

**THE UNIVERSITY OF WYOMING  
MINUTES OF THE TRUSTEES**

**January 30, 1993**

**For the confidential information  
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees

January 30, 1993

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## **THE UNIVERSITY OF WYOMING**

### **Minutes of the Trustees January 30, 1993**

The Board of Trustees of the University of Wyoming held a regular business meeting on January 30, 1993 in the Old Main Board Room. Trustees were given a demonstration of the Colorado Alliance of Research Libraries (CARL) Library System and visited the bibliographic instruction room at Coe Library on Friday, January 29. They also held committee meetings and an executive session to discuss litigation and personnel matters on Friday.

President Deborah Healy Hammons called the business meeting to order at 10:00 a.m.

President Hammons thanked those responsible for the informative demonstration at the library.

#### **ANNOUNCEMENTS**

President Roark

announced that the next UW Symphony Orchestra concert will be held on campus March 18. He asked Trustees to let Donna Mecham know if they would like tickets.

President Roark noted that the date for the American Heritage Center dedication ceremony has been changed to Saturday, September 11, 1993 to avoid a conflict with Yom Kippur.

## PRESIDENTS REPORT

President Roark gave  
the following report prior

to the committee meetings:

- Wyoming has been named as one of 17 honor roll states by the National Association of Schools of Business Administration. The designation is given states whose candidates achieve passing grades in all subjects of the Uniform CPA Examination at a rate that is higher than the national average. Wyoming achieved the distinction on the performance of UW candidates on the May 1992 examination.

- A paper by UW graduate student James De Staso III was judged the best presented by a student at the national meeting of the American Fisheries Society. He was one of 33 students from the United States and Canada to give presentations.

- Hettie Jones, a New York fiction writer and poet, is a UW Department of English visiting writer this semester.

- UW's 1992 Annual Fund campaigns raised record amounts for a variety of programs and needs in colleges and departments. More than \$77,000 was raised through fall mailings to alumni. In addition, \$81,000 was raised during a student phonathon. The funds will be used to bring outstanding speakers to the campus, update computer software, and provide emergency student loans. The phonathon will be held again this spring.

- Students working on UW's Medicine Bow Post won first place awards in reporting and photography at the Wyoming Press Association convention in Cheyenne. The students were competing against professional journalists across Wyoming.

## **ROLL CALL**

The following

Trustees were present at the business meeting: Deborah Healy Hammons, John D. (Dave) Bonner, F. Richard Brown, Harry L. Harris, Peter M. Jorgensen, Daniel Kinnaman, Jeri Kirk, Walter G. (Jerry) Saunders, Mike Schutte, Bryan E. Sharratt, and David W. Updike. Ex-officio members Terry P. Roark, Diana Ohman, and Travis Gentry were also present. Trustee Perry Dray and Governor Mike Sullivan were not able to attend.

## **APPROVAL OF MINUTES**

Trustee Bonner

moved that the

December 19, 1992 minutes of the Trustees be approved. Trustee Harris seconded the motion and it carried.

## **ACADEMIC ISSUES COMMITTEE**

President Hammons

asked Jeri Kirk for a

report from the Academic Issues Committee meeting held on January 29, 1993.

Committee members Kirk, Jorgensen, Kinnaman, and Ohman attended the meeting, along with other Trustees and University personnel. Trustee Sharratt moved adoption of the committee recommendations of January 29, which was seconded by Trustee Harris. The motion was withdrawn at the request of Trustee Jorgensen.

The following items were presented to the full Board:

**Proposal for School of Environment and Natural Resources**

The University Environment and Natural Resources Committee unanimously proposed creation of a School of Environment and Natural Resources; and the Faculty Senate Academic Planning Committee unanimously endorsed the proposal.

The School of Environment and Natural Resources will constitute the University of Wyoming unit that facilitates research (including policy studies); teaching; and service associated with the environment and natural resources. It will serve the diverse environmental and natural-resource needs of government, industry, and society by providing central coordination and support for University teaching, research, and service in those areas. The school will be committed to the identification and solution of international, national, state, and local problems associated with the environment and management of natural resources. Through multidisciplinary interaction among university faculty, government units, and the private sector, the school will strive to promote environmental stewardship while seeking strategies to achieve sustainable utilization of natural resources.

