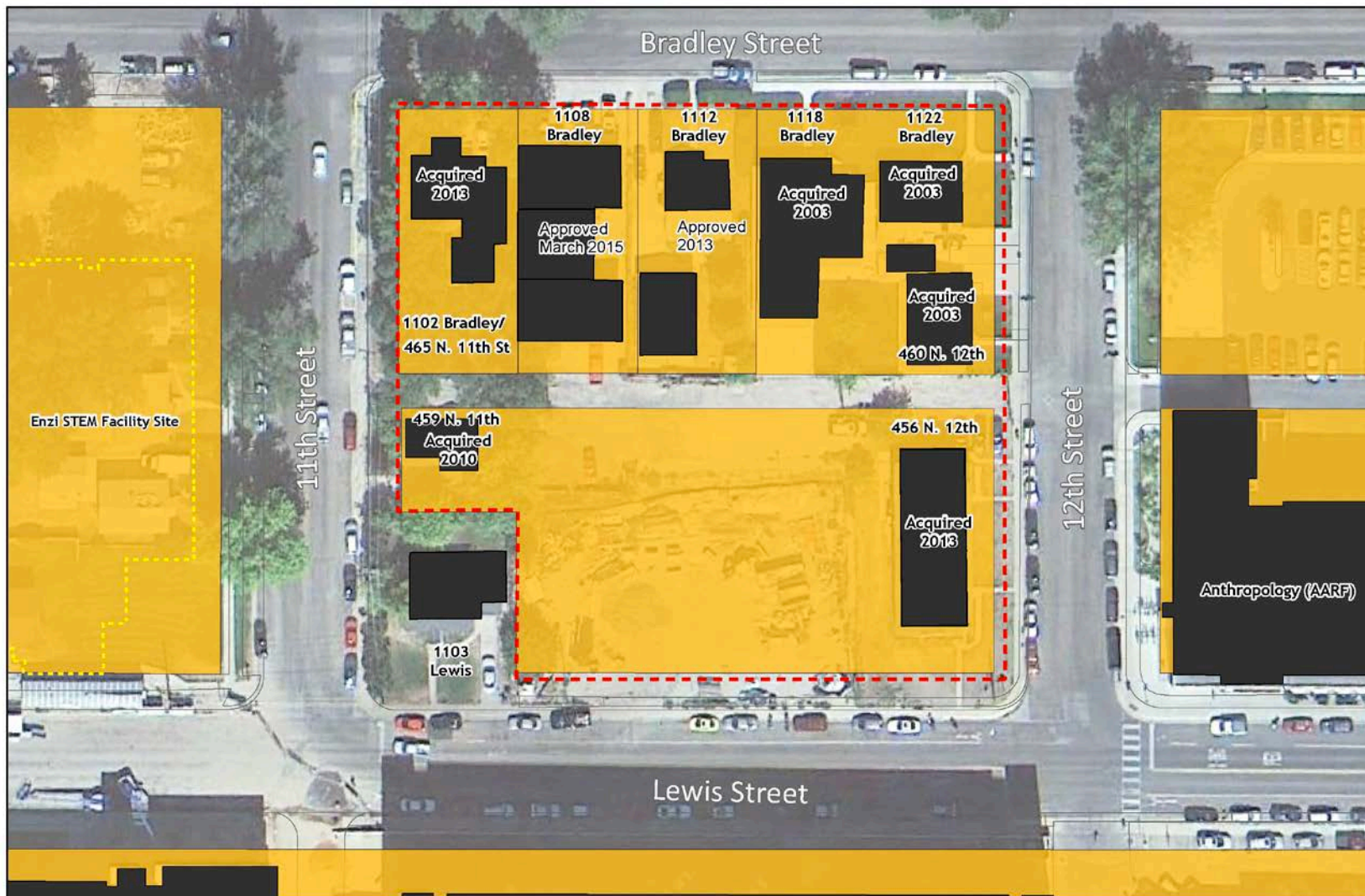
**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to sell and remove University owned buildings located within the site for the Engineering Building Expansion project as described above.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize the sale and removal of the buildings located within the site for the Engineering Building Expansion project.





PREPARED BY:  
 REAL ESTATE OPERATIONS  
 DEPT. 4308, 127 BUREAU OF MINES  
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MAP ID: REVISED: 01\_07/2015

BUILDINGS FOR SALE AND REMOVAL  
 ENGINEERING BUILDING EXPANSION SITE  
 MAY 2015



- Legend**
- Building
  - UW Properties
  - Engineering Expansion Site

## **5. Committee of the Whole- CONSENT AGENDA**

### **Approval to Submit a Grant Application to the Wyoming Water Development Commission for Well Development Associated with UW's Red Jacoby Golf Course, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

#### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

In the recent supplemental budget, the state legislature appropriated \$2.6 million in funding to replace the original Red Jacoby Golf Course irrigation system. The current irrigation system is over 50 years old and continues to experience ongoing maintenance problems. The new irrigation system is scheduled to be installed in the fall of 2015 and will include new piping, sprinkler heads and a state-of-the-art automated controls system. It is anticipated that the upgrades to the golf course irrigation system will substantially reduce costs in maintenance and potentially reduce water consumption by 20-25%. In the enabling legislation for the irrigation system (Enrolled Act No. 56), the University was also directed to pursue grant assistance from the Wyoming Water Development Commission (WWDC) for the development of non-potable water wells to serve as the primary irrigation source for the golf course.

The Red Jacoby Golf Course irrigation system currently uses treated water provided exclusively by the City of Laramie to irrigate a total of 138 acres. The golf course uses an average of 63 million gallons of potable water per year. Water and labor are the two largest expense items for the course. Prior to 2007, the City provided water to the course at no charge since it was constructed with a Land and Water Conservation grant that stipulated the course be open to the public. Since 2007, the University has had to pay for water and has incurred annual losses for that expense. The current water agreement with the City expires in August 2016. The University has been in communication with City officials regarding an extension of the existing water agreement and a potential reduction in water rates for the golf course.

University officials have met with representatives of the Wyoming Water Development Commission to obtain relevant information and criteria on the WWDC's Water Development Program Level II grant program. The University has been invited to complete an application packet and submit it to the WWDC before the grant submittal deadline of August 15, 2015. If successful, the WWDC grant program would initiate a feasibility study in the spring of 2016.

#### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

#### **WHY THIS ITEM IS BEFORE THE BOARD:**

WWDC grant guidelines require a resolution of support from the governing body of the representative entity.

**ARGUMENTS IN SUPPORT:**

- Enrolled Act No. 56 directed the University to pursue grant assistance for water well development at Red Jacoby Golf Course through the Wyoming Water Development Commission.
- A new groundwater source could reduce the City's need to pump, treat and store potable water for the golf course.
- The development of water wells for irrigation purposes will enable the University to realize significant cost savings at Red Jacoby Golf Course by reducing its consumption of potable water from the City of Laramie.
- The Red Jacoby Golf Course is a unique community asset providing an important recreational resource for UW golf teams, students, faculty/staff, community members and visitors.

**ARGUMENTS AGAINST:**

None.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to submit an application to the Wyoming Water Development Commission's Level II Water Development Grant Program for well development at UW's Red Jacoby Golf Course.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming approve the submission of an application to the Wyoming Water Development Commission's Level II Water Development Grant Program for well development at UW's Red Jacoby Golf Course.

## 6. Committee of the Whole- CONSENT AGENDA

### Approval of Revisions to UW Regulations

- **UW Regulation 3-690**, “Proper Use of Computing, Telecommunications, Network and Other Technology Resources Operated by the Division of Information Technology”, Miller
- **UW Regulation 8-231**, “Hearing Officers for Student Disciplinary Proceedings”, Miller
- **UW Regulation 4-2**, “Employment Provisions Applicable to All Personnel”, Miller
- **UW Regulation 1-102 (Section H and Appendix B)**, “Investment Policy”, Mai/Lowe
- **“Revisor’s Bill”** – Approval of Changes to UW Regulations 6-402, 6-403, 6-404, 6-710, 6-713, 6-715, 6-716, 6-719, 6-720, 6-721, 6-722, 6-805, 6-806, 7-540, 7-631, 7-642, and 7-718, Miller

#### CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify: Committee of the Whole (Consent Agenda)

#### **UW Regulation 3-690**, “Proper Use of Computing, Telecommunications, Network and Other Technology Resources Operated by the Division of Information Technology”

#### BACKGROUND AND POLICY CONTEXT OF ISSUE:

The President proposes modifications to UW Regulation 3-690 (governing proper use of University computing and data communications facilities) for the Board’s consideration. The proposed changes are prompted by clarification in case law related to federal and state privacy laws. The proposed modifications clarify the following:

- 1) What constitutes improper use of University computing facilities;
- 2) When the University may monitor and investigate those facilities and related technology;
- 3) That the University’s Division of Information Technology (“IT”) may monitor and inspect storage media owned or stored on University computing and related facilities at any time to provide service and to address operational needs;
- 4) That IT may investigate any complaint or indication of misuse of any University computing facility, network or related technology resource with or without notice;
- 5) That during an investigation, the individual suspected of misuse may be denied access to the facility, technology resource, or network which is under investigation; and
- 6) That, upon authorization by the Vice President of Information Technology, in consultation with the Office of General Counsel, an investigation of storage media may be conducted at any time without notice when there is an indication of criminal activity, activity that violates a UW Regulation, or when an investigation is in the best interest of the University.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board adopted UW Regulation 3-690 on July 17, 2008 and approved changes to the regulation on September 12, 2014.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modifications to the Regulations.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

## UW REGULATION 3-690

### **Proper Use of Computing, ~~Telecommunications, Network and Data Communications Facilities~~ Other Technology Resources Operated by the Division of Information Technology**

#### **I. AUTHORIZATION TO USE COMPUTING, TELECOMMUNICATIONS AND DATA COMMUNICATIONS FACILITIES, NETWORK AND OTHER TECHNOLOGY RESOURCES**

Authorization to use and to connect to computing, telecommunications, network and data communications facilities ("Facilities~~other technology resources~~ ("Resources") is granted to students, faculty, and staff of the University of Wyoming for specified purposes. It is the responsibility of individuals to protect their access privileges, including any access codes or passwords, so that they are not used by any unauthorized persons.

#### **II. ACCESS TO STUDENT INFORMATION**

Access to and dissemination of official student data or information is governed by the Family Educational Rights and Privacy Act (FERPA).

#### **III. PROPER USE OF THE ~~FACILITIES~~ RESOURCES**

The ~~facilities~~technology resources of the University are supported by State funds and are intended to be used primarily for University related ~~work~~activities that support teaching, learning, research, and service, including University administrative functions and student activities consistent with the University's mission- and learning environment. Proper use ~~includes using the facilities for homework, class projects, sanctioned research projects, and business operations of the University. Each user is responsible for his or her actions and, like any other University-related activity, proper use of University information~~ technology resources is subject to applicable ~~state~~State and ~~federal~~Federal laws and University Regulations.

#### **IV. INCIDENTAL PERSONAL USE**

Incidental personal use of the University's technology resources by students and employees is allowed. Incidental personal use of University technology resources must comply with all applicable University policies, must not be used for commercial purposes, and must not conflict with the mission or interests of the University. Under no circumstance may incidental personal use involve violations of any laws or University Regulations. Incidental personal use must not interfere with the fulfillment of an employee's University responsibilities. The employee's supervisor may require the employee to cease or limit any incidental personal use of University or non-University technology resources that



~~hamper the employee's job performance. Using technology resources in the work environment in any manner that results in conduct that is inappropriate to the workplace will be addressed as an employee performance issue.~~employee's job performance.

## V. IMPROPER USE OF THE ~~FACILITIES~~RESOURCES

Improper use includes, but is not limited to, use for personal gain; use which intentionally interferes with legitimate use by others; and, use which ~~is threatening to others~~violates any law or University Regulation, including but not limited to, sexual harassment, ~~cyber~~bullying, ~~cyber~~stalking, ~~cyber~~harassment, and ~~cyber~~ threats.

## VI. SOFTWARE PIRACY

Making unauthorized copies of computer software or unauthorized downloads is an infringement of Federal copyright laws and is almost always in violation of a license agreement. Such violations can result in large costs to the University and significant fines to the individuals involved. Any indication of software piracy may be investigated, in accordance with applicable laws and University Regulations.

## VII. PRIVACY

~~Although data or information stored in The University facilities is recognizes the importance of privacy and adheres to any applicable state or Federal privacy law. However, the contents of all storage media owned or stored on University computing and related technology resources are the property, it is generally considered an electronic extension of an individual's personal work or learning space. It cannot be inspected, copied, or otherwise tampered with unless permission is given by the owner, except during administration of the facilities by Information Technology, as demanded by due process of law, or as determined to be in the best interests of the University. Users and may be monitored and inspected as outlined below. Individuals should understand be aware that uses of information technology resources or non University devices over email records may be subject to disclosure under the University network are not completely private. Wyoming Public Records Act and/or the Freedom of Information Act.~~

### A. Operational use

Normal operation and maintenance of the University's technology resources require backup of data ~~and communications~~, logging of ~~activity~~activities, monitoring of general use patterns, and other similar activities that are necessary to provide service. To provide service and for other operational needs, Information Technology may monitor and inspect technology resources, including storage media owned or stored on University computing and related resources. This type of operational monitoring and inspecting does

not include reviewing the content of any individual's records, including email communications.

**B. Investigations of resource misuse**

Information Technology may investigate any complaint or indication of misuse of any University technology resource. During an investigation of misuse, only authorized University personnel designated by the Vice President of Information Technology, may review information related to the investigation. The content of an individual's records will not be reviewed under this section. If the review of the content of an individual's records is required then it must be authorized under Section VII C. During an investigation, the individual suspected of misuse may be denied access to UW's technology resources. Investigations under this section may take place at any time, without notice.

**C. Other investigations**

An investigation of an individual's records, including email communications, may be conducted when there is an indication of criminal activity, activity that violates a UW Regulation, or when an investigation is determined to be in the best interest of the University. Only the Vice President of Information Technology, with notice to or in consultation with the Office of General Counsel, may authorize an investigation under this section. Investigations under this section may take place at any time, without notice.

**VIII. APPLICATION**

This Regulation applies to all users of University technology resources or network, whether affiliated with the University or not, and to all uses of the University's technology resources whether on campus or from remote locations. Furthermore, members of the University using non-University technology resources or mobile devices when conducting University business or other University matters shall comply with this Regulation for proper and responsible use.

**~~IX. INVESTIGATING SUSPECTED IMPROPER USE~~**

~~Information Technology may investigate any complaint or indication of misuse of University facilities. During an investigation, only authorized University personnel and, as appropriate, law enforcement personnel, may review data, programs, computer activity traces, backup information, or records (including telephone and email records) which are pertinent to the investigation. During an investigation of improper use, any person implicated may be denied access to the facilities.~~



**XIX. REMEDIES**

Any hearing, appeal or disciplinary action which results from misuse of the facilities will be conducted according to UW Regulations. In addition to the administrative actions provided by the UW Regulations, any suspected violation of a state or Federal law will be referred to the appropriate law enforcement agencies for independent investigation.

**Source:**

University Regulation 690; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting

**UW Regulation 8-231, "Hearing Officers for Student Disciplinary Proceedings"**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The President proposes modifications to UW Regulation 8-231 for the Board's consideration. UW Regulation 8-231 provides for the designation, duties, and functions of hearing officers for student disciplinary hearings. The proposed changes are prompted by requirements pursuant to Federal law and because disciplinary proceedings involving sexual misconduct by students can be extremely complex.

