



Reviewed and endorsed by the Regulation Committee 11-1-17  
Campus feedback reviewed and modifications incorporated  
CLEAN version 4-16-18

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** UW Regulations and Standard Administrative Policies and Procedures

**Number:** UW Regulation 1-101

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### I. PURPOSE

To explain what UW Regulations and Standard Administrative Policies and Procedures are and how they are intended to be used.

### II. DEFINITIONS

**Regulation:** General rule or statement addressing governance, philosophies, principles or broad concepts inherent in carrying out the mission of the University. Regulations mandate requirements of or provisions for members of the University community and have broad application throughout the University. Regulations enhance the University's mission, reduce institutional risk, promote operational efficiency and ensure compliance with applicable laws, regulations or accreditation requirements. Regulations must be approved by the Board of Trustees and are administered by at least one University Officer.

**Standard Administrative Policy and Procedure:** Operational rule, course of action, or set of steps for completing tasks related to a Regulation. Standard Administrative Policies and Procedures must be approved by the President and are administered by at least one University Officer.

### III. AUTHORITY

Article 7, section 17 of the Constitution of the State of Wyoming states that the "legislature shall provide by law for the management of the university, its land and other property by a board of trustees." Wyoming Statute 21-17-204 states, "The board of trustees shall prescribe rules for the government of the university and all its branches."

Article IX of the Bylaws of the Trustees of the University of Wyoming provides that rules for the government of the University shall be designated as UW Regulations, which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. The President of the University shall propose to the Board new Regulations

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and modifications to and repeal of existing Regulations as necessary to provide for the organization and operation of the University.

#### **IV. REGULATIONS OF ACADEMIC UNITS**

The University Faculty, the faculties of the various colleges and of other academic units, Staff Senate, or University Officers may propose Regulations to establish educational and academic policies for the University to promote the general welfare of the University, its students and academic personnel; to establish policies regarding student conduct, student life, and student organizations; and to establish faculty committees.

All Regulations proposed by the University Faculty, the faculties of the various colleges and of other academic units, Staff Senate, or University Officers shall be reviewed by the President. The President shall consider the need for such Regulations, the duties and authority of the officer or academic unit proposing the Regulation, possible conflicts with other existing Regulations, and such other matters as the President may deem relevant to the best interests of the University.

As part of the review, the President may seek recommendations from any colleges, schools, or units of the University, and/or any officers, University personnel, or committees concerned with the substance of the proposed Regulation.

The President may return the proposed Regulation for further consideration. If the Regulation was proposed by the Faculty Senate, and the Senate, after consideration of the President's views, repasses the Regulation by a three-fourths vote of the members present and voting (there being a quorum of at least two-thirds of the voting members present), the President shall refer the Regulation to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition of the Regulation. At this meeting, the Board shall hear the views of the President and the Chair of the Faculty Senate or designee.

#### **V. PUBLICATION AND EFFECT OF REGULATIONS**

All UW Regulations shall be issued by the Trustees of the University, shall be in a form approved by the Trustees, and shall be published and distributed in a manner directed by the President, including being available on the University's website. All Regulations are subject to alteration, repeal, modification, termination and discontinuance from time to time and at any time by the Board of Trustees.

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All Standard Administrative Policies and Procedures or other rule, policy, procedure, practice, protocol or similar convention which is inconsistent in any manner with a UW Regulation are of no further force or effect, and the Regulation shall govern.

All University employees must conduct themselves in accordance with UW Regulations, and as a condition of enrollment in the University, students applying for admission or enrolled in the University must comply with all applicable UW Regulations.

All UW Regulations approved by the Board shall remain effective until repealed or modified by the Board.

## **VI. STANDARD ADMINISTRATIVE POLICIES AND PROCEDURES**

A Standard Administrative Policy and Procedure is established by the University President and has general University-wide effect or application. It is not intended to serve as a substitute for a UW Regulation. Standard Administrative Policies and Procedures shall be published and distributed in a manner directed by the President, including being available on the University's website. To the extent a Standard Administrative Policy or Procedure is inconsistent with a Regulation, the Regulation shall govern.

If the Board of Trustees amends, repeals, or adopts a UW Regulation, all Standard Administrative Policies and Procedures or other rule, policy, procedure, practice, protocol or similar convention based on or related to that Regulation shall be automatically revoked. The University President may reinstate the Standard Administrative Policy and Procedure or other rule, policy, procedure, practice, protocol or similar convention as long as it is in conformance with an amended or new Regulation.

All University employees must conduct themselves in accordance with Standard Administrative Policies and Procedures, and as a condition of enrollment in the University, students applying for admission or enrolled in the University must comply with all applicable Standard Administrative Policies and Procedures.

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**Responsible Division/Unit:** Office of the President

**Source:** Wyoming Constitution Article 7, Section 17; Wyoming Statute 21-17-204

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

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**Associated Regulations, Policies, and Forms:** Bylaws of the Trustees of the University of Wyoming, Article IX

**History:**

Adopted 7/17/08 Board of Trustees meeting

Revisions adopted 7/17/14 Board of Trustees meeting