The school will serve as an umbrella structure, with faculty drawn from existing academic units and colleges. The level and title of the administrative head of the school will be determined at a later date. If the administrative head is a director or associate dean, that individual will report to a relevant college dean on a two-year rotating basis. If the head of the school is a dean, the individual will report to the Provost.

During the committee meeting, President Roark said that he was pleased to bring the item before Trustees. The Environmental and Natural Resource Program Planning Committee has been working on it for the past 18 months. The organization of the school would be similar to the present graduate school, with a separate budget line. It will be multi-disciplinary, with both undergraduate and graduate programs. President Roark noted that the school had been a topic of discussion at the Foundation Board meeting last week. If Trustees approved the school, President Roark said that the Foundation Board was prepared to undertake a major fund raising project to help endow professorships, provide research expansion, and otherwise expand the University's already substantial capabilities in these areas. President Roark indicated that the school had the potential of becoming an internationally recognized leader. Provost Karnig distributed the original charge of the University Environment and Natural Resources Program committee and added that an international advisory board will be formed by spring, with at least one UW Trustee on that board.

It was recommended that the Academic Issues Committee recommend that the Board of Trustees approve the School of Environment and Natural Resources. Trustee Kirk moved that the School of Environment and Natural Resources be approved. The motion was seconded by Trustee Harris. Trustee Jorgensen moved and Trustee Updike seconded that the following amendment be added:

"Said approval constitutes approval of an administrative structure coordinating activities in existing academic units and colleges. Financial commitments beyond current budget categories, and any approval of the ultimate scope of said school shall not take place until a complete program statement of alternatives are presented to the Board of Trustees for their consideration."

The motion carried as amended.

### Revised UNIREG - School of Extended Studies and Public Service

The voting members of the School of Extended Studies and Public Service have approved revisions to UNIREGs 620 and 621. UNIREG 620 establishes the regulations of the school. Since there are extensive revisions to UNIREG 620, the major revisions are summarized below. Changes to UNIREG 621 are simply editorial. UNIREG 621 establishes the policy that programs offered off-campus through the school shall be equivalent to those offered on campus. The revisions reflect administrative changes as well as smoother operating procedures and a more efficient organizational structure.

The major revisions to UNIREG 620 are:

1. Elimination of a Dean, replaced by a Director of the school. (The Dean's position was eliminated in 1989 when responsibilities were combined with an existing Associate Provost position.)
2. Elimination of one Division, the Division of Instructional Telecommunications Services. The school now has two divisions rather than three. The functions of the former Division of Instructional Telecommunications Services are subsumed under the other two divisions as follows:
  - a. University of Wyoming Television, Broadcast and Media Engineering are located in the Division of Extended Credit Programs
  - b. The title of KUWR Radio is changed to Wyoming Public Radio, and it is located in the Division of Extended Noncredit Programs.

Therefore, the functions of the former division are in place, but one division head is eliminated and there is closer integration of the school's functions.

3. The possibility of the employment of Academic Professionals as Lecturers in the school is added.

Based on a recommendation from the Academic Issues Committee, Trustee Kirk moved that the revisions to UNIREGs 620 and 621 be approved. The motion was seconded by Trustee Bonner and carried.

The changes to the UNIREGs are included as Enclosure 1, pink. The new wording is in capital letters, with strikes through 1987 wording to be deleted.

#### **Appendix to UNIREG 408 - Research Scientists**

The enclosed appendix (Enclosure 2, tan) to UNIREG 408 to establish the category of RESEARCH SCIENTISTS as academic professionals was approved by the majority of the employees in the current category of Research Associates. Subsequent to employees' approval, the Appendix was approved by the Staff Council, the Executive Committee of the Faculty Senate, and the Academic Planning Committee.