The President proposes modifying the regulation to allow the University to contract with an independent attorney or other professional as a hearing officer for student disciplinary proceedings at the Dean of Students' discretion. If the disciplinary proceeding involves an allegation of sexual misconduct, the individual will have experience in handling sexual misconduct complaints and in the operation of the University's disciplinary procedures. This modification is in compliance with Title IX of the Education Amendments Act of 1972 and conforms to the U.S. Department of Education Office for Civil Rights' April 4, 2011 Dear Colleague Letter and April 29, 2014 Questions and Answers on Title IX and Sexual Violence.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board adopted UW Regulation 8-231 on July 17, 2008 and approved changes to the regulation on November 14, 2014.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modifications to the Regulations.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**UW REGULATION 8-231**  
**Hearing Officers for Student Disciplinary Proceedings**

**I. PURPOSE**

To provide for the designation, duties, and functions of Hearing Officers for student disciplinary proceedings.

**II. DESIGNATION OF A HEARING OFFICER**

Through the Vice President for Student Affairs, the Dean of Students Office has primary authority and responsibility for the administration of student discipline and the appointment of Hearing Officers. For the purposes of this Regulation, a Hearing Officer ~~shall~~ may be a member of the University staff or faculty or may be an independent attorney or other professional at the Dean of Students' discretion. If the student disciplinary proceeding involves an allegation of sexual misconduct, the Hearing Officer shall have experience in handling sexual misconduct complaints and in the operation of the University's disciplinary procedures. The Dean of Students, or designee, may appoint Hearing Officers on a continuing basis or for a specific case only.

**III. DUTIES AND FUNCTIONS**

If any member of the University community alleges misconduct by a student, as outlined in the *Student Code of Conduct*, the Dean of Students, or designee, shall review the complaint to determine whether the allegations are supported by sufficient evidence. If the Dean, or designee, determines there is sufficient evidence of a violation of the *Code*, the Dean, or designee, shall appoint a Hearing Officer to conduct a hearing and to impose appropriate disciplinary sanctions according to the *Student Code of Conduct*.

**IV. ADMINISTRATION**

The Vice President for Student Affairs shall administer this Regulation.

**Source:**

University Regulation 231; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/14/14 Board of Trustees meeting

**UW Regulation 4-2, "Employment Provisions Applicable to All Personnel"**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The President proposes modifications to UW Regulation 4-2 (Employment Provisions Applicable to all Personnel) for the Board's consideration.

UW Regulation 4-2 outlines retirement benefits applicable to all employees, including Board Retirement. Currently, any employee who (1) has completed 25 years of full- or part-time benefited service with the University; (2) has attained the age of 60 with 15 years of immediately preceding University full- or part-time benefited service; or (3) elects an early retirement program authorized by state statute shall be designated Board Retired at the time of retiring.

The President proposes modifying the regulation to clarify that an employee is eligible for Board retirement when he or she has attained the age of 60 with 15 years of University full- or part-time benefited service with at least 10 consecutive years of uninterrupted service immediately preceding the date of retirement.

The reason for the change is to provide clarity for retirees who have fewer than 25 years' service at the University, but have extensive service and have also attained 60 years of age. The 60 years of age limit was established because that is the age at which the defined benefit under the state's retirement is not subject to an actuarial reduction. The regulation has been subject to multiple interpretations as regards whether gaps in service are permissible to get to 15 years of total service. The proposed change strikes a balance by recognizing lengthy service and still specifying a significant employment period immediately prior to retirement.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board adopted UW Regulation 4-2 on July 17, 2008 and approved changes to the regulation on:

- March 4, 2011
- May 6, 2011
- September 9, 2011
- November 16, 2012
- June 16, 2014
- September 12, 2014.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modifications to the Regulations.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**UW REGULATION 4-2  
Employment Provisions Applicable to All Personnel**

**I. NEPOTISM**

University employees shall not be immediate supervisors to their relatives. Relatives include parents, spouses, children, siblings (or the foregoing as in-laws), domestic partners, grandparents, grandchildren, uncles/aunts, nephews/nieces, and first cousins. Employees who find themselves in a work situation that conflicts with the foregoing statement shall have the remainder of the fiscal year to work with UW Administration to find alternative solutions, which may involve changes in the lines of supervision for their relatives.

Employees shall recuse themselves from formal discussions, votes, and/or decisions affecting the appointment, tenure, promotion, performance evaluation or other personnel status of a relative as defined above.

No provision of this section shall be interpreted or applied to prevent the hiring, admission to degree candidacy, or award of a scholarship, fellowship, or graduate assistantship to a person who is a relative of any employee of the University or of the Trustees. Nor shall this Regulation bar any employee from (1) reporting concerns about sexual harassment, discrimination, procedural violations, or other inappropriate workplace behavior; (2) inquiring about the possibility of University employment for a family member; or (3) seeking supervisory positions and discussing alternatives for managing family-related conflicts of interest.

**II. COMPENSATION**

**A. Salary Payment**

The base salary for most faculty and academic professionals is for work performed during the academic year, defined as the period beginning with the first day of the Fall semester registration and ending with Spring semester commencement. The base salary for faculty performing administrative duties and other duties beyond the usual academic assignments and for most other salaried staff employees is for work performed during the fiscal year.

All base salaries shall be paid in twelve (12) monthly installments except as specified in UW Regulation 5-173, Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officer. The University shall take any required deductions from salary payments for federal withholding taxes, social security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

**B. Supplementary Compensation**

**1. From Funds Disbursed Through the University**

Full-time employees during their regular terms of service shall not have their salaries supplemented from University grants, contracts, or other University sources except for:

- a. Employment in extension classes, noncredit programs, and similar activities scheduled through adult education programs.
- b. Occasional employment at University-sponsored events such as ticket selling at athletic events, or similar duties.
- c. Overtime payments when required by the employee contract or by applicable state or federal law.
- d. Employment as part-time instructor, lecturer or professional employee, where the appointing department, with the approval of the employee's vice president or administrative officer, determines that:
  - (1.) The employment will not interfere with the performance of the employee's regularly assigned duties;
  - (2.) The part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise that is not available through regularly appointed academic personnel or professional employees or through part-time appointment of non-University personnel;
  - (3.) The supplementary assignment does not exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year; and
  - (4.) The supplementary assignment is not recurring and is not in addition to the maximum time allowed for consulting as outlined below.
- e. Employment on grants, contracts and similar University-funded activities where the work is in addition to the individual's regularly assigned duties under limited conditions and for a limited period of time. Such employment may be approved when:
  - (1.) The essential services cannot be provided by persons employed or receiving salary support under the grant;

- (2.) It is not possible to relieve the employee of part of usual duties;
  - (3.) The project is one for which another department has principal responsibility; and
  - (4.) The overload will not exceed twenty (20) days per academic year or twenty-four (24) days per fiscal year as determined by the employee's period of appointment and shall not be in addition to the maximum time allowed for consulting as outlined below.
- f. When approved by the appropriate University authorities, full-time employees on academic year appointments may earn up to one-third (1/3) of their base salary for services rendered during the period from Spring commencement to Fall reporting date.
  - g. When approved by the appropriate University authorities, employees who have been granted a sabbatical leave may receive compensation from sponsored research grants and contracts awarded to the University, up to a maximum of forty (40) percent of their approved academic year salary, if funding from the grant or contract is an integral component of the sabbatical proposal.

**2. From Funds Disbursed by State Agencies**

The University recognizes its obligation to make its resources available to state agencies; however, the costs of such services are not included in the University budget and must, accordingly, be covered by funds from the agencies or from other non-University sources. The performance of professional and consulting work by a University employee for any Wyoming State agency shall, in general, be covered by the regulations that cover work for other outside agencies, i.e., the employee must obtain approval of the appropriate University officers and adhere to the maximum period for which additional compensation may be accepted. When an employee's services are required for a longer period, the University will make every effort to release the individual to the state agency for the time required with appropriate salary adjustment to be made between the agency and the University.

**III. CONSULTING**

**A. Requirements**

During the period of full-time University employment, academic personnel, athletic coaching and training personnel, and University officers may, with prior approval of the President or the President's designee, perform professional and consulting work

with or without compensation. A determination that the following requirements have been met shall be made by the appropriate dean, director or principal University officer. The President of the University shall receive notification of each request prior to initiation of the professional or consulting work.

1. The commitment to professional and consulting work shall not normally exceed thirty-nine (39) calendar days per academic year for academic year employees and forty-eight (48) calendar days per fiscal year for fiscal year employees.
2. The work must not interfere with the employee's University duties and must be in addition to, rather than a part of, the employee's full-time University duties. Such work must also be related to the employee's duties and must contribute to the effectiveness of the employee's work.
3. When academic personnel or University officers perform professional and consulting work, they must furnish written statements signed by the employee and the client(s) attesting that the efforts are independent of the employee's University employment and any affiliation thereto, that the University will be held harmless in relation to any product thereof, and that the University is not to be connected with the results and may not be involved in publicity, advertising or other activities related to the work, except for publication of scholarly works. In those instances where client confidentiality is a necessary and customary practice of the profession, the academic personnel member or University officer shall furnish assurance that such signed, written statements are maintained in the member's or officer's client file.

**B. Competition with the Private Sector**

When engaging in outside work, University personnel shall not unreasonably compete with the private sector.

**C. Use of University Facilities**

The facilities of the University may not be used for outside work without the recommendation of the appropriate dean or director and approval of the Vice President for Administration, who shall establish the compensatory schedule for facilities used.

**D. Scope**

This Regulation shall not apply to work which

1. Does not involve use of University facilities;
2. Does not represent the University; and



3. Is performed outside an individual's overall commitment of time and effort to the University, or conducted during approved vacation or leave without pay.

Paid professional or consulting activities undertaken outside the employee's overall commitment to the University will be disclosed to the appropriate dean, director, or University President.

**E. Conflict of Commitment**

Failure to comply with this Regulation shall constitute a conflict of commitment and shall be cause for disciplinary action, up to and including termination.

**IV. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT**

A conflict of interest exists when an employee has an external interest that affects or provides an incentive to affect the employee's conduct of his/her University activities.

A conflict of commitment exists when an employee renders professional service that is not part of his/her duties to the University to the detriment of his/her obligations to the University. A conflict of commitment arises when professional service or research contracted for outside the University, consultations, or other outside activities (e.g., outside teaching or business) of an employee interferes with the paramount obligations to students, colleagues and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial remuneration or other inducements and, in such cases, may also constitute conflicts of interest.

Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated, or managed in accordance with University policies, will result in appropriate sanctions, up to and including termination.

**V. MILITARY LEAVE**

Employees are eligible for a leave of absence from the University to serve in the armed forces during a period of national or state emergency or for training.

**A. Active Duty for War or National or State Emergency**

Employees who have been employed for eleven (11) months who leave the University for active duty with the armed forces, voluntarily or involuntarily, during a state of war or declared national or state emergency will be given a leave of

absence without pay. Application for such leave must be made to the employee's immediate supervisor and transmitted through regular channels to the President for approval by the Trustees. The time spent in national or state service shall count toward University retirement.

**B. Active Duty for Training**

Employees eligible for vacation privileges may have an additional fifteen (15) working days leave with pay per calendar year for active duty for training in addition to any other leave or vacation with pay to which the employee is entitled.

**VI. RETIREMENT**

**A. Wyoming Retirement System and TIAA-CREF**

Employees of the University are automatically included by state law in the Wyoming Retirement System and the Federal Social Security program (FICA). As an alternative to participation in the Wyoming Retirement System, University employees may participate in a legislatively approved plan with the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF).

**B. Board Retirement**

Any employee who (1) has completed twenty-five (25) years of full- or part-time benefitted service with the University; (2) has attained the age of sixty (60) with fifteen (15) years of ~~immediately preceding~~ University full- or part-time benefitted service with at least ten (10) consecutive years of uninterrupted service immediately preceding the date of retirement; or (3) elects an early retirement program authorized by state statute shall be designated Board Retired at the time of retiring. A list of Board Retired personnel shall be maintained in the Human Resources office. Each Board Retiree shall be eligible for the following benefits:

1. Conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. If the employee dies, the sick leave conversion benefit shall be transferred to the surviving spouse.
2. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life. The employee's spouse or surviving spouse is not eligible for this benefit.
3. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.

4. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
5. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
6. UW library privileges, including all electronic files available to UW personnel. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.
7. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
8. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.
9. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a surviving spouse may receive the employee's full tuition discount provided space is available.
10. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1. The employee's spouse or surviving spouse is not eligible for this benefit.

If an employee eligible for Board Retirement dies prior to retiring from the University, the Board Retiree benefits, including the sick leave conversion benefit, shall be made available to his or her surviving spouse, including any spousal provisions listed above.

Eligible part-time employees shall receive the sick-leave conversion in proportion to the percent of the appointment.

Retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1 shall be eligible for the benefits numbered 3 through 10 above, whether or not they are eligible for Board Retirement.

Employees receiving official Board Retirement status shall be responsible for initiating the process to receive the paid-up health insurance through established

personnel policies and guidelines. At the conclusion of any paid-up health insurance, the Board Retiree shall be eligible to participate in the group health insurance plan pursuant to the current personnel policies and/or insurance carrier's contracts.

**C. Conversion of Accrued Sick Leave for Non-Board Retirees**

Any employee who retires, but is not eligible for Board Retirement as defined above, and has completed fifteen (15) years of University service immediately preceding the date of retirement, shall receive a benefit of conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. The amount of the state contribution shall be equal to the employer's contribution for the coverage the employee had while employed reduced by the amount of any state-funded health insurance contributions for the retiree. If the retiree dies before the full amount of this benefit is paid, the balance of the benefit shall be transferred to the surviving spouse as a contribution toward state group health insurance payments. If an employee eligible for this conversion benefit dies prior to retiring from the University, the conversion benefit due this employee shall be transferred to his or her surviving spouse.

**VII. EMERITUS DESIGNATION FOR ACADEMIC PERSONNEL**

The emeritus designation shall be conferred upon academic personnel who retire after long and distinguished service to the University. For faculty, qualifications include tenure, associate rank, fifteen (15) years of service, and extraordinary performance in one or more of the following: teaching, advising, research/creative endeavors, professional and/or public service, or administration at the University of Wyoming.

For academic professionals (lecturers, extension educators and research scientists), qualifications include an extended term appointment, associate rank, fifteen (15) years of service, and extraordinary performance in one or more areas of their job duties.

Nominations for emeriti status shall be initiated by the department head and/or dean. The department head and/or dean shall forward the nomination to the Vice President for Academic Affairs, who shall forward his/her recommendation to the President. The President shall then forward a recommendation to the Trustees.

Academic personnel officially retired from the University may be recalled annually by the Trustees. Request for recall shall be made by the appropriate University officer(s) with the consent of the retiree.

#### **VIII. POLITICAL ACTIVITIES**

The political rights and privileges of all employees of the University are the same as those of any other citizen of the State. However, exercise of those rights and privileges shall not involve the use of University funds, time, services and facilities unless authorized as part of the educational process. Any unauthorized use may be subject to disciplinary action, up to and including termination.

#### **IX. CLASSIFIED RESEARCH**

The University of Wyoming does not prejudge the appropriateness of participating in classified research. Rather, it reserves the right to examine each proposed project in the context of scientific merit as well as contributions the research may make to the general welfare of the state, the nation and the whole of humankind. As the governing body for the University, the Trustees have authority to accept or reject all research grants, contracts and gifts.