Establishment of this category will complete the reclassification of the three groups of employees identified in UNIREG 408 -Extension Educators, Lecturers, and Research Scientists. Pursuant to a recommendation from the Academic Issues Committee, it was moved by Trustee Kirk and seconded by Trustee Harris that the Appendix to UNIREG 408 - Research Scientists, be approved. The motion carried.

**Block Transfer Program between Laramie County  
Community College and the University of Wyoming**

Trustees were provided a copy of the block transfer agreement between Laramie County Community College and the University of Wyoming as a matter of information. It is included as Enclosure 3, ivory.

**Advanced Placement**

Following up on a request from Trustee Updike at the December, 1992 meeting, Provost Karnig provided information on advanced placement at the University of Wyoming. The information provided included information on Advanced Placement, College Level Examination Program (CLEP), and departmental examinations, as well as costs, number of students, and success rates of each. Trustee Updike requested, in conjunction with the information provided, additional information on the percent of students who have qualified for advanced placement by the scores on placement exams.

**BUDGET COMMITTEE**

President Hammons called on Chairman Brown for a report from the Budget Committee meeting held on January 29. Committee members Brown, Bonner, Harris, Schutte, Sharratt, and Updike and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.



### Fees, Charges, Refunds and Deposits, July 1, 1993-June 30, 1994

Annually, Budget Committee and Trustee consideration is requested for changes and additions to authorized fees, charges, refunds and deposits. The proposed changes for the fiscal year beginning July 1, 1993 were presented for approval.

The proposed changes addressed tuition and mandatory fees; University fees, charges and deposits; Auxiliary Enterprises; laboratory and special course fees; and miscellaneous fees, charges and deposits.

The tuition changes were previously approved by the Trustees at their December 14, 1992 meeting.

Also included was the administration's request for a change in the method by which course fees are assessed and charged students. Presented for approval was a proposal to consolidate the complex structure of nearly 400 individual course fees currently in effect into a uniform set of college fees. Included in the consolidation are all course fees except music lessons, practica, and field course fees. The college fees will be assessed on a per credit hour basis to a maximum of twelve credit hours for each major. The proposed fees are shown below:

Agriculture	\$2.05
Arts & Sciences	1.85
Business	.85
Education	.95
Engineering	1.85
Health Sciences	1.45
Undecided	1.65

The proposal will be revenue neutral to University students; over the course of their degree programs, they will be assessed comparable fees under the uniform plan as under the current program of assessing individual fees.

The rationale for this proposal is two-fold. First, the proposal will standardize course fees for students; this will facilitate students and parents in estimating annual educational expenses. Second, a single uniform course fee for each college will facilitate the administrative processes of assessing and collecting course fees as well as administering student financial aid packages.

In a response to a question from Trustees about increasing tuition rather than implementing college fees, Travis Gentry reported that students like the per college fee rather than an increase in tuition. The students perceive it as more equitable.

Several editorial changes were made.

Based on a recommendation from the Budget Committee, Mr. Brown moved approval of proposed changes, additions, and deletions to the Fees, Charges, Refunds and Deposits, University of Wyoming, July 1, 1993 - June 30, 1994 (Enclosure 4, blue) including the consolidation of course fees into a uniform set of college fees as outlined above. The motion was seconded by Mr. Harris, and it carried.

Chairman Brown asked the administration to work with ASUW to look at the possibility of rolling the college fees into tuition, and that the Trustees revisit this next year.

#### **Appointment of Auditors**

The Trustees appointed the firm of Deloitte & Touche of Denver, Colorado, and Tammy E. Lantz of Cheyenne to conduct an annual audit of the University's financial statements and to provide audit services in accordance with the provisions of OMB Circular

A-133, University bond resolutions, NCAA, and National Public Radio. This appointment was for four years, subject to annual reappointment by the Trustees.

Deloitte & Touche and Tammy E. Lantz have satisfactorily completed the second year of this four-year engagement. Based on a recommendation from the Budget Committee, Mr. Brown moved continuation of the engagement for the third year of the four-year agreement. The motion was seconded by Mr. Bonner, and it carried. Trustee Harris abstained from voting because of a conflict of interest.

#### **Approval of Contracts and Grants, Gifts and Scholarships**

Based on a recommendation from the Budget Committee, it was moved by Mr. Brown, seconded by Mr. Updike, and carried, that the Trustees of the University of Wyoming accept contracts and grants in the amount of \$4,787,548 for the period November 24, 1992 through January 5, 1993. Based on a recommendation from the Budget Committee, it was moved by Mr. Brown, seconded by Mr. Harris, and carried, that the Trustees of the University of Wyoming accept gifts and scholarships in the amount of \$404,915.86 for the period November 16, 1992, through December 15, 1992.

#### **Annual Insurance Review**

John P. McLaughlin, Vice President, Risk Management Services, in Arthur J. Gallagher & Company's Denver Office, attended the Budget Committee meeting to present the broker's report for 1992 to the Trustees. The report discussed the areas of assistance, recommendations and service provided by Arthur J. Gallagher & Company during 1992. The report further illustrated the University's current insurance coverage and outlines the proposed insurance plan for 1993.

### **Financial Review - Second Quarter FY 1993**

The financial report for the six-month period ended December 31, 1992, was distributed and reviewed at the Budget Committee meeting.

### **Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period October 1, 1992 to December 31, 1992**

A report prepared by Mr. Van Jacobson, on the internal audit activity for the period October 1, 1992, through December 31, 1992, conducted in accordance with the audit plan, was presented to the Budget Committee.

### **PERSONNEL COMMITTEE**

President Hammons asked Trustee Saunders for a report from the Personnel Committee meeting held on January 29. Committee members Saunders, Kirk, Kinnaman, and Updike attended the committee meeting, along with other Trustees and University personnel. It was moved by Trustee Saunders, seconded by Trustee Jorgensen, and carried that items 1-7 as outlined in the Trustee report be approved as indicated:

### **Faculty Appointments**

#### **COLLEGE OF ARTS AND SCIENCES**

- a. Carolyn D. Anderson as Assistant Professor of English, effective August 23, 1993, at an annual (9-month) salary rate of \$33,000. This is a tenure-track appointment.

b. Hannelore Mundt as Visiting Assistant Professor of Women's Studies, effective December 28, 1992, at an annual (9-month) salary rate of \$38,004.

This is a non-tenure track appointment.

c. James Watt, Simpson Distinguished Professor of Political Science, for the Spring 1993 semester. Dr. Watt holds the B.S. (1960) in Commerce and Industry and the J.D. (1962) from the University of Wyoming. He was Secretary of the Interior from 1981 to 1983.

#### COLLEGE OF ENGINEERING

d. Pradeep K. Agarwal as Associate Professor of Chemical Engineering, with tenure, effective January 8, 1993, at an annual (9-month) salary rate of \$56,004.

#### COLLEGE OF HEALTH SCIENCES

e. Weeranuj Yamreudeewong as Assistant Professor of Pharmacy, effective December 15, 1992, at a fiscal year (11-month) salary rate of \$50,004. This is a tenure-track appointment.

#### INTERCOLLEGIATE ATHLETICS

f. James Gattis as Head Baseball Coach and Lecturer in Intercollegiate Athletics, effective January 4, 1983, at an annual (11-month) salary rate of \$31,896. This is a non-tenure track position.

#### UNIVERSITY LIBRARIES

g. Lori J. Phillips as Senior Assistant Librarian, effective December 31, 1992, at an annual (11-month) salary rate of \$23,004. This appointment is eligible for extended term appointment.

### Academic Professional Appointments

#### COLLEGE OF AGRICULTURE

- a. William Taylor as Associate University Extension Educator, effective December 28, 1992, at an annual (11-month) salary rate of \$34,500. This appointment is eligible for extended term appointment.

### Administrative Appointments

#### COLLEGE OF AGRICULTURE

- a. Glen Whipple as Dean of the College of Agriculture, effective January 4, 1993, at a fiscal year (11-month) salary rate of \$82,296.