The Trustees shall be fully apprised of the character of all proposed classified research to be conducted at the University. The University, its academic personnel and staff, shall enter into contracts for classified research only with the express approval of the Trustees. If the University participates in classified research, the Office of Research and Economic Development will oversee the necessary steps to allow this type of research to occur.

#### **X. SAFETY**

Safety is the responsibility of every employee. Each employee shall conduct their activities in compliance with applicable governmental, University, and campus unit safety and health policies, procedures and regulations. This includes abiding by safety rules, participating in safety training as required and reporting hazards and potential violations. Any employee who believes there is a safety problem in his/her work environment or elsewhere in the University is obligated to bring the problem to the attention of the immediate supervisor and the Chief Risk Officer as appropriate. The Chief Risk Officer has primary responsibility for employee safety activities of the University and all such workplace health and safety programs, policies and procedures. These documents will be available on the Risk Management and Safety Office website or a copy may be viewed at the Risk Management and Safety Office during normal business hours. The Chief Risk Officer is charged with the planning and implementation of actions to meet the requirements of all applicable state and federal environmental health and safety legislation and all associated rules and regulations. The Chief Risk Officer shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. Such decisions are subject only to review by the President or his/her designee.

The Chief Risk Officer also has primary responsibility for the University's insurance and for protecting the University from liability. Employees shall comply with all Risk Management policies and procedures and make all reports required by the Chief Risk Officer.

The University shall maintain an alcohol and drug testing program that complies with federal and state law. When federal or state law or University Regulation makes such program applicable to an employee, that employee shall comply with the requirements of the University program.

**Source:**

Trustee Regulation VII; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 3/4/11 Board of Trustees meeting  
Revisions adopted 5/6/11 Board of Trustees meeting  
Revisions adopted 9/9/11 Board of Trustees meeting  
Revisions adopted 11/16/12 Board of Trustees meeting  
Revisions adopted 6/16/14 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting

**UW Regulation 1-102 (Section H and Appendix B), "Investment Policy"**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The UW Investment Policy was last revised in 2007. The current policy is extremely restrictive as to allowable investments and durations and makes investing in the current market conditions very challenging. The policy updates allow the University to invest in investment categories allowed by Wyoming State Statute 9-4-831, specifies a certain percentage of assets that can be invested for longer than one year and clarifies reporting to the Board of Trustees. These updates were discussed with the Audit and Fiscal Integrity Committee during a conference call on June 1, 2015.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

**WHY THIS ITEM IS BEFORE THE BOARD:**

The policy is a part of UW Regulation 1-102 (Section H and Appendix B) and requires Board of Trustees approval.

**ARGUMENTS IN SUPPORT:**

University policies should be periodically reviewed and updated to reflect changes in the market environment.

**ARGUMENTS AGAINST:**

None.

**ACTION REQUIRED AT THIS MEETING:**

It is recommended that the Board of Trustees of the University of Wyoming approve the updated Investment Policy, as Section H and Attachment B of UW Regulation 1-102.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval of the policy as presented in this item.

## University of Wyoming Investment Policy

Reviewed by Audit and Fiscal Integrity Committee: June 1, 2015  
Approved by Board of Trustees: June xx, 2015

### A. Purpose

The Investment Policy of the University of Wyoming establishes the general guidelines and procedures for the investment of University funds. This policy is established by the University Of Wyoming Board Of Trustees (Board) to guide the Board, its Audit and Fiscal Integrity Committee (Committee), and the University administration in the process of fund investment. The Board retains the right to make decisions contrary to this policy, when such decisions are deemed to be in the best interests of the University. The Board also retains the right to accept and administer donated funds or property with donor restrictions contrary to this policy.

It is not the purpose of this document to specify the details of every situation, nor to set forth specific short-term goals. The policy governs the investment management of University operation funds and long-term investment practices, and is supplemented annually with discussion of market conditions and short-term goals, including return targets.

### B. Standards of Care

- a. Prudence – All University officers and employees involved in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived.”
- b. Ethics and Conflicts of Interest – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions, broker/dealers, or security issuers with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the University.



### **C. Safeguards and Controls**

- a. Third-party Safekeeping – Securities will be held by an independent third-party safekeeping institution selected by the University. All securities will be evidenced by safekeeping receipts in the University's name.
- b. Delivery vs. Payment – All trades, where applicable, will be settled on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the University's safekeeping accounts prior to the release of funds. All securities shall be perfected in the name of or for the account of the University and shall be held by a third-party custodian as evidenced by safekeeping receipts.
- c. Sales Prior to Maturity – Securities may be sold prior to maturity for reasons which include:
  - i. To meet liquidity needs,
  - ii. To reduce risk or minimize loss of principal,
  - iii. As part of a security swap that seeks to improve the quality, yield, or expected return of the portfolio, or to reduce risk,
  - iv. To adjust or rebalance the portfolio to:
    - 1. Be in compliance with policy guidelines,
    - 2. Better match expected cash flows,
    - 3. Adjust the portfolio duration to better match the target,
    - 4. Better align with current and expected market conditions, or
    - 5. Better match a designated performance benchmark.

### **D. Use of Manager and Advisors**

- a. It is the policy of the Board to invest in funds through a combination of the University's Manager, Financial Services and externally contracted, professional registered investment advisor(s) selected by the Board, or the Board's designee.
- b. Portfolios manager by the Manager, Financial Services (internal) include fixed income, low risk, federally guaranteed or insured instruments only.
- c. Portfolios managed by contracted managers (external) include instruments appropriate to the style of each manager, limited to security types in W.S. 9-4-831.
- d. It is also the policy of the Board, or the Board's designee, to determine the need to contract with an independent investment advisor or performance evaluation service. The Board, or the Board's designee, determines, and periodically reviews, the level of services desired.

### **E. Invested Funds**

- a. Endowment type funds
  - i. Endowment and Quasi-Endowment funds are invested by the University of Wyoming Foundation, as outlined in the Memorandum of Agreement

dated May 10, 1989 and Addendum to the Memorandum dated November 10, 2003. See Appendix A for the University of Wyoming's Quasi-Endowment Guidelines.

- b. Operating and Agency Funds
  - i. The Manager, Financial Services invests the following types of funds, in a combination of fixed-income, minimal risk instructions, money market funds and collateralized certificates of deposit.
    - 1. Departmental gift and endowment income funds are invested at departmental request and earnings are directed to the accounts invested, provided a minimum balance of five thousand dollars (\$5,000) is maintained for at least one year.
    - 2. Bond proceeds and construction funds are fully invested in accordance with bond resolutions, contracts and payment schedules. Earnings are deposited to the relevant bond or construction accounts, with consideration given to applicable federal arbitrage regulations.
    - 3. Federal funds reinvested at departmental request and earnings are directed to the accounts invested.
    - 4. Operating funds are invested in accordance with overall operating and liquidity needs and earnings are accounted for as general University income. Amounts to be invested are determined daily by the Manager, Financial Services.
    - 5. Agency funds are invested at agency request and earnings are direct to the accounts invested.
  - c. Advanced Payment of Higher Education Costs Program (APHEC)
    - i. The University administration invests funds held for the APHEC program in accordance with Wyoming law and the regulations of the APHEC governing board.

#### **F. Investment Objectives**

- a. Investment goals for endowment type funds are designed to achieve the following objectives:
  - i. Donor objectives;
  - ii. Protection of assets from excessive risk;
  - iii. Total return, which provides program income and allows for growth of the endowment;
  - iv. Preservation of purchasing power.
- b. Investment goals for operating and agency funds are designed to achieve the following primary objectives:
  - i. Safety – Safety of principal is the foremost objective of the investment program. Investments of the University shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required.

- ii. Liquidity – The University’s investment portfolio must remain sufficiently liquid to enable the University to meet all operating requirements which might be reasonably anticipated. To attain this objective, the portfolio should be structured so that securities mature concurrent with anticipated cash needs.
- iii. Yield/Return on Investment – The University’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the University’s investment risk constraints and the cash flow characteristics of the portfolio.
- iv. These goals dictate a policy that utilizes relatively low-risk, investment-grade, fixed-income investments.

**G. Asset Allocations**

- a. Endowment type funds – These funds will be invested in allowed investments under the University of Wyoming Foundation investment policy and follow their asset allocation guidelines.
- b. Operating and Agency Funds – The University is considered a political subdivision in accordance to W.S. 21-17-404. As such, the University is authorized and limited to invest in those types of securities allowed by W.S. 9-4-831 for public entities.
  - i. Security Type Limits – Investments shall be diversified, subject to the following maximum allocations per security type:
 

• U.S. Treasuries and securities guaranteed by the U.S. Government	No limit
• U.S. federal government agency or instrumentality	No limit
• Repurchase agreements	No limit
• U.S. agency/instrumentality mortgage-backed securities	30%
• U.S. government agencies callable securities	30%
• Collateralized time and demand deposits	No limit
• Commercial paper and bankers’ acceptances combined	50%
• Money Market Mutual Funds/LGIPS	50%
  - ii. Issuer Limit – No more than 5% of the total market value of the portfolio may be invested in any one non-government issuer. Investments in bankers’ acceptances and commercial paper will be combined to determine aggregate exposure.
  - iii. Collateralization – In order to provide an adequate level of security, all deposited funds shall be collateralized at 100%.
    - 1. For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus

demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation or the National Credit Unions Share Insurance Fund.

2. The collateral will be adequate to secure both principal and accrued interest of the deposits.
  3. Authorized instruments for collateralization are those found in W.S. 9-4-821.
  4. In addition to the collateralization requirements found in W.S. 9-4-821, collateralization will also be required on the following types of investments:
    - a. Time deposits
    - b. Repurchase agreements
- iv. Portfolio Duration – Maturities of securities will be managed in coordination with the cash flow needs of the University.
1. Funds needed to satisfy operating cash flows of the University will be invested in securities and funds that mature in less than one year.
  2. Funds not needed to satisfy operating cash flows, or core funds, of the University can be invested in a portfolio whose duration does not exceed three (3) years on the overall portfolio. This allocation is targeted to 20-30% of the University operating and agency funds, but will not exceed 40%.

#### **H. Income Distribution**

- a. Return Allocations
  - i. Operating and Agency funds are in various pools dependent on type of funds. The principal may change daily and the earnings are distributed on a prorate basis at the end of each month.

#### **I. Performance Evaluation and Reporting**

- a. Reporting
  - i. Performance reports are supplied to the Board following the end of each quarter.
  - ii. Management reports and related discussions are prepared and conducted quarterly, generally within sixty (60) days after the end of a quarter.
- b. Performance Standards
  - i. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a full market cycle, generally a period of 3-5 years or more. A market benchmark may be established against which portfolio performance shall be compared.

- c. Marking to Market
  - i. The market value of the portfolio shall be calculated monthly and a statement of the market value of the portfolio shall be issued at least quarterly to the Board.
- d. Credit Downgrades
  - i. Credit ratings should be monitored on a regular basis. The University or its investment advisor shall review any downgrades below the minimum ratings guidelines and recommend an appropriate course of action.
- e. Policy Considerations
  - i. The policy shall be reviewed annually by the Audit and Fiscal Integrity Committee and recommended changes will be presented to the Board for consideration.

**J. Authority and Responsibilities**

- a. Board of Trustees – The Board is responsible for prudent investment of funds and distribution of earnings to applicable programs.
- b. Audit and Fiscal Integrity Committee – The Committee provides oversight of investment performance and makes recommendations to the Board regarding policy and investment management. The Committee has the authority to approve short-term deviations from the stated policy, when urgent situations threaten the safety of invested funds.
- c. Vice President for Administration (Deputy Treasurer) – The Vice President is responsible for administration of Board policy and recommendations to the Audit and Fiscal Integrity Committee. The Vice President has authority to deviate from the policy in an urgent situation, after consultation with members of the Committee.
- d. Associate Vice President for Fiscal Administration/University Controller – The University Controller is responsible for maintenance of all endowment files, preparation, compilation, and review of reports, and coordination with the Foundation and the Manager, Financial Services.
- e. Manager, Financial Services – The University Manager, Financial Services is responsible for daily decisions regarding internal investments and periodic reports on the internally invested portfolio. The Manager has authority to make short-term investment decisions in accordance with Board-approved policy and established process.
- f. External Managers – Contracted managers are responsible for management of external portfolios and quarterly and annual reports. Managers have the authority to select investment instruments and make trade decisions, in accordance with the objectives and policies of the University, as agent for the Board.

## APPENDIX A

### University of Wyoming Investment Policy Quasi-Endowment Guidelines

Quasi-endowment funds are defined as funds established to function as endowment funds. These funds are invested in a manner consistent with the investment of endowment funds. The following procedures will be used to create new, add to existing or withdraw moneys from quasi-endowment funds:

1. The minimum threshold to establish a new "stand-alone" quasi-endowment is \$50,000. There is no minimum if the quasi-endowment is related to an existing "true" endowment.
2. Unrestricted gifts (fund 1600) and funds restricted for purposes other than scholarships (fund 4400) may be used to create a quasi-endowment. No state appropriations, tuition & fees, operating funds, pledged revenues, contract/grant funds or other funds may be used for this purpose. If restricted funds are used, the earnings remain restricted to the original purpose.
3. Moneys used to create a new quasi-endowment account, or funds added to an existing quasi-endowment account, must be held for a minimum of five (5) years. Exceptions to the minimum timeframe may be approved by the Vice President for Administration (if created under No. 5 below) or by the President of the university and the Board of Trustees (if created under No. 6 below).
4. College Deans and University Officers may request new quasi-endowment accounts and/or additions to existing quasi-endowment accounts. Recommendations by the requester's vice-president must be obtained prior to approval under No. 5 or No. 6.
5. The Vice President for Administration, or his/her designee, is authorized to approve individual requests for new quasi-endowment accounts and/or additions to existing quasi-endowment accounts of less than \$250,000 as they are received throughout the year.
6. Any request to establish a quasi-endowment account of \$250,000 or more requires recommendation of the Vice President for Administration and approval by the President of the University and the Board of Trustees.
7. All quasi-endowment accounts shall be invested by the University of Wyoming Foundation according to the November 10, 2003 Addendum to the Memorandum of Agreement dated May 10, 1998 between the University and the Foundation.
8. Written requests to withdraw funds from a quasi-endowment account must be given at least one hundred and twenty (120) days prior to the end of any calendar quarter (March 31, June 30, September 30, and December 31).

9. If established under no. 5, the Vice President for Administration, or his/her designee, shall approve withdrawals after the minimum time period. If established under No. 6, the President of the University and the Board of Trustees shall approve withdrawals.
10. The Vice President for Administration will report annually to the Board of Trustees on new quasi-endowment accounts established in the past year.
11. In consideration of State of Wyoming matching funds, a quasi-endowment account will be designated as permanent and an agreement executed memorializing the permanent nature of matched funds.

**“Revisor’s Bill” – Approval of Changes to UW Regulations 6-402, 6-403, 6-404, 6-710, 6-713, 6-715, 6-716, 6-719, 6-720, 6-721, 6-722, 6-805, 6-806, 7-540, 7-631, 7-642, and 7-718**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

At the July 2014 Board meeting, the University introduced a “Revisor’s Bill,” asking that at each of the next several Board meetings, the Board consider modifications to existing regulations that contain inadvertent errors and omissions, obsolete references, and do not reflect current practice. These revisions are not substantive. All such revisions will be distributed to all Vice Presidents, the Faculty Senate, the Staff Senate, and ASUW for review and comment in advance of submission to the Board.

Any substantive changes to any UW Regulation will be presented separately and will not be included in any “Revisor’s Bill” submission. Note too that the legal office will also ensure that all regulations follow consistent numbering conventions for subsections, paragraphs, and subparagraphs.

The proposed modifications for this meeting relate to Academic Policy (section 6) and Regulations of Academic Units (section 7) and include the following:

- 6-402:** Tour Course Study for Credit
- 6-403:** Final Examination Policy
- 6-404:** University Degree Requirements
- 6-710:** Authorization for the Use of “S-U” Grades and Confirmation of the Auditing Policy
- 6-713:** Student Absence Policy
- 6-715:** Scholastic Probation, Suspension, Reinstatement and Academic Renewal for Undergraduate Students
- 6-716:** Change of Recorded Grades
- 6-719:** Assessment of Prior and Sponsored-Experiential Learning
- 6-720:** Assignment and Removal of the Grade of I (Incomplete)
- 6-721:** Policy for Curriculum Structure and Course Identification
- 6-722:** Grading System Including Mid-Semester and End-of-Semester Grades
- 6-805:** Definition of Concurrent Majors, Dual Degrees, Second Bachelor’s Degree, Interdisciplinary Affiliated Programs, and Minors
- 6-806:** Revised Course Approval Process
- 7-540:** Regulations of the College Education
- 7-631:** Regulations of the University Libraries
- 7-642:** Regulations of the Enhanced Oil Recovery Institute
- 7-718:** Library of Deposit

Additionally, the University asks that the Board consider repealing UW Regulation 6-409 (Faculty Office Hours). The provisions of this Regulation have been incorporated into the Regulations of the Academic Units.



**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The "Revisor's Bill" was introduced at the July 2014 Board retreat.

- On July 17, 2014, the Board approved changes to UW Regulations: 1-1, 1-2, 1-3, 1-5, 1-44, 1-101, and 1-102.
- On September 12, 2014, the Board approved changes to UW Regulations: 1-34, 2-1, 2-32, 2-39, 2-178, 2-181, 2-245, 3-33, 3-105, 3-176, 3-177, 3-179, 3-255, 3-641, 3-650, 3-690, 4-1, 4-2, 4-174, and 4-175
- On November 14, 2014 the Board approved changes to UW Regulations: 8-1, 8-2, 8-30, 8-229, 8-231, 8-234, 8-238, 8-242, 8-243, 8-244, 8-246, 8-247, 8-248, 8-249, 8-250, 8-253, and 8-254.
- On February 9, 2015, the Board approved changes to UW Regulation 8-38.
- On May 15, 2015, the Board approved changes to UW Regulations: 6-400, 6-711, 7-490, 7-530, and 7-560.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modifications to the Regulations.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

## UW REGULATION 6-402

### International Exchange and Faculty-led~~Four~~ Course Study for Credit

#### I. PURPOSE

To clarify policies relating to International Exchange and Faculty-led~~four~~ courses taught at off-campus locations in fulfilling instructional obligations of the University.

#### II. GENERAL POLICY

The fundamental precept governing the University's outreach activities is that of state service. First responsibility is to provide ~~extension-outreach~~ courses to meet the educational needs of Wyoming residents and students. ~~Four-International Exchange and Faculty-led~~ courses may be offered to fulfill this obligation, but in such cases, there must be a direct connection between course content and the teaching site such that course content will be enhanced by the special location. ~~Four-International Exchange and Faculty-led~~ courses will be equivalent in quality of instruction and content to that expected for courses offered on campus.

#### III. COURSE REVIEW AND APPROVAL

All ~~four-International Exchange and Faculty-led~~ courses are subject to the review and approval procedures which apply to proposals for the introduction of new courses. Academic credit will be denied for any such course which has not been so approved.

#### IV. ADMINISTRATIVE SERVICES

All ~~four-International Exchange and Faculty-led~~ courses shall be coordinated through the ~~Office of Extension Classes in the~~ Outreach School. Procedures will follow those in effect for administering ~~extension-outreach~~ credit classes.

#### ~~1. BUDGET.~~

~~Accompanying the course proposal, a complete budget which details all sources of funding, all expenditures and the University's total financial obligations shall be submitted through normal University channels before any programmatic or financial commitments are made. In addition to a budget reflecting University financial obligations, a budget must be submitted reflecting the minimum budget a student should plan which reflects all payments to other entities (e.g., travel agencies or others who provide contractual services) and a description of the services to be provided. The submission must also include a description of special services that should be arranged for protection of the welfare of students.~~

#### V. OTHER APPROVALS REQUIRED

Travel arrangements and any brochure copy which relates to student and University responsibilities are subject to approval by the ~~Coordinator of Extension Classes~~Director of International Programs or his/her designee. Contracts and statements of the University's liability are subject to approval by ~~legal counsel for the University~~the Office of General Counsel.

Source:

University Regulation 402: adopted 7/17/08 Board of Trustees meeting

## UW REGULATION 6-403 Final Examination Policy

### I. PURPOSE

To establish a policy for final examinations.

### II. FINAL EXAMINATION SCHEDULE

~~A.~~ The Registrar is authorized to schedule final examinations. With only the exceptions specifically designated below, exams will be given at the times thus designated and no other times. The examination schedule shall be published at least one month before the first day of final examinations.

~~b.~~

B. Exceptions for which no examination time will be shown in the Final Examination Schedule are: (1) all courses listed entirely as TBA; (2) courses blocked first half of semester; (3) courses meeting off campus; (4) correspondence and extension courses; (5) student teaching; and (6) labs, discussions and recitations.

~~e.~~

C. In courses in which the same material is taught in more than one section and a common examination is deemed desirable, a group examination will be scheduled by the Registrar if such can be arranged within the limits of the examination period and without creating serious conflicts.

~~d.~~

D. No student shall be required to take more than two final examinations in any one day. Along with the specific final examination schedule, the Registrar shall indicate a system of priorities which will determine which course is expected to offer an examination at a different time for a student who is scheduled for more than two final examinations in one day or more than one at the same hour.

### III. GENERAL POLICIES

A. ~~a.~~ At least one day free of classes shall separate the last day of classes and the first day of final examinations.

~~b.~~

B. If, in the opinion of the instructor and department head, a final examination would be inappropriate for a particular course a final examination need not be administered.

~~e.~~

C. To avoid excessive pressure on students during the week before final examinations, no examination or graded exercise should be given in the last week of classes unless it is essential for the effective functioning of the course, ~~unless~~ it is a makeup test or examination, or ~~unless~~ it is a regularly scheduled weekly exercise. If an examination or graded exercise in the last week of classes is deemed essential, the instructor shall notify the students of it in a class syllabus distributed at the beginning of the course. Examinations or graded exercises given during the last week of classes are appropriate in the following circumstances:

~~i.~~

1. Laboratory examinations in those courses which do not have a separately scheduled final examination for the laboratory portion of that course.
2. Evaluations in courses which require individualized performances that cannot be incorporated into a scheduled final examination, such as recitations and musical performances.

~~d.~~

D. Take-home finals may be distributed prior to final week and shall be due no earlier than the regularly scheduled final examination time for that class.

~~e.~~

E. Instructors are not obligated to give final examinations ahead of schedule to those students who, for legitimate reasons connected with official University activities, cannot take the final examination at the scheduled time. In such cases, students are entitled to receive a grade of "~~XI~~", subject to the usual procedures and conditions of the grade of "~~XI~~".

~~f.~~

F. The deadline for submission of final grades to the ~~Division of Registration and Records~~ Registrar's Office shall be not less than ninety-six (96) hours after the close of the last examination on the schedule.

~~g.~~

G. The College of Law is exempt from this policy.

~~h.~~

~~—This policy shall be effective beginning with the 1994 Fall semester final examination period.~~

Source:

University Regulation 403, Revision 2 and Change 1; adopted 7/17/08 Board of Trustees meeting

**UW REGULATION 6-404**  
**University Undergraduate Degree Requirements**

**1-I. PURPOSE**

To codify all existing academic requirements established by the University Faculty for the award by the University of undergraduate degrees, and otherwise provide direction for the continuing implementation of such requirements.

**2-II. GENERAL STANDARDS**

A. ~~a.~~ Undergraduate degrees will be conferred only upon persons who have been accepted into a degree program offered by a college of the University, and who demonstrate successful completion of all university and college requirements established by appropriate regulations or publication in the University Bulletin. Individual students are responsible for ascertaining specific requirements for the degree sought, as well as compliance with published procedures.

1. ~~(1)~~ To be considered a degree candidate at the University of Wyoming, a person must have made application for admission to the ~~Division Office~~ of Admissions, must have been admitted as a student, and must have been accepted into a degree program within a college of the University.
2. ~~(2)~~ It is desirable that a person intending to pursue a degree at an off-campus location give notice of such intent preferably at the time of applying for admission to the University or as soon thereafter as possible.
3. ~~(3)~~ A student admitted to degree candidacy normally must meet all requirements appropriate to the degree as set forth in the regulations existing at the time of the student's entry into candidacy for the degree. Students failing to complete degree requirements within a reasonable period of time forfeit any right to graduate under the requirements in effect at the time of their admission to degree candidacy.

B. ~~b.~~ Satisfaction of academic requirements must be demonstrated by appropriate entries upon the official transcript of a student's academic work maintained by the Registrar of the University (see UW Regulation 8-246).

C. ~~c.~~ Academic requirements established by Colleges shall be based upon the number of credit hours to be earned for award of a degree within the major sought by a student. Colleges may establish requirements for areas of study and specific courses as a part of offered degree programs. Requirements may include academic work for which credit is not awarded.

~~d.~~



D. Evaluation of successful completion of academic requirements shall be based upon the assignment of grades by faculty responsible for the academic offering or work. Grades assigned to students shall represent the individual faculty member's evaluation of the student's work as described in UW Regulation 6-722 ~~(2.a)~~. A grade of "F" signifies no credit is earned for the completed academic work. Within limitations set forth in UW Regulation 6-710, grades of "S" (Satisfactory) or "U" (Unsatisfactory) may be assigned. (For matters related to assignment of grades, see: UW Regulation 6-710, Authorization for Use of "S-U" Grades; UW Regulation 6-716, Change of Recorded Grades; and UW Regulation 6-720, Assignment and Removal of the Grade of I (incomplete).)

E. ~~e~~-Credit applicable towards a degree may be earned or awarded through (1) instructed classes on campus, ~~VIRTUALLY~~ virtually or at ~~extension-outreach~~ settings (including recognized academic courses under concurrent faculty general supervision such as internships, clerkships, clinical experience, ~~co-op~~ cooperative programs, etc.); (2) credit by examination; (3) portfolio evaluations, as provided in UW Regulation 6-719; and (4) acceptance of transfer credit from accredited colleges or universities, including Wyoming Community Colleges. The following limitations apply:

1. ~~(1)~~ Credit by Examination and Portfolio Evaluations: Such credit may be awarded students in accordance with the provisions of UW Regulation 6-719 (Assessment of Prior and Sponsored-Experiential Learning). All credit assigned for experiential learning based upon portfolio evaluations is excluded from the minimum credit hour requirements set forth in section ~~4IV~~.

2. ~~(2)~~ Transfer Credit:

a. ~~(a)~~ Transfer credit accepted by the Office of ~~Admissions~~ the Registrar and recorded on a student's official transcript remains subject to approval by the college from which a degree is sought as to whether it satisfies degree requirements.

b. ~~(b)~~ Students classified as juniors or seniors must obtain approval of the Dean of the College to take lower division level courses at a two-year college which they desire to apply towards their degree program.

F. ~~f~~-Other requirements appropriate to the various undergraduate degrees shall be established by regulations of the colleges. All requirements and appropriate implementing procedures shall be published in the University Bulletin as directed by the ~~Provost and~~ Vice President for Academic Affairs.

### ~~3-III~~ CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS

A. ~~a~~-A student must have a cumulative grade point average of 2.000 or better based upon credit hours attempted through the University of Wyoming.

- B. ~~b-~~ Calculation of the cumulative grade point average shall be in accordance with UW Regulation 6-715 (Scholastic Probation, Suspension, Reinstatement and Academic Renewal for Undergraduate Students).

#### ~~4-~~IV. MINIMUM CREDIT HOUR REQUIREMENTS

- A. ~~a-~~ A minimum of 30 credit hours must be earned from the University of Wyoming. Beginning with the fall semester of the 2015-16 academic year, all students first enrolling in the University or other collegiate institutions must complete a minimum of 42 upper division (junior-senior) semester credit hours, affording individual programs the ability to determine their own requirements and/or satisfy accreditation requirements, 30 of which must be earned from the University of Wyoming (see UW Regulation 6-721 regarding upper division courses). Any exceptions may be granted by the President or ~~Provost and~~ Vice President for Academic Affairs.
- B. ~~b-~~ Students seeking another baccalaureate degree must complete 30 additional semester hours of course work from the University of Wyoming, 12 of which must be in upper division (junior-senior) courses. All college and major requirements of the additional degree must be met.
- C. ~~c-~~ Undergraduate students may have hours earned in graduate level classes count toward their undergraduate degree upper division credit requirement.

#### ~~5-~~V. STATE AND FEDERAL CONSTITUTION INSTRUCTION AND EXAMINATION REQUIREMENT

- A. ~~a-~~ Wyoming State statute (~~Wyo. Stat. 1977, W.S.~~ § 21-9-102) requires each student to receive instruction in the essentials of the United States and Wyoming constitutions.
- B. ~~b-~~ This requirement is satisfied by completion of Political Science 1000, a combination of History 1210 and History 1250, or other courses approved by the University Studies Committee as meeting statutory requirements. A grade of "C" or better must be earned in the course examination.

#### ~~6-~~VI. UNIVERSITY STUDIES DEGREE REQUIREMENTS:

- A. ~~a-~~ Specific courses which satisfy general education requirements are identified and approved by the college course and curriculum committees and the University Studies Committee. Only those courses meeting baseline learning outcomes (see UW Regulation 6-407) shall satisfy these requirements.
- B. ~~b-~~ It is the responsibility of the individual colleges to review and adjust their degree requirements or course offerings when necessary to assure completion of general studies requirements.

~~7-~~



**VII. IMPLEMENTATION OF UNIVERSITY STUDIES REQUIREMENTS:**

Implementation of the requirements shall be in accordance with the following:

- A. ~~a.~~ Transferred credits from other collegiate institutions may be accepted in satisfaction of requirements when the transferred courses meet the objectives of a required University Studies course as determined by standards or procedures adopted by the University Studies Committee.
- B. ~~b.~~ Students transferring fewer than thirty (30) credit hours will be subject to requirements specified for freshman except when waived by the University Studies Committee upon petition by a student who has completed one year of full time collegiate studies.
- C. ~~c.~~ The University Studies Committee is authorized to consider and grant waivers of the University Studies requirements to petitioning students as warranted by unusual and extenuating circumstances.
- D. ~~d.~~ With the concurrence of the Executive Committee of the Faculty Senate and the ~~Provost and~~ Vice President for Academic Affairs, the University Studies Committee may suspend, or delay, the application of any of the requirements of the University Studies Program whenever it appears the availability of required courses, or class sections thereof, is insufficient to accommodate the class schedules of students necessary for fulfillment of undergraduate degree programs. Any such action shall be promptly reported to the Faculty Senate with an explanation of the action and such recommendations as may be appropriate.
- E. ~~e.~~ The University Studies Committee shall cause to be prepared a list of all courses approved as meeting requirements in each of the areas of general studies for submittal to the ~~Provost and~~ Vice President for Academic Affairs. The ~~Provost and~~ Vice President for Academic Affairs shall cause such course listing, as may be amended from time to time, to be prepared and distributed in accordance with applicable policies and shall ensure that administrative procedures are in place.