#### COLLEGE OF ARTS AND SCIENCES

- b. Henry James Harlow as Associate Professor of Zoology and Physiology and Director of the University of Wyoming-National Park Service Research Center in Teton County, effective December 3, 1992, through September 1, 1995, at no change in salary.

#### COLLEGE OF LAW

- c. Timothy G. Kearley as Professor, with tenure, and Director of the Law Library, effective May 15, 1993, at a fiscal year (11-month) salary rate of \$72,000.

### Adjunct Reappointments

- a. Lowell E. Moser, Adjunct Professor of Range Management, for the three-year period January 1, 1993, through December 31, 1995; Dr. Moser is a Professor at the University of Nebraska.
- b. James T. Nichols, Adjunct Professor of Range Management, for the three-year period January 1, 1993, through December 31, 1995; Dr. Nichols is a Professor at the University of Nebraska.
- c. Carolyn Hull Sieg, Adjunct Professor of Range Management, for the three-year period January 1, 1993, through December 31, 1995; Dr. Sieg is a Research Scientist for the U.S. Forest Service, Sturgis, South Dakota.

### Changes in Assignment

#### COLLEGE OF AGRICULTURE

- a. James K. Wangberg, Professor of Entomology and Head of the Department of Plant, Soil, and Insect Sciences was reassigned as Director of the Center for Teaching Excellence on a half-time basis, and Professor of Entomology, effective February 1, 1993, at no change in salary.

#### COLLEGE OF ARTS AND SCIENCES

- b. Duncan S. Harris, Associate Professor of English was reassigned as Associate Professor of English and Director, Honors Program, on a half-time basis effective July 1, 1993; this will be a 10-month appointment. Dr. Harris' academic year salary will remain unchanged, and he will receive \$4,879 in summer salary, while in the position, to remunerate his extra month of responsibility.

## OFFICE OF STUDENT AFFAIRS

- c. Dennis M. Dreher, Coordinator, International Student Services, was reassigned as Director, International Student Services, at no change in salary. The director's position becomes an at-will appointment and will be consistent with similar positions in Student Affairs.

### Change in Sabbatical Leave

#### COLLEGE OF ARTS AND SCIENCES

- a. At the March 21, 1992, meeting of the Trustees, John W. Ravage, Professor of Communication and Mass Media, was granted a sabbatical leave for the 1993 calendar year. Professor Ravage requested and was granted a sabbatical leave change to the spring semester of 1993.

### Leave of Absence Without Pay

#### COLLEGE OF AGRICULTURE

- a. Joseph E. Kunsman, Associate Dean and Director of Resident Instruction and Graduate Studies, through May 1994 to continue his assignment with the National Association of State Universities and Land-Grant Colleges (NASULGC).

### Part-Time Appointments and Resignations

Part-time appointments and resignations were reported to the Trustees for their information.



**PHYSICAL PLANT AND  
EQUIPMENT COMMITTEE**

President Hammons called on Chairman

Udike for a report from the Physical Plant and Equipment Committee meeting held on January 29. Committee members Udike, Jorgensen, Kinnaman, Kirk, and Schutte and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

**Sale of Lyman Experimental Farm**

From April, 1956 through March, 1989, one Sylvester Phillips leased this inactive farm on a yearly basis. UW has no record of any other person interested in the farm. In March of 1989, the Town of Lyman asked for either a lease or lease/purchase arrangement on the property with the intent to develop the land into a golf course/ recreation area. Phillips' lease was not renewed 1 April, 1990 to allow UW to pursue the Town of Lyman's proposal.

Mr. Tom Anderson, Mayor of the Town of Lyman, Mr. Reed Erickson, Assistant to the Mayor, and Dan Nielson, Town Councilman attended the 18 May 1990, Physical Plant and Equipment Meeting to discuss the Town of Lyman's proposal to purchase the 160 acres remaining of the original Agricultural Research Center at Lyman, Wyoming.