**8-VIII. APPLICATION FOR UNDERGRADUATE DEGREE**

As soon as a student admitted to degree candidacy has acquired at least 75 hours of credit applicable to the University-degree objective (but preferably no later than one calendar year prior to the date of intended graduation), the prospective undergraduate degree candidate shall acquire an Application for Graduation from the Registrar's Office. The Application shall be completed and signed by the faculty adviser, the Dean of the College which recommends candidates for the degree, and the degree candidate. The completed application shall be returned, within 10 days following its issuance for on-campus students and within 30 days following its issuance for off-campus students, for filing and processing in ~~Registration and Records~~ the Registrar's Office.

**9. IX. CLEARANCE OF DEBTS OWED THE UNIVERSITY**

Degrees, or other evidence of completion of academic credits, will not be provided to students who have failed to pay requisite fees or other financial obligations owed to any division or unit of the University. The Vice President for Administration may approve alternative means by which payment of monies owed to the University may be guaranteed for payment and permit students to receive degrees and transcripts of academic work.

~~10. X. DIRECTIVE~~

~~The requirements herein described are immediately effective except as specifically noted.~~

Source:

University Regulation 404, Revision 5; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/16/12 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting  
Revisions adopted 5/13/15 Board of Trustees meeting

**UW REGULATION 6-710**  
**Authorization for the Use of "S-U" Grades and**  
**Confirmation of the Auditing Policy**

**1-I. PURPOSE**

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

**2-II. 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 [of this Regulation](#).

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

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

**4-IV. 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-V. 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-VI. 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-VII.~~ **GENERAL LIMITATIONS.**

- A. ~~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. ~~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-VIII.~~ **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~~ must be taken for letter grade, except those courses given for "S-U" only.

~~9-IX.~~ **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-X.~~ **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 UW Regulations authorized in Section ~~9-IX~~ 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  
Revisions adopted 11/16/12 Board of Trustees meeting

## UW REGULATION 6-713 Student Absence Policy

### I. PURPOSE

To ~~establish a~~outline the student absence policy.

### II. FACULTY ACTION

Class Attendance: Each student shall attend the course-related sessions (for instance, lectures, recitations, and laboratories, and discussion sections) and participate in field work deemed necessary to fulfill adequately the academic requirements of each class. Each instructor, at the beginning of every semester, shall stipulate the attendance policy necessary for satisfactory completion of the course.

Authorized Absences: For participation in a University-sponsored activity or for unusual circumstances, such as a personal hardship, an authorized absence may be issued to the student by the Dean of Student's or the Dean's authorized representative. If a student has been hospitalized, or if the student has been directed by ~~the Student Health Service or the student's private~~his or her physician to stay at the student's place of residence because of illness, ~~the Health Service medical staff or the student's private~~ physician may issue a statement to the student giving the dates of the student's confinement.

Recognition of Authorized Absences: All instructors shall permit students who have official authorized absences to make up work without penalty in the classes missed. An authorized absence, however, merely gives the individual who missed the class an opportunity to make up the work; ~~the decision to excuse and in no way excuses~~ the student from the work required lies with the instructor.

### III. ADMINISTRATIVE PROVISIONS.

- A. ~~A. a.~~ Statements from authorized medical sources which verify absences due to illness should be shown directly to instructors concerned. The decision to excuse such absences lies with the instructor, and the Dean of Students will not verify such statements.

~~B. b. The Student Health Service medical staff will, upon the request of the student, issue statements whenever restricted activity is recommended for a limited period of time. B. The University Student Health Service has a policy to not provide medical excuses for missed classes. Student Health Service recommend students promptly contact their professors and instructors when they anticipate time out of class due to a medical concern.~~

~~C. B.~~

Source:

University Regulation 713, Revision 1; adopted 7/17/08 Board of Trustees meeting



**UW REGULATION 6-715**  
**Scholastic Probation, Suspension, Reinstatement and**  
**Academic Renewal for Undergraduate Students**

I. PURPOSE

To establish academic policy as specified.

~~2. DIRECTIVE~~

~~a. Scholastic Probation~~

~~i.~~ II. SCHOLASTIC PROBATION

- A. Scholastic probation shall constitute notice that a student is not progressing satisfactorily toward the bachelor's degree. ~~\_\_\_\_\_~~
  - ~~ii.~~ \_\_\_\_\_
- B. A student enrolled at the University shall be placed on scholastic probation at the end of the semester or summer term when his/her cumulative grade point average at the University of Wyoming falls below a 2.00.
  - ~~iii.~~ \_\_\_\_\_
- C. A student placed on scholastic probation will be so notified by letter.
  - ~~iv.~~ \_\_\_\_\_
- D. A student shall be removed from scholastic probation at the end of \_\_\_\_\_the semester or summer term in which his/her cumulative grade point average is 2.00 or above.
  - ~~v.~~ \_\_\_\_\_
- E. A student who fails to remove himself/herself from probation after completing one subsequent semester or summer term will be suspended from the University. Completing a ~~semester~~ semester or summer term shall ~~mean~~ mean that the student has earned a grade in at least one course.
  - ~~vi.~~ \_\_\_\_\_
- F. An exception to the suspension rule in (II)(E.) 2.(a)-(v-) is made when the current semester grade point average is at least 2.00, in which case the student will continue coursework on scholastic probation.

~~b. Scholastic Suspension~~

~~i.~~ III. SCHOLASTIC SUSPENSION

- A. Scholastic suspension shall constitute notice to a student that his/her enrollment in the University of Wyoming has been terminated because of unsatisfactory progress toward the

bachelor's degree.

- ii.

**B.** A student who is suspended for unsatisfactory scholastic performance should not be permitted to petition for reinstatement until one full semester, exclusive of summer term, has elapsed. Students may petition once per semester for reinstatement, and, if denied by any college or the Center for Advising and Career Services, cannot petition for reinstatement until the next fall or spring semester, unless there are documented extenuating circumstances justifying immediate reinstatement.

iii.
- C.** A suspended student may not enroll for any University of Wyoming credit classes (including on-campus, online, correspondence, and outreach).
- D.** Credit earned at another accredited college or university while a student is suspended from the University may be accepted under the usual regulations governing the transfer of credit after the student has been reinstated.

v.
- E.** A student placed on scholastic suspension will be so notified by letter.

c. ~~Scholastic Reinstatement~~ **IV. SCHOLASTIC REINSTATEMENT**

- A.** A college may have a scholastic reinstatement policy that is more restrictive than the general university policy.
- B.** Scholastic reinstatement shall constitute notice that a suspended student has been reinstated to the University, and is eligible to be considered for readmission. The reinstated student shall be on scholastic probation during his/her first semester or summer term of reinstatement after which he/she may be removed from this probation under the provisions of ~~2-(a)-(iv)-(II)(D.)~~ above.

iii.
- C.** A petition for reinstatement must be submitted not later than 15 calendar days before the beginning of the semester or summer term in which the student wishes to register. A petition received after this deadline may not be processed until after the regular registration period and the petitioner shall then be subject to the late registration fee.

iv.
- D.** The decision on a petition for reinstatement shall be made by the dean (or designee) of the college in which the student wishes to enroll. Undeclared students should contact the Director of the Center for Advising and Career Services. A student who has been reinstated must remain in the college in which he/she has been reinstated for that semester.

v.
- E.** Students placed on scholastic suspension are eligible for a maximum of three reinstatements. Any student placed on scholastic suspension for the fourth time is not eligible for reinstatement for a minimum of five years from the end of the last term of attendance.



~~\_\_\_\_\_~~ **d. Academic Renewal**  
**V. ACADEMIC RENEWAL**

- ~~\_\_\_\_\_~~ **ii.**
- A.** An undergraduate student who returns to the University of Wyoming and who has not completed a college course at UW during the previous five years will have the option of continuing his/her earlier UW cumulative grade point average or commencing a new cumulative grade point average ("academic renewal"). An interested student must request academic renewal in writing to the Registrar no later than 10 class days before the last day of classes of the semester in which the student returns to the University. ~~\_\_\_\_\_~~
  - B.** The entire UW transcript will remain intact. A note indicating the policy will precede the new part of the UW transcript if the student opts for academic renewal. At the discretion of the academic department in which the student is enrolled, credit hours for which the student earned the grade of "C" or better may be applied toward the completion of the degree requirements. The list of departmentally approved courses (if any) will be submitted to the Registrar with the request for academic renewal.
  - C.** A student's grade point average and completed courses that were applied to a baccalaureate are not eligible for academic renewal.
  - D.** This policy can be exercised only once by any given individual student and is only applicable to undergraduate students.

~~\_\_\_\_\_~~ **e. Definitions**

~~\_\_\_\_\_~~ **i. VI. DEFINITIONS**

- A.** Cumulative semester hours attempted shall be the total of all credit hours attempted through the University of Wyoming, except for those attempted in repeating a course and for those in which a grade of W was assigned, and those accepted in transfer from other institutions. ~~\_\_\_\_\_~~
- B.** The Cumulative grade point average is defined as the sum of all grade points earned throughout the University of Wyoming divided by the sum of all credit hours attempted through the University except for credit hours in which grades of W, S, U, or I were assigned. When a course has been repeated to change a grade, the last grade points and credit hours assigned shall be entered in the computation of the cumulative average. All registered courses and grades earned at the University will remain on the transcript, whether or not they figure into the cumulative average. ~~\_\_\_\_\_~~
- C.** Current academic status will be indicated on internal documents and grade reports as:
  - 1.** good standing

2. on probation
3. scholastic suspension

~~f.~~ Exceptions

~~i.~~ VII. EXCEPTIONS

- ~~A.~~ These regulations governing scholastic probation, suspension, and reinstatement do not apply to a student enrolled in the College of Law or to a student enrolled in ~~the Graduate School's~~ graduate program.
- ~~ii.~~
  - ~~B.~~ Upon the request of a student placed on scholastic suspension or denied reinstatement, the Vice President for Academic Affairs may review the circumstances and reverse the decision of the dean or the Director of the Center for Advising and Career Services for undeclared students if, in his/her judgment, the student has suffered a gross injustice.

Source:

University Regulation 715, Revision 8; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting

## UW REGULATION 6-716 Change of Recorded Grades

### I. PURPOSE

To establish a written policy authorizing the changing of final grades.

### II. GENERAL INFORMATION

The assignment of grades for a course is the responsibility of the instructor in charge. Grades which have been reported to the Registrar at the end of the assigned term are final and may be changed only as provided herein, except for temporary grades of I (incomplete).

### III. MODE OF GRADING

The mode of grading (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or S, U) used in all cases shall be that advertised for the course in the class schedule or that selected by the student. Changes in mode are permitted only during the authorized drop/add period and are not affected by this regulation.

### IV. NOTICE

Except in the cases of [extension-outreach](#) classes and correspondence study, the Registrar shall send notice of recorded final grades to students and faculty concerned within three weeks after the deadline for receipt of grades in the Office of [the Registrar Registration and Records](#). The Dean of the Outreach School shall send timely notice of [extension outreach](#) course and correspondence study grades.

### V. ALLOWABLE REASONS FOR CHANGE

An instructor may change a grade which has been reported to the Registrar only to correct an error and only with the approval of the Department or Division Head and Dean of the College responsible for the course.

### VI. ADMINISTRATIVE PROCEDURES

- A. ~~a-~~A request to change a recorded grade shall be made on a form provided by the Registrar and shall include an explanation of the error claimed to have occurred.
- B. ~~b-~~The form must be received by the responsible instructor by the 10th class day of the fall or spring semester immediately following the term in which the grade was assigned, unless the grade was assigned for Adult Education, Correspondence, or [Extension-Outreach](#) course work.

- C. ~~e.~~ Once initiated, the form shall be handled only by appropriate faculty members and employed representatives in the offices of the concerned department or division, College Dean, and Registrar.
- D. ~~d.~~ The completed form shall be returned to the Registrar within 30 calendar days from the beginning of the semester; but if the grade was assigned for Correspondence or ~~Extension-Outreach~~ course work, the form shall be completed and returned within 75 calendar days after the grade was recorded by the Registrar.
- E. ~~e.~~ If communication with the responsible instructor is demonstrably impractical, the Head of the Department or Division concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.
- F. ~~f.~~ When the completed form is received, the Registrar shall notify the student of the action taken.
- G. ~~g.~~ Exceptions to the limitations in time may be approved by the ~~Provost and~~ Vice President for Academic Affairs.

## VII. APPEALS

A recorded grade may be changed through established appeal processes within individual colleges or an appeal.

Source:  
University Regulation 716, Revision 1 and Change 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/16/12 Board of Trustees meeting

**UW REGULATION 6-719**  
**Assessment of Prior and Sponsored-Experiential Learning**

**I. 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. II. GENERAL INFORMATION**

A. 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.**

B. These options include:

1.

1. Credit-by-examination, for example:

a. Specific departmental course examinations

b.

b. General College Level Examination Program (CLEP) tests

c.

c. Specific CLEP tests

d.

d. College Entrance Examination Board (CEEB-APP) tests

e.

e. American College Testing (ACT)- Proficiency Examination Program (PEP) tests

2.

2. Military course credit (Dantes Program)

3.

3. Corporate Course Credit (Ponsi Program)

4.

4. Internships

5.

5. Portfolio Analysis



C. To qualify for undergraduate credit by any of the options listed above, 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.

### III. CREDIT-BY-EXAMINATION

A. 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.

~~A. 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.~~

~~A. 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.~~

B. 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.

~~B.A. 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.~~

C. 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.

D. 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.

E. 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.,

~~C.A. 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.~~

F. Section 9. The use of credit by examination or for prior learning in graduate programs is to be determined by the student's graduate committee.

Section 10.

G. 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-

- H. 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.

IV. COURSE CREDIT

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.

V. INTERNSHIPS

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.

VI. PORTFOLIO ANALYSIS

A. 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.

B. 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.





Source:  
University Regulation 719, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/18/10 Board of Trustees meeting

**UW REGULATION 6-720**  
**Assignment and Removal of the Grade of I (incomplete)**

**I. PURPOSE**

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

**II. POLICY ~~FACULTY SENATE BILL 91 provides as follows:~~**

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

1. ~~(1)~~ the reason the course cannot reasonably be completed on time,
2. ~~(2)~~ the tasks which must be performed to complete the course,
3. ~~(3)~~ the date upon which the final grade will be received by the Office of the Registrar ~~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. ~~(4)~~ the name of a substitute faculty member, if the instructor does not expect to be available to supervise completion of the course.

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

**~~B. 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.

**B.**

**~~C. c.~~** In certain research courses designated to the 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.

**C.**

**~~d.~~** If the final grade for the course is not received by the Registrar by the date in the authorization:

1. ~~(1)~~ the "I" will revert to an "F" for a student who has not graduated in the interim, and
2. ~~(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 term grade point average ~~at graduation~~ with all associated honors will not be re-determined when an "I" is removed ~~after graduation~~.

**III. 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.~~

- A. ~~b. Information regarding authorization and processing of incomplete grades 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."~~
- B. ~~e.~~ 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.
- C. ~~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.
- D. ~~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 may~~ establish an earlier time in the written authorization ~~for the submission of completed coursework by the student~~.
- E. ~~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 permitting the course to be taken for application toward an advanced degree. In such cases the grade of "~~I~~" may be changed without regard to the intervening graduation if stated work is otherwise timely and satisfactorily completed.