An appraisal was done by DeGooyer & Associates, Inc., Green River, Wyoming, and the property appraised at a value of \$210,000. The appraisal identified the land value at \$90,000 and the improvements at \$120,000.

In August, 1991, DeGooyer & Associates conducted an update analysis so both the University and the Town of Lyman would know the current value of this property. This

appraisal identified the land value at \$95,000 and the improvements at \$130,000.

In September, 1990, the Town of Lyman proposed an annual lease with option to renew for 99 years for the entire property to be used and developed for recreation interests. A Lease Agreement was entered into for an annual lease fee of \$3,000 with Lessee rights to sublease the house and farm land. The lease currently expires on 31 March, 1993

In September, 1992, the Wyoming Board of Land Commissioners conveyed a Quitclaim Deed to the University of Wyoming, Board of Trustees, the SE 1/4 SW 1/4 of Section 28 (Lyman High School property) and the NW 1/4 Section 33, Township 16 N, Range 114 West (inactive Lyman Farm).

On 12 January, 1993, the Town of Lyman offered to purchase the Lyman Farm for:

The August 1991 appraisal update	\$ 225,000
Less new barn roof estimated by Lyman area contractors	- 20,000
Less improvements paid for by Town of Lyman (natural gas service, city water, fire hydrant installation, septic tank cleaned, interior painting of residence, sewer line hookup and general clean up of premises.	- <u>10,000</u>
	\$ 195,000

Terms extended by the Town of Lyman are cash with no financing or terms, with no provision for restrictive use of the land, and mineral rights to be retained by the University of Wyoming.

Mayor Gary Poore and Assistant to the Mayor Reed Erickson attended the January 29, 1993 meeting Physical Plant and Equipment Committee meeting to discuss the Town of Lyman's offer.

Based on a recommendation from the Physical Plant and Equipment Committee meeting, Mr. Updike made a motion that the Trustees make a counter-offer of \$215,000 which would include all terms and provisions as stated in the Town of Lyman's offer of 12 January, 1993, but exclude the \$20,000 for a new barn roof. The motion was seconded by Mr. Brown and carried.

#### **Status Report on Construction Projects**

Status reports on various construction projects that are in the design stage were provided for the information of the Trustees. Projects included the American Heritage Center/Art Museum furnishings and equipment, Student Apartment replacement, Minerals Research and Reclamation Center, Botany Conservatory, west wing of Knight Hall remodel, Elevator for the Education Building, and replacement of the Science Library Deck.

#### **Progress Report and Change Orders**

As a matter of information, the progress reports and change orders on current construction projects were provided to the Physical Plant and Equipment Committee.

## DEVELOPMENT COMMITTEE

President Hammons

asked Chairman

Schutte for a report from the Development Committee. Trustees Schutte, Bonner, Brown, and Sharratt attended the committee meeting, along with other Trustees and University personnel.

Trustee Schutte reported that the committee heard from Pete Simpson, Vice President for Institutional Advancement, on recent development activities. Vice President Simpson reported that, as of December 31, 1992, the office had received gifts in the amount of \$4,221,212. This is the largest amount ever for a six-month period. Two major gifts came from Joe and Arlene Watt and Curtis and Marian Rochelle. As of December 31, 1992, the Development Office had received 5,011 gifts; 3,681 of these were from alumni, and both numbers are all-time highs. The Annual Fund is to be credited for the increase. In addition, there are prospects for two other large gifts. Dr. Simpson announced that John Clay is now a member of the Foundation Board.

Trustee Schutte described the new Foundation Board as energetic and eager to help the University raise funds for the School of Environment and Natural Resources and to continue support for newspaper advertisements extoling the University's positive achievements.