**IV. 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  
Revisions adopted 11/18/10 Board of Trustees meeting

APPENDIX A

AUTHORIZATION FOR ENTRY OF A GRADE OF "I"  
AND SUBSEQUENT REMOVAL OR REVERSION TO AN "I"

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 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 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 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 6-721

### Policy for Curriculum Structure and Course Identification

#### I. PURPOSE

To establish the structure for the course numbering system.

#### II. POLICY

University courses shall be divided into the following categories.

- A. Certain remedial courses giving no credit toward graduation shall be designated by numbers in the ~~0XXX-0XXX~~ series. Remedial courses offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University.
- B. Lower division courses are those designed primarily for freshmen and sophomores and designated by numbers in the 1000-~~1499-1999~~ series and 2000-~~2499-2999~~ series. A lower division course surveys the discipline to introduce broad basic concepts, skills, and techniques. In addition, 2000-level classes will normally have either a 1000-level collegiate class(es) as a prerequisite(s) or require prerequisite knowledge that would be equivalent to that learned in a 1000-level class (e.g., as determined by a placement exam).
- C. Upper division courses are those designed primarily for juniors and seniors and designated by numbers in the 3XXX series and 4XXX series. Upper division courses are characterized by the following criteria.
  1. An upper division course must:
    - a. build upon concepts, techniques and skills learned in lower division courses by presenting advanced concepts, requiring well developed analytical skills, or encouraging the abilities to synthesize and create; or
    - b. present a broad introduction or survey of an area for the non-specialist.
    - c. In addition to sections a. and b., require significant prerequisites such as:
      - (1) substantial general introduction in the discipline or related areas, as evidenced by specific collegiate courses as prerequisites; or



- (2) a general educational background at the collegiate level, as evidenced by multiple prerequisites; or
  - (3) acceptance into or advanced standing in a recognized professional program.
2. Since 4000-level classes can be utilized as graduate credit, these courses should generally be restricted to either seniors or graduate students. 4000-level classes should contain specific content at a level to prepare students for either graduate study or entering the work force. For example, course content at the 4000-level should normally have a relatively deep and narrow focus.
- a. Courses designed primarily for graduate students shall be designated by numbers in the 5XXX series. Graduate courses are normally open only to students who have been admitted to graduate study; however, unusually advanced undergraduate students may be permitted to take these courses. 4XXX courses can be ~~dual~~-listed as 5XXX courses provided additional requirements have been approved by the University Course Review Subcommittee of the Academic Planning Committee.
  - b. Courses designed primarily for Law, Pharmacy and WWAMI students shall be designated by numbers in the 6XXX series. ~~Certain remedial courses giving no credit toward graduation shall be designated by numbers in the OXXX series. Remedial courses offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University.~~

### III. DIRECTIVE.

The numbering of new courses shall conform to this ~~policy~~Regulation ~~immediately~~. Supervision of compliance will be the responsibility of the University Course Review Committee.

Source:

University Regulation 721, Revision 1; adopted 7/17/08 Board of Trustees meeting

**UW REGULATION 6-722**  
**Grading System - Including Mid-Semester and End-of-Semester Grades**

**I. PURPOSE**

To define the grading system used at the University of Wyoming, including the reporting of mid-semester grades for fall and spring semesters.

**II. DEFINITIONS**

**A.** Students are to be evaluated according to the following grading system, with pluses and minuses used at the discretion of the course instructor:

<b>Grade</b>	<b>Points</b>	<b>Definition</b>
A	4.000	
A-	3.667	
B+	3.333	
B	3.000	
B-	2.667	
C+	2.333	
C	2.000	
C-	1.667	
D+	1.333	
D	1.000	
F	0.000	Failure
F	0	Failure (may be assigned as a grade for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate)
I	0	Incomplete (temporary mark pending course work completion as agreed <u>upon by faculty member and student in a signed document</u> )
W	0	Withdrawal (from a specified course or from the University only if the student follows the official withdrawal procedure)
S	0	Satisfactory (equivalent to a C- or better [B <sub>-</sub> or better in courses numbered 5000 or above], may be assigned only in

courses designated S/U or in courses which the student has requested S/U)

U 0  
~~lower, D or F~~ in

Unsatisfactory (equivalent to a ~~D+ or lower or F~~ [C+ or

courses numbered 5000 or above], may be assigned only in courses designated S/U or in courses which the student has requested S/U)

~~P~~ ~~—————~~ ~~Passing (equivalent to a C or better, for mid-semester grades only)~~

NR

Grade not reported (for mid-semester grades only)

UK

Unable to compute grades (for mid-semester grades only)

B. Calendar dates for mid-semester, last day of classes, and end of final exams will be defined by the approved academic calendar for each particular academic semester.

### III. FINAL GRADES FOR SEMESTER LENGTH COURSES AND BLOCKED COURSES THAT MEET FOR SOME PART OF THE SEMESTER.

A. Faculty shall submit final grades no later than 4 working days following the last scheduled day of final exams.

B. Grades that can be assigned by faculty to individual students will be as previously described in II.2.A.a. ~~Normally, a request for a grade of I must be initiated by the student and the proper procedure must be completed.~~

C. The Office of the Registrar shall post all grades to the students' records in a prompt manner, and then distribute an End of Semester Grade Report to each student within 10 working days of the last day of final exams.

#### 4. FINAL GRADES FOR LESS THAN A FULL SEMESTER LENGTH COURSES (BLOCKED COURSES THAT MEET FOR SOME PART OF THE SEMESTER).

~~a. — Faculty shall return a completed *Final Grade Collection Form* for each of their blocked classes to the Office of the Registrar and records no later than 4 working days following the last scheduled day of final exams.~~

~~b. — Grades that can be assigned by faculty to individual students will be as previously described in 2.a. Normally, a request for a grade of I must be initiated by the student and the proper procedure must be completed.~~

~~c. — The Office of the Registrar shall post all grades to the student's records.~~

#### IV. ~~45.~~ MID-SEMESTER GRADES FOR SEMESTER LENGTH COURSES.

~~A. a.~~ Faculty shall submit mid-semester grades for each of their classes numbered below 5000 to the Office of the Registrar no later than 3 working days following the mid-semester date.

~~A.~~

~~B.~~

~~C. b.~~ Grades that can be assigned by faculty to individual students will be ~~P~~, D, F, S, U, or UK.

~~B.~~

1. ~~(i.)~~—Grades of D, F, S, and U follow the same definitions as would be used to determine these grades at the end of the course.

2. ~~(ii.)~~—A grade of P follows the definition outlined in Section 2.a. above.

~~3.~~

4.2. ~~(iiii.)~~—If, due to lack of performance assessments such as exams, papers, homework, etc., a faculty member is unable to make a determination of a mid-semester grade, that faculty may assign a grade of UK.

~~D.C. e.~~—The Office of the Registrar will assign a grade of NR to all students in classes for which no mid-semester grade is received.

~~E.D. d.~~—The Office of the Registrar shall post all mid-semester grades to the students' records in a prompt manner, and then distribute a Mid-semester Grade Report to each student within 10 work days after the mid-semester date.

~~F.E. e.~~—Mid-semester grades will not be displayed on official student transcripts.

~~G. f.~~—The form which reports mid-semester grades to students Mid-semester Grade Report form shall contain the following statement:

~~H.F.~~ "The mid-semester grade received in any particular class reflects the assessment of student performance during the first portion of the semester only."

## V. APPLICABILITY TO 6000 LEVEL LAW COURSES

~~56.~~ This regulation does not apply to the grading system used for the 6000 level courses taught in the Law School.

Source:

University Regulation 722, Revision 2; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/16/12 Board of Trustees meeting

**UW REGULATION 6-805**  
**Definition of Concurrent Majors, Dual Degrees, Second Bachelor's Degree,  
Interdisciplinary Degrees, Affiliated Programs, and Minors**

**I. PURPOSE**

To ~~define more specifically the variety of degree types that students at the University of Wyoming may pursue. In particular, to~~ define Concurrent Majors, Dual Degrees, Second Bachelor's Degree, Interdisciplinary Degrees, Undergraduate Environment and Natural Resources (ENR) Major, and Minors.

**II. CHARACTERISTICS OF CONCURRENT MAJORS**

- A. One or more college involved.
- B. Requires approval of all involved departments and colleges.
- C. University requirements met only once.
- D. Must meet all college and major requirements of the primary college/major.
- E. Secondary majors will establish their own requirements (which may or may not include the college requirements for that college).
- F. Academic advisors will be assigned for each major.
- G. One degree (BS, BA, etc.) will be awarded (in the primary college).
- H. Only one diploma will be awarded (with the primary degree listed).
- I. Both majors must be completed by the same date (date of degree awarded).
- J. Both majors will be indicated on the academic transcript.
- K. For accreditation purposes, certain colleges/majors may be required to be designated as the primary college/major.
- L. When both majors are within the College of Business, the only concurrent Business major will be with Economics.

**III. CHARACTERISTICS OF DUAL DEGREES**

- A. Two or more degrees in one or more colleges.



B. Multiple degrees awarded.

C. Multiple diplomas awarded.

D. Completion date for all degrees must be the same. ~~+~~An exception can be made for students enrolled in dual degrees awarded by the College of Law. Students who choose to complete the JD first will be allowed to complete the remaining requirements of the second degree during the academic term (Fall or Spring) that immediately follows the term when the JD was conferred. Failure to complete the second degree within that time frame will result in nullification of the dual status of the two degrees. Students will then be required to complete all requirements of the second degree in order for that degree to be awarded.

E. University requirements met only once.

F. All of the college and major requirements for both majors must be met.

G. Academic advisor in each major.

H. Must complete at least 30 credit hours at UW (at least 12 at the upper division) beyond the credit hour requirement for the degree with the minimum number of credit hours.

#### IV. CHARACTERISTICS OF SECOND BACHELOR'S DEGREE

A. Must have already completed one (or more) bachelor's degree(s) at UW or elsewhere.

B. University requirements must be met.

C. All of the college and major requirements must be met.

D. Second degree may have the same title (BA, BS, etc.) and may be in the same college as the first degree. In the case of the same college, the second degree must be in a different major.

E. All previous UW undergraduate coursework is included in the calculation of the cumulative GPA.

F. Courses applied to the first degree may be repeated as part of the second degree, but the original grade and grade point average in the original degree will not be changed.

G. Must complete a minimum of 30 UW credit hours beyond the hours required for the first degree. At least 12 of these hours must be at the upper division level.

#### V. CHARACTERISTICS OF INTERDISCIPLINARY DEGREES

Have all of the characteristics of a normally defined major except:

- A. More than one college is involved in the development of this type of degree.
- B. Student has the choice of which college requirements will be met.

**VI. CHARACTERISTICS OF UNDERGRADUATE ENVIRONMENT AND NATURAL RESOURCES (ENR) MAJOR**

- A. Similar to a concurrent major in that students must complete the requirements for a major in an "affiliated discipline" as a complement to the requirements set forth by ENR.
- B. Students may select any UW major as their "affiliated discipline."
- C. The "affiliated discipline" will be listed second on the student's transcript – e.g. Environment and Natural Resources/Biology." If a student wishes to reverse the order, he/she must petition the department and the School of Environment and Natural Resources, which will report the change to the Registrar's Office.
- D. For statistical purposes, majors will be counted in the various departments of the "affiliated disciplines."

**VII. CHARACTERISTICS OF MINORS**

- A. A student may earn minors in one or more colleges.
- B. A minimum of 12 hours (with a grade of "C" or better in all courses) must be earned.
- C. Individual departments may elect to restrict the number of credit hours that may count simultaneously toward both the student's major and the minor.
- D. An academic advisor will be assigned for the minor.
- E. Approval is required from both the major department and the minor department.
- F. The minor will be indicated on the academic transcript, but not on the diploma.
- G. The minor must be completed with or prior to the graduation date associated with the student's major.

**VIII. DEFINITIONS**

- A. University requirements:
  - 1. Cumulative GPA of 2.00 or better from the University of Wyoming.

2. Satisfactory completion of the prescribed curriculum in which the degree is sought.
  3. Completion of a minimum of ~~48~~<sup>42</sup> upper division semester credit hours, 30 of which must be earned at the University of Wyoming. Credit by examination does not count towards the required 30 hours of residency credit.
  4. Not more than 24 semester hours of flexible enrollment courses (correspondence credit) may be used toward fulfilling requirements for a bachelor's degree.
  5. Not more than 4 semester hours of credit in physical activity courses can count toward a bachelor's degree.
  6. The last credit applicable to degree requirements must be earned from the University of Wyoming with the following exception: students of senior standing may complete degree requirements elsewhere by obtaining special permission of the department head, advisor, and college dean, and filing an application for a degree before enrolling elsewhere.
  7. Students are not allowed university credit for language courses below the 4000 level in their native language.
  8. Students will be required to complete assessment activities as determined by the University of Wyoming prior to the awarding of degrees.
- B.** University, college and major requirements: As listed in the *General Bulletin* when the student matriculates into a particular major. If a student is absent from the University of Wyoming for one academic year or more, then the student may be required to meet any new requirements that have been developed since the original matriculation date.

Source: University Regulation 805, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 5/13/15 Board of Trustees meeting



## UW REGULATION 6-806 Revised Course Approval Process

### I. PURPOSE

To establish the Course Approval Process.

### II. ~~DIRECTIVE~~

#### 3. COURSE APPROVAL PROCESS

##### A. Initiation of Requests

1. 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.
2. After a course proposal has been approved by the department/division, it will be ~~transmitted~~ submitted to the ~~College Review~~ College Review Committee with a copy sent to the Course Review Coordinator located in the Office of the Registrar.

##### ~~B. b.~~ University Course Review Committee

##### B.

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 ensuring 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. e.~~ Course Review Coordinator

##### D. C.

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).

#### **E.D. Endorsements**

**F.**—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.

- 1. College.** The College Review Committee is responsible for minimizing unnecessary duplication of courses within the College, for ensuring 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.
- 2. 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.
- 3. Community Colleges.** All courses numbered 2000 or lower must be articulated with the Community Colleges through the University [Articulation-Registrar's Office](#).
- 4. Interdisciplinary Undergraduate Programs.** Educational programs involving more than one college must have a program review committee in place with representation from constituent colleges.

#### **G.E. Course Review Process Summary**

- 1.** 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.

2. 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.
3. 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.
4. Once the proposal is approved, the Course Review Coordinator will ensure that the course proposal is sent to the University Studies Committee and the ~~Articulation-Registrar's~~ 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.
5. The course proposal goes to 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.
6. ~~For These provisions also apply to~~ 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.

### III. COURSE REVIEW GUIDELINES

#### A. University Course Review Committee

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.

#### A.B. 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.

#### B.C. 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.

1. All proposals requiring additional institutional resources which cannot be garnered through internal reallocations at the college level should be referred by the college dean to the Office of Academic Affairs. No new courses may be implemented for new programs until the necessary resources have been garnered.
2. 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.
3. 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.

#### **C.D. 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. The University Course Review Committee may also make such a referral to these committees.

#### **D.E. 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.

#### **E.F. 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 5/8/09 Board of Trustees meeting  
Revisions adopted 11/18/10 Board of Trustees meeting



## UW REGULATION 7-540

### Regulations of the College of Education

#### I. 1. — PURPOSE.

To ~~promulgate~~ establish the regulations of the College of Education.

#### II. 2. — ADMINISTRATIVE ORGANIZATION OF THE COLLEGE —

##### Section 1.

##### a. Academic Departments

##### Related Units, and Administrative Support

—The College of Education is organized into ~~five~~ four departments and the UW Lab School, the Science and Mathematics Teaching Center which is jointly operated between the Colleges of Education and Arts and Science, ~~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; ~~and the Literacy Research Center and Clinic; and the Counselor Education Training Clinic.~~ The College is characterized by assignments and use of faculty resources to ensure excellence in educator preparation programs. The primary purposes of the departments in the College are to facilitate the teaching, scholarship and professional service activities of faculty and to deliver high quality undergraduate and graduate programs. The departments are, as follows: 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, Professional Studies, and 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

##### b. 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~~

~~College By-laws.~~

**c. Associate Deans and the Director of Teaching Training**

The Associate Dean for Undergraduate Programs and the Associate Dean for Graduate Programs ~~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.~~

**d. 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.~~

**a-c. 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.

**f. 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~~ accordance with established job descriptions and shall include written input from the ~~faculty~~ 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.~~

**H.III. 3.—COMMITTEES.**

**Section 1.**

**a. 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~~ accordance with any relevant UW ~~Regulation~~ Regulations.

—~~Section 2.~~

**b. 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~~ College.

**III.V. 4. FACULTY.**

**Section 1.**

**a. Membership**

The ~~faculty voting membership~~ of the College shall ~~consist of the President of the University and the Vice President for Academic Affairs, each being ex officio without vote;~~ include the Dean and all members of the ~~University faculty serving in the~~ College Faculty, whether full-time ~~in the College~~ or sharing an appointment in another ~~College, who shall have full voting privileges in College-wide matters~~ college. The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant ~~professor, or lecturer~~ professor, lecturer, 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.

The ex officio membership of the College shall have no voting privileges and shall include the (1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti; ~~(3) visiting and adjunct professors; lecturers; professional staff (academic~~



~~professionals); and (4) 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.~~

**b. Powers and Duties**

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

~~Section 3.~~

**c. Office Hours**

~~Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours. Before each semester, unit heads will ask each faculty member to post on his/her office door and/or in online courses, as well as include on syllabi, a minimum of three specified hours each week, not all on the same day, on at least three different days that the faculty member will be in his/her office available for the purpose of meeting with students. In addition, the faculty member will be available to meet with students; by appointment. Students should be informed of any necessary deviations from posted office hours.~~

**d. 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.~~

**e. Meetings**

The faculty of the College shall meet at the request of the Dean who shall preside, or on request of at least ten percent 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~~ Faculty are present. ~~Proxy votes shall be accepted from voting members of the faculty~~ Faculty who are ~~precluded from attending~~ unable to attend meetings due to professional obligations; attending ~~faculty~~ 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. \_\_\_\_\_~~

IV.V. DEGREES AND ~~DIPLOMAS~~PROGRAMS.

Section 1.

a. Degrees

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

Section 2.

b. Programs

The academic programs offered by the college and the requirements thereof are approved by the departments, the appropriate standing committees (such as Advisory Council on Graduate Education or Advisory Council on Teacher Education), and the University Course and Curriculum Committee, and are printed in the University Catalog.

~~6. AMENDMENTS TO~~

VI. ADMINISTRATION OF THE ~~REGULATIONS~~REGULATION.

~~These r~~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 or electronic 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  
Revisions adopted 11/18/10 Board of Trustees meeting

## UW REGULATION 7-631

### Regulations of the University Libraries

#### I. PURPOSE

To promulgate the regulations of the University of Wyoming Libraries, as adopted by the library faculty.

#### 2. REGULATIONS OF THE UNIVERSITY LIBRARIES

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#### ~~PART V. AMENDMENTS TO THE REGULATIONS~~

#### ~~PART VI. EFFECTIVE DATE~~

#### ~~PART I. MISSION STATEMENT SUMMARY~~

The University ~~of Wyoming~~ Libraries supports the teaching, research, and outreach needs of ~~UW~~University students, faculty, and staff. They are physical as well as virtual places focused on learning and access to information resources. Additionally, the Libraries are a cultural resource for the University and state in providing access to the intellectual capital of the University. In addition, they shall make available their resources and expertise to our state, nation, and the world.

#### ~~H.~~

#### ~~III.~~ ADMINISTRATIVE ORGANIZATION

##### ~~Section A. ORGANIZATION~~

##### A. Departments

The University Libraries shall be organized into departments and working groups in order to support the programs and functional needs ~~as defined in the statement of purpose, additional statements of goals and objectives, and the UW Regulations of the University.~~

##### ~~Section B. DEAN~~

##### B. Dean

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall report to the Vice President for Academic Affairs

and shall be responsible for all matters related to the Libraries' programs as developed through stated purpose, goals and objectives, and in accordance with UW Regulations. The Dean shall preside at meetings of the library faculty that ~~she~~ ~~he~~ or she calls, encourage faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments, promotions, and extended term appointment reviews. UW Regulations shall govern the Dean's appointment, evaluation, and ~~possible removal~~ dismissal.

Section C. ASSISTANT/ASSOCIATE DEANS

C. Assistant and Associate Deans

Assistant ~~and~~ Associate Deans are appointed in accordance with -UW Regulations. They shall perform such functions as the Dean of Libraries may assign.

Section D. DEPARTMENT HEADS

D. Department Heads

Department heads are appointed in accordance with -UW Regulations to meet staffing and organizational requirements in the Libraries. The primary role of a library department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area.

Section E. LIBRARY COMMITTEES

PART III. LIBRARY ~~IV.~~ FACULTY

Professional librarians have long been recognized as members of the University ~~Faculty~~. ~~There are sufficient~~ faculty. ~~Due to the~~ differences between library faculty and the rest of the University ~~Faculty that~~ faculty, certain procedures contained in other UW Regulations must be modified to fit the administrative structure, ranks, or expectations of professional librarians. However, it is the intent of ~~these regulations~~ this Regulation to adhere to the spirit of the relevant faculty-related -UW Regulations and to refer to specific -UW Regulations when they apply directly to library faculty.

Section A. MEMBERSHIP

A. Membership

The library faculty shall include the President of the University and the Vice President for Academic Affairs, *ex officio* without vote; the Dean of Libraries; and all members of the University ~~Faculty~~ faculty serving in the Libraries with the ranks of Assistant Librarian, Associate Librarian and Librarian as defined by ~~these regulations~~ this Regulation. An exception to this provision must be brought to the library faculty and approved by a two-thirds majority of all members of the voting faculty.



~~Section B. APPOINTMENT, REAPPOINTMENT, PROMOTION, EXTENDED TERM  
APPOINTMENT, AND EXTENDED TERM APPOINTMENT RENEWAL~~

**B. ~~1.~~ Library Faculty Ranks**

Appointment as a library faculty member requires that an individual have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank.

~~The ranking structure for the library faculty is as follows:~~

~~ASSISTANT LIBRARIAN  
ASSOCIATE LIBRARIAN  
LIBRARIAN~~

New library faculty hires are normally appointed on an annual basis. Mandatory reappointment reviews occur in the first, second, and fourth years of employment; additional reviews may occur in the third and fifth years. Such reappointment reviews will be based upon peer review and evaluation, utilizing the criteria set forth in ~~these~~ this ~~R~~regulations and applicable supplemental guidelines adopted by the library faculty. Faculty who hold the ranks of Associate Librarian and Librarian shall be eligible for extended term appointment, as defined in ~~these~~ this ~~R~~regulations.

The ranking structure for the library faculty is as follows:

1. ~~a.~~ **Assistant Librarian.** This rank ~~designates~~ is the beginning level of librarianship and generally requires little or no pertinent experience.
  - a. ~~1.)~~ Master's degree in library and/or information science from an ALA accredited program, or an appropriate equivalent.
  - b. ~~2.)~~ Promise as an academic librarian as demonstrated by performance and experience.
  - c. ~~3.)~~ Individuals must be recommended for extended term appointment and promotion from this rank by the end of the sixth year of service in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.
2. ~~b.~~ **Associate Librarian**
  - a. ~~1.)~~ Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
  - b. ~~2.)~~ Demonstration of expertise in librarianship and a high level of creative and analytical ability in performing job responsibilities.
  - c. ~~3.)~~ Evidence of effective teaching, administration, and/or outreach, as defined in the library job description.

- d. ~~4)~~Evidence of sustained research, scholarly activities, or creative activities.
- e. ~~5)~~Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.
- f. ~~6)~~Evidence of continuing commitment to professional development activities.
- g. ~~7)~~Six years of experience as an Assistant Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

~~e.~~ **Librarian.**

- 3. Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.
  - a. ~~1)~~Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
  - b. ~~2)~~Outstanding achievements in areas of professional librarianship.
  - c. ~~3)~~Evidence of superior teaching administration, and/or outreach, as defined in the library job description.
  - d. ~~4)~~Evidence of significant research, scholarly activities, or creative activities.
  - e. ~~5)~~National or regional recognition for leadership in professional or scholarly organizations.
  - f. ~~6)~~Evidence of continuing commitment to professional development activities.
  - g. ~~7)~~Seven years of experience as an Associate Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

~~A.C.~~ **2-Criteria for Reappointment, Promotion and Extended Term Appointment**

The main criteria for reappointment, extended term appointment, and promotion decisions are creative development, advancement of knowledge, and dissemination of knowledge, ~~and support these facets of the University's mission~~. Accordingly, the criteria for evaluating the University's library faculty are designed to contribute to the achievement of this goal by the maintenance of high standards of librarianship. A candidate for reappointment, promotion, or extended term appointment must be evaluated on the quality of academic functions ~~she~~ or she is expected to perform. Members of the library faculty must work cooperatively and collegially to accomplish these functions. The evaluations will appropriately recognize the proportionate time expected and allocated to the particular functions by the candidate. The programmatic needs and directions of the University will also be considered in reappointment and extended term appointment cases.

Reappointment, promotion and extended term appointment will be based on the requirements defined in ~~these regulations, and specifics of which~~ [this Regulation](#). [Specifics of these requirements](#) may be detailed in guidelines adopted by the library faculty.

### 1. ~~a.~~ Practice of Librarianship

#### 1) Librarianship

- a. ~~.~~ Librarianship is a multifaceted discipline, encompassing both the public (access services, reference) and technical (acquisitions, cataloging, collection development, systems) sides of information management. Librarians are specialists in providing access to information and are involved in the development and acquisition of resources, library collections, and information systems. Librarians evaluate, organize and catalog resources to effectively manage and control the bibliographic content of the entire library collection. Librarians also provide research instruction, reference, and advisory services for students, staff, and other faculty.

#### 2) Teaching

- b. ~~.~~ Library faculty effectively instruct both individuals and groups, in formal and informal settings, to impart knowledge, skills, and abilities to locate, evaluate, and effectively use needed information. ~~Library faculty use a system inspired by UW Regulations.~~

#### 3) Outreach

- c. ~~.~~ Library faculty ~~should~~ demonstrate involvement in extended degree programs and outreach services by assisting in making the Libraries' resources available off campus to the people of the state.

#### 4) Administration

- d. ~~.~~ Library faculty ~~should~~ demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.

#### 5) Professional Development

- e. ~~.~~ Library faculty ~~have the responsibility to~~ continue to improve their professional capabilities by keeping abreast of developments in librarianship and other relevant disciplines through a variety of means, such as workshops, professional programs, coursework or the earning of additional degrees from accredited institutions of higher education.



### ~~3.2.b~~ **Research, Scholarly Activities, and Creative Activities**

Library faculty are expected to continue their education and intellectual development throughout their professional lives. This development is expressed through one or more of the following: creating new knowledge and disseminating this knowledge for review by peers; applying theories, systems, and procedures to new settings; gaining new bodies of knowledge that expand understanding and thus the practice of librarianship; applying knowledge in educating other librarians or others; organizing new knowledge to improve its use by others; and using creative means to communicate new understandings or perceptions to other people.

#### **1) Research**

~~e.a.~~ The product of theoretical and applied research in librarianship or other disciplines may appear in print or electronic publications. The quality, not the quantity, of research publications is the most important criterion. Indicators of quality include: media of dissemination (particularly peer reviewing) and impact of publication on the understanding of the appropriate audiences for such publications. Representative categories of research can be found in the supplemental guidelines adopted by the library faculty.

#### **2) Scholarly and Creative Activities**

~~f.b.~~ Librarianship is a professional/technical field that works with the content of all academic disciplines and areas of human knowledge. The standard terminal professional degree, as accredited by ~~the American Library Association~~ [ALA](#), is the master's degree in library and/or information science. Scholarly and creative activities include the dissemination of library or disciplinary knowledge to audiences of scholars, professionals, and/or the general public. Representative categories of scholarly and creative activities can be found in the supplemental guidelines adopted by the library faculty.

### ~~6.3.e~~ **Professional Service and University-Related Activities**

Professional service and University-related activities refer to work that draws upon one's academic and professional expertise in serving the campus, community, state, nation, and the world. Representative categories of professional service and University-related activities can be found in the supplemental guidelines adopted by the library faculty.

#### ~~2.~~ **B.D. Extended Term Appointment**

Extended term appointment may be granted to library faculty who have been hired into extended-term appointments, ~~who~~ consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner; ~~who~~ develop a record demonstrating professional development in the Libraries, the University and librarianship; and ~~who~~ are promoted to the ranks of Associate Librarian or Librarian. In the case of an individual being appointed initially to the rank of Associate Librarian or Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the library, form the basis for the granting of extended term appointment. Extended term appointments are five years in length.

All extended term appointment decisions for library faculty shall be made in accordance with procedures outlined in supplemental guidelines adopted by the library faculty. The library faculty as a whole shall perform the departmental peer review. In keeping with the importance of this decision, the faculty member's entire career is examined. An accumulation of accomplishments and evidence of potential are ~~both~~ required.

#### **E. Extended Term Appointment Renewal**

Library faculty granted initial extended term appointment will undergo annual administrative evaluations. Faculty will undergo an evaluation for extended term appointment renewal, as specified in this ~~regulation~~ Regulation and *Guidelines for Extended Term Appointment Renewal: A Library Faculty Supplement to UW Regulations*. The extended term appointment review and renewal will occur in the final year of each five-year appointment. If a library faculty member's extended-term contract is not renewed, the faculty member's employment with the ~~university~~ University shall end no later than one year after he or she receives notification of the non-renewal.

#### **F. ~~5.~~ Promotion in Rank Salary Increase**

Salary increases for library faculty who are promoted in rank shall follow the same rules as ~~those established~~ for all ~~university~~ University faculty members ~~who are awarded promotions. (See as prescribed in~~ UW Regulations).

### Section C. DISMISSAL

#### **G. Dismissal**

Dismissal of probationary library faculty ~~follows~~ shall follow the ~~reappointment review~~ same process for probationary faculty as prescribed in ~~UW Regulations~~.

Library faculty on extended term appointment will undergo annual administrative evaluations. If an annual review results in a rating of "performing below expectations," the library faculty member will be required to develop and implement a performance improvement plan, subject to the approval of the department head and the Dean of

Libraries. Failure to implement such a plan successfully ~~can~~ constitute grounds for dismissal. This provision shall not be interpreted in a manner that violates academic freedom.

Library faculty ~~can~~ also be dismissed for non-renewal of extended term at the end of each five-year term. ~~Aside from non-renewal of extended terms, library~~ Library faculty on extended term appointments may be terminated for cause and due to bona fide financial exigencies of the University as defined in and in accordance with the procedures provided in UW Regulations.

#### Section D. SABBATICALS

##### H. Sabbaticals

Sabbaticals may be granted to library faculty with extended term appointment for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical time may be used to enhance her/his practice of librarianship, research, writing, and/or study at a place of the recipient's choosing. Library faculty whose duties are primarily administrative in nature shall also be eligible for sabbatical. Sabbaticals will normally be granted for either a full or a half academic year, although shorter periods are possible. General policies regarding library faculty sabbatical leave are governed by the section, "Faculty Sabbatical Leave," UW Regulations.