## ATHLETIC COMMITTEE

Athletic Committee

members held a

meeting on January 29, 1993 with the following members present: Bryan Sharratt, Dick Brown, Lee Harris and Jerry Saunders. Chairman Sharratt reported that two items had been presented for discussion during the committee meeting:

### **NCAA Certification and Review of UW Intercollegiate Athletics**

In March, 1992, the Board of Trustees determined that an evaluation of the Division of Intercollegiate Athletics be undertaken by an outside, independent auditor in 1993 rather than in 1998 as was originally scheduled. The National Collegiate Athletic Association passed legislation at its 1993 convention in January 1993 establishing a certification process to begin during September and October, 1993. President Roark indicated that discussion would be helpful to confirm the extent to which the NCAA proposal meets the evaluation requirements of the Board of Trustees, and requested input from Trustees by the March meeting. A summary of the NCAA legislation is attached as Enclosure 5, cherry. Trustee Bonner requested that copies of 1) the Division of Intercollegiate Athletics self-study and 2) the on-campus compliance review conducted by the NCAA at our request, be provided to the Trustees.

### **High School Tournament, Clinic, and All-Star Site Selections**

Athletic Director Paul Roach provided a briefing to Trustees, covering activities by the Division of Intercollegiate Athletics to enhance relationships with Wyoming high schools and recent efforts to attract high school championship and other non-collegiate athletic events to the University. Mr. Roach said he would like to include more limited partners, such as the Foundation Board, in enhancing relationships. He also suggested tours and open houses during athletic events.

## INVESTMENT COMMITTEE

President Hammons called on Chairman Jorgensen for a report from the Investment Committee meeting held on January 29. Committee members Jorgensen, Bonner and Brown and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

### Selection of Fixed Income Manager and Value Manager

Over the last year, significant changes have been made to the University's endowment funds investment policy and practices. Objectives include pooling all investments, establishing a specific policy on spendable earnings (five percent), reinvesting the remaining earnings, and increasing the total return.

Prior to the changes, different endowment accounts have been managed in different ways, with different results. Endowment accounts have participated only in the earnings and gains of the pool in which they were involved. Coe and Kuehn funds have been managed by Dreman Value Management, in a balanced portfolio (a combination of equity and fixed income investments). Dreman's approach to equity investments is described as "value", a method of selecting stocks on the basis of likely increase in value due to temporarily low price.

Other endowments have been invested in fixed income instruments (Treasury bills, CD's) with the University's internal investment manager, with some of the accounts represented in the portfolio managed by J.M. Hartwell and Company, a "growth" equity manager. Growth stocks are selected on the basis of likely increase in value due to growth and development of the issuing corporation.

Because growth stocks, value stocks and fixed income instruments perform at different levels at different times, there has been little consistency to long term performance across the range of endowments. Recent policy changes now allow for the pooling of all investments and a proper mix of investment instruments to optimize return for all accounts.

In addition, the performance of all managers fluctuates over time. For the past two years, the performance of Dreman with regard to value equities has not been as desired. Because of the segregation of endowment funds, this performance has not been balanced in the Coe and Kuehn funds by other returns. It was recommended that Dreman be replaced by a combination of a new fixed income manager and another value manager, as discussed below.

To effectively smooth market differences and cycles, the target mix of investments recommended by John Vann, University investment advisor, should consist of about 75 percent equities and 25 percent fixed income, with the equities divided about equally between value and growth.

In accordance with the new investment policy, all endowment accounts will share proportionally in the total return. Five percent of the endowment value will be allocated each year to spendable accounts for support of the scholarships, professorships, and programs designated by the endowments. The remainder of the total return generated will be reinvested to allow for long term account growth. Coe and Kuehn budgets will still be brought to the Board for annual approval.

Currently, the University manages about \$24.6 million of endowments: \$9.6 million with Dreman (\$5.4 million in equities and \$4.2 million in fixed income), \$4.5 million with Hartwell, and \$10.5 million internally. In the immediate future, \$5 million will be placed



with a new fixed income manager, \$9.6 million with a new value equity manager, \$4.5 million left with Hartwell (growth), and \$5.5 million internally (fixed income). Over the long term, all endowment funds will be placed with external managers in the target proportions previously discussed. In current dollars, about \$6 million will be in fixed income instruments, \$9 million in value equities, and \$9 million in growth equities.