#### Section E. FACULTY SENATE

##### I. Faculty Senate

Members of the library faculty shall be eligible for nomination and election to the Faculty Senate in accordance with UW Regulations.

#### Section F. FACULTY MEETINGS

##### J. Meetings

Meetings of the library faculty shall be held on a regular basis, but not less than quarterly. Special meetings may be called as necessary (1) by the Dean of Libraries, (2) on request of the President of the University or the Vice President for Academic Affairs, or (3) by written request of five members of the library faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary, definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines. Proposed amendments to this Regulation shall be discussed as needed during faculty meetings.

~~Proposed amendments to this regulation shall be discussed as needed during faculty meetings.~~

#### Section G. LIBRARY FACULTY COMMITTEES



~~The library faculty may establish standing committees and task forces to manage faculty issues and to contribute professional expertise to the management of the Libraries and the University. The faculty may also nominate and/or elect members for library-wide or University-wide committees where membership is restricted to either the library faculty or University Faculty.~~

#### 1. Standing Committees

~~The library faculty will approve the establishment of necessary standing committees, including establishing those committee's purposes, organization, and procedures, and elect committee members. Typically, standing committee members select their own committee chairs. All standing committees shall report regularly to the faculty and may advance issues for consideration by the entire faculty whenever appropriate. Documentation for standing committees shall be maintained in an easily accessible location such as the Libraries' Intranet or other shared electronic file. Periodically, the library faculty shall review the continuing need for all standing committees.~~

#### **B. 2. Task Forces**

~~The library faculty will approve the establishment of necessary limited-purpose, limited-term task forces, including establishing those task forces' purposes and membership, how membership is to be solicited, and how the chair is to be selected. Typically, task forces report back to the faculty and then are disbanded.~~

### V. COMMITTEES

The Dean of Libraries shall define the roles and responsibilities of library committees and task forces as may be necessary for the accomplishment of the Libraries' stated purpose, goals and objectives. The Dean may then appoint or authorize the election of committees within the Libraries. Committees and task forces ~~required~~ within the divisions and departments of the Libraries may be appointed and charged by appropriate associate/assistant deans or department heads.

#### A. Standing Committees

The library faculty may establish standing committees and task forces to manage faculty issues and to contribute professional expertise to the management of the Libraries and the University. The faculty may also nominate and/or elect members for library-wide or University-wide committees where membership is restricted to either the library faculty or University Faculty.

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advance issues for consideration by the entire faculty whenever appropriate. Documentation for standing committees shall be maintained in an easily accessible location such as the Libraries' Intranet or other shared electronic file. Periodically, the library faculty shall review the continuing need for all standing committees.

#### B. Task Forces

The library faculty will approve the establishment of necessary limited-purpose, limited-term task forces, including establishing those task forces' purposes and membership, how membership is to be solicited, and how the chair is to be selected. Typically, task forces report back to the faculty and then are disbanded.

### PART IV. VII. STAFF

Persons employed by the Libraries and not designated officers, members of the library faculty or student employees shall be appointed and function in accordance with UW Regulations.

#### Section A. STAFF SENATE

##### A. Staff Senate

Regular staff employees working at least twenty hours per week shall be eligible for elected membership to the Staff Senate in accordance with UW Regulations.

#### Section B. STAFF MEETINGS

##### B. Staff Meetings

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Dean, ~~associate/assistant deans, department heads~~ Associate/Assistant Deans, Department Heads, committee chairpersons or other appropriate authority.

The Dean or the Dean's designee may convene general meetings for all officers, faculty and staff for the purposes of providing a forum for the discussion of issues within the Libraries' organization and programs, for sharing information generally, and for encouraging consultation.

### PART V. AMENDMENTS TO ~~VI.~~ ADMINISTRATION OF THE REGULATIONS

The library faculty at any meeting convened and conducted in accordance with ~~Part III, Section F, hereof~~ IV (J) may propose amendments to ~~these regulations~~ this Regulation. Amendments excepting amendments to ~~PART III hereof~~ Section IV may be proposed by written request of at least three members of the library staff, as defined herein.

~~PART VI. EFFECTIVE DATE~~

~~These regulations and any changes, amendments, or additions thereto shall become effective immediately upon the approval by the Trustees of the University of Wyoming.~~

~~-~~

~~-~~

Source: University Regulation 631, Revision 4; adopted 7/17/08 Board of Trustees meeting

## UW REGULATION 7-642 Regulations of the Enhanced Oil Recovery Institute

### I. PURPOSE OF THE INSTITUTE

To promulgate the regulations of the Enhanced Oil Recovery Institute.

### II. GENERAL INFORMATION

In recognition of the importance of enhanced oil recovery (EOR) to the State of Wyoming and the nation, the Wyoming State Legislature established, effective July 1, 1984, an Enhanced Oil Recovery Institute (EORI) at the University of Wyoming.

#### A. The EOR Institute at the University of WyomingMultidisciplinary Focus

EORI is unique in that it has a multidisciplinary focus on several essential aspects of enhanced oil and gas recovery:

1. ~~mathematical~~ Mathematical modeling and simulation of enhanced oil and gas recovery processes and techniques, including technology to optimize development and recovery of oil and gas resources in new fields;
2. ~~geology~~ Geology, geophysics, geochemistry, and reservoir characterization;
3. ~~laboratory~~ Laboratory experimental investigation of essential features of EOR processes;
4. ~~research~~ Research in environmental aspects of EOR technology; and
5. ~~economics~~ Economics and potential of EOR processes.

In approaching research and development on EOR processes, ~~the Institute is to emphasize~~ EORI emphasizes an interdisciplinary effort.

#### B. General Objectives

The general objectives ~~for which the EOR Institute was founded~~ of EORI are as follows:

1. ~~To continually assess the potential, the economics, and the limitations of the use of EOR technology, and to perform a periodic review of ongoing EOR field projects within the State of Wyoming.~~ To develop a



research program for energy research and enhanced oil and gas recovery at the School of Energy Resources. The program shall focus on and facilitate a meaningful and measurable increase in recoverable reserves and production of oil and natural gas in Wyoming through the effective and efficient transfer of relevant technology, information and knowledge to entities, regardless of size, producing Wyoming reserves.

2. To conduct basic and applied research essential to the development of innovative, economically efficient recovery processes.

3. To effect the transfer of technologies under development by the Institute to industry Sponsors in a timely manner.

4. To assist in the training of both undergraduate and graduate students, in a variety of disciplines, in EOR technologies.

5. To sponsor symposia on the subject of EOR.

2.2. To develop a program focusing on technology transfer, to help industry with access to and application of enhanced oil and gas recovery and improved oil and gas recovery technology. The program shall be designed to promote research and technology transfer efforts in both conventional and unconventional oil and gas reservoirs.

3. To develop formal agreements between the School of Energy Resources and the oil and gas industry through which the industry is provided access to the School's expertise and work product in exchange for providing access to data and required facilities

4. To promote and facilitate the transfer of new technologies throughout the oil and gas industry in Wyoming.

## II. ADMINISTRATIVE ORGANIZATION OF THE INSTITUTE

The Enhanced Oil Recovery Institute (EORI) is a unit of the School of Energy Resources at the University of Wyoming, and shall function according to the applicable regulations of the University. Additionally, the Wyoming Enhanced Oil Recovery Commission (EORC) – authorized by the Wyoming Legislature during its 2004 session – provides oversight of budget and mission.

### Section 1. THE DIRECTOR – APPOINTMENT OF, DUTIES AND RESPONSIBILITIES

#### A. Enhanced Oil Recovery Commission (EORC)

The EORC consists of eight members. The governor, the state geologist, and a legislative member appointed by the management council of the legislature serve



as ex officio members. The remaining members, appointed by the governor, include a member of the public with experience in the oil and gas industry, a member of the oil and gas conservation commission, two members who represent the oil and gas industry, and one member who represents the University of Wyoming. Appointed members serve three year terms.

The EORC is charged with providing guidance and oversight and coordinating with the School of Energy Resources to efficiently carry out the objectives listed above.

### B. Director

Overall responsibility for management and administration of ~~the Institute~~EORI shall be vested in a Director ~~of the Institute.~~

1. **Appointment.** The Director ~~of the Institute~~ shall be appointed by the ~~Vice President for Research and Economic Development~~Director of the School of Energy Resources, with the advice of the ~~Steering Committee~~Enhanced Oil Recovery Commission. The appointment will be subject to approval by the Trustees.
2. **Term.** The Director shall be appointed for a term not to exceed four years. Reappointment of the Director is permitted.
3. **Duties and Responsibilities.** The duties of the Director shall include, but ~~are not be~~ limited to:
  - a. ~~1. planning~~Planning for the activities of ~~the Institute~~EORI;
  - b. ~~2. preparation~~Preparation of periodic budgets;
  - c. ~~3. appointment~~Appointment of other officers and employees of ~~the Institute, as described in Section 2.~~EORI;
  - d. ~~4. appointment~~Appointment Regular reporting to and interaction with ~~of~~ members of the ~~EORC~~Steering Committee ~~and of members of other committees, as outlined in Sections 3.~~;
  - e. ~~5. appointment~~Appointment of Affiliates of ~~the Institute, as described in Section 5.~~EORI.

The Director ~~of the Institute~~of EORI shall report to the ~~Vice President for Research and Economic Development~~University's Director of the School of the University of WyomingEnergy Resources.

### C. Section 2. OTHER OFFICESOther Offices

The Director of ~~the Institute~~EORI shall create such offices, and shall appoint and/or employ such personnel to fill these offices, as may be required for the orderly conduct of ~~Institute~~EORI business. Appointment of such individuals may or may not include compensation, and such appointments may be filled by

personnel ~~from either within~~internal or ~~without~~external to the University community.

Appropriate job descriptions and job titles to describe such offices shall be developed by the Director and his staff, and shall conform to applicable UW regulations.

Employment of personnel shall follow all guidelines, regulations, and requirements as currently exist or may be established by the University of Wyoming.

#### Section 3. STEERING COMMITTEE

### III. COMMITTEES

#### A. Steering Committee

~~A Steering Committee shall be appointed to advise the Director on matters of policy. Effective July 1, 1987, the Steering Committee shall consist of seventeen (17) members. The Vice President for Research and Economic Development of the University of Wyoming and the Director of the Institute shall serve ex officio, and there shall be fifteen (15) appointive members.~~

- ~~1. **Appointment.** Steering Committee members shall be appointed by the Director, with the concurrence of the Vice President for Research and Economic Development.~~
- ~~2. **Term.** Members of the Steering Committee shall serve for a two-year term, and appointment shall be effective July 1. The terms of the Steering Committee members shall be staggered, such that approximately one-half of the members shall be appointed in even years, and one-half of the members shall be appointed in odd years. Vacancies may be filled as they occur. Reappointment of members of the Steering Committee is permitted.~~
- ~~— **Duties and Responsibilities.** It shall be the duty and responsibility of the Steering Committee to advise the Director on matters of Institute EORI policy. The Steering Committee shall elect a chairman, who shall serve for a two-year term.~~

#### Section 4. OTHER COMMITTEESB.A. Other Committees

With the advice and concurrence of the ~~Steering Committee~~EORC, the Director may form other committees to provide advice on matters related to technical direction of the research and development programs of ~~the Institute~~EORI.

1. **Appointment.** ~~Appointive members~~Members of such other committees shall be appointed by the Director, with the concurrence of the Vice President for Research and Economic Development.
2. **Term.** ~~Appointive members~~Members of such other committees shall serve for a two-year term, and appointments shall be effective July 1. The terms of appointive members of such other committees shall be staggered, such that approximately one-half of the members shall be appointed in even years, and one-half of the members shall be appointed in odd years. Reappointment is permitted.
3. **Duties and Responsibilities.** The duties and responsibilities of such other committees shall be defined by the Director, with the advice and concurrence of the ~~Steering Committee~~EORC.

#### ~~Section 5-~~IV. AFFILIATES

Research and development projects within ~~the Institute~~EORI will normally be conducted by personnel from the University community. These participants shall be termed Affiliates of the Institute.

1. **Appointment.** Affiliates shall be appointed by the Director, with the concurrence of the Vice President for Research and Economic Development.
2. **Term.** Affiliates shall serve for a term to be set by the Director. Reappointment is permitted.
3. **Duties and Responsibilities.** The duties and responsibilities of Affiliates shall be defined by the Director, with the advice and concurrence of the ~~Steering Committee~~EORC.

#### ~~3-~~INSTITUTE-V. FUNDING

Funds for operation of ~~the Institute~~EORI shall be obtained from the State, from federal agencies, and from industrial participants. The method of participation in the Institute by the petroleum and related industries is outlined in Part ~~IV~~VI.

#### ~~4-~~VI. INDUSTRIAL PARTICIPATION ~~IN THE~~AND INSTITUTE SPONSORS

One of the objectives of ~~the Institute~~EORI is to attract the interest, the involvement, and the support of the petroleum and related industries. ~~The Institute~~EORI shall therefore encourage companies and corporations to sponsor ~~Institute~~EORI research and development programs.

#### ~~Section 1-~~INSTITUTE SPONSORS

Companies, corporations, or individuals who provide funds or other means of support to ~~the Institute~~EORI shall be designated Institute Sponsors. The terms and

conditions of sponsorship of ~~the Institute~~EORI shall be set forth by the Director, with the advice and concurrence of the ~~Steering Committee~~EORC.

Benefits of ~~Institute~~EORI sponsorship shall include periodic updates and briefings on research and development programs underway at ~~the Institute~~EORI, participation in EORI Symposia, and receipts of reports and publications prepared by ~~Institute~~EORI personnel and affiliates.

In certain situations, it may be desirable for scientists and engineers from Sponsor companies to work with ~~Institute~~EORI personnel for an extended period. In such cases, effort shall be made to provide scientists and engineers from Sponsor companies with suitable office space, computer time, secretarial and clerical assistance, and other services and facilities as appropriate and as allowed by UW Regulations.

#### ~~5. AMENDMENTS TO~~ VI. ADMINISTRATION OF THE CHARTERREGULATION

~~These regulations~~This Regulation may be amended by ~~a two-thirds majority of the Steering Committee~~the Director of the School of Energy Resources, with the advice of the EORC ~~and with~~ the approval of the President.

Source: University Regulation 642; adopted 7/17/08 Board of Trustees meeting

## UW REGULATION 7-718

### Library of Deposit

#### I. **PURPOSE.**

To designate the University Libraries as the Library of Deposit for all University publications.

#### 2.II. ~~SENATE BILL 37~~ Library of Deposit

~~Section 1.~~ Documents produced for publication by any department, division, college, bureau, office, institute, school or other agency of the University of Wyoming, shall be forwarded to the University Libraries, to be retained and cataloged for permanent reference. Publications are defined as the following: newsletters, magazines, annual reports and plans (including publicly distributed draft versions, ~~but not including~~ internal working versions), commercially printed or contracted reports/books, manuals/handbooks, maps, posters, rules/regulations, videotapes, CD-ROMs, DVDs, and any other item distributed outside the agency in multiple copies.

~~Section 2.~~ Pursuant to Wyoming Statute 9-2-1026.6(c), the University Libraries will collect the designated number of publications from University entities for distribution to the Wyoming State Library. Annually, the University Libraries will notify units on campus as to the required number of copies to be submitted.

Source:

University Regulation 718, Revision 1; adopted 7/17/08 Board of Trustees meeting