Trustees Bonner and Brown reported on the evaluation of income manager performance and the screening of new income managers which was recently completed in cooperation with the University's Investment Committee. Dan Baccari and Art Blackinton worked with John Vann to make a preliminary screening of fixed income managers and value managers. Finalists were selected for interview from each pool. These finalists were interviewed by the Investment Committee, Dan Baccari, Art Blackinton, and John Vann on January 19 and 20 in Denver, Colorado. The Investment Committee recommended the appointment of the two managers identified below to manage the University's fixed income portfolio and its value based equities portfolio.

The fixed income manager recommended for selection by the Committee is Fox Asset Management of New Jersey, J. Peter Skirkanich President. Fox was founded in 1985 and currently manages portfolios totalling over \$700 million, with about half in fixed income investments. Fox's five-year annualized return through the third quarter of 1992 was 13.58 percent, while the Lehman Brothers Government and Corporate Bond Index for the same period was 11.94 percent. Fox employs eight investment professionals with over 18 years average experience.

The value equities manager recommended for selection is Jurika & Voyles, Inc. of California, William K. Jurika President. Jurika was founded in 1983 and currently manages portfolios totalling about \$400 million. Jurika's five-year annualized return through the



third quarter of 1992 was 13.48 percent, while the Standard and Poor's 500 index was 9.03 percent. Jurika employs six professionals, with 21 years average experience.

Based on a recommendation from the Investment Committee, Mr. Jorgensen moved that the firm of Fox Asset Management of New Jersey be retained as the fixed income manager and that the firm of Jurika & Voyles, Inc. of California be retained as the value equities manager for University investments as described above. The motion was seconded by Mr. Bonner, and it carried.

#### **Quarterly Report, University Investments**

A quarterly report on the status of the University investments, excluding the W. R. Coe and Charles Chacey Kuehn Estate funds, as of December 31, 1992, was provided to the Investment Committee for information only.

#### **COMMITTEE OF THE WHOLE**

The Committee of the  
Whole met on Friday,

January 29, 1993 to discuss the following items of action:

#### **Changes to Bylaws of the Trustees of the University of Wyoming**

Bylaws of the Trustees of the University of Wyoming provide for several standing committees, including the Academic Issues Committee. It has been proposed that the name of the committee be changed to "Academic and Student Affairs Committee" to more properly reflect the range of issues impacting the teaching learning process (financial aids, housing closed classes, attrition, tuition increases, student recruitment, etc.). Trustee Bylaws may be amended by a vote of two-third of all members. Notice of the intention to

amend was given in writing at the December, 1992 meeting of the Trustees.

It was recommended that Trustees amend the Bylaws of the Trustees of the University of Wyoming to change the name of the Academic Issues Committee to the ACADEMIC AND STUDENT AFFAIRS COMMITTEE. It was moved by Trustee Harris, seconded by Trustee Bonner and carried that the Bylaws as outlined above be changed.

#### **Changes to Western Research Institute Bylaws and Articles of Incorporation**

Trustees were advised that during the Fall, 1992, the Board of Directors and staff of the University of Wyoming Research Corporation had reviewed the current status of the Articles of Incorporation and ByLaws of the Corporation with representatives of the law firm of Holland and Hart.

Matt Thomas and Randy Karsh, representatives of Holland and Hart were at the meeting and discussed the proposals with Trustees. During the business meeting, it was moved by Trustee Saunders and seconded by Trustee Kinnaman that the Western Research Institute Articles of Incorporation and Bylaws of the University of Wyoming Research Corporation be changed as proposed. The motion carried.

The changes in the Articles and ByLaws of the Corporation are included as Enclosure 6, green.

#### **UNFINISHED BUSINESS**

##### **Medicaid Funding for Family Practice Centers**

Medicaid funding for family practice centers, on the agenda for discussion during the Committee of the Whole meeting of January 29, was deferred until the business meeting.

Trustee Saunders reported that federal legislation will be required to obtain

Medicaid funding for family practice centers. In order for the Family Practice Center program to obtain funding, it will first need to obtain a teaching facility designation. It might be possible to get up to \$50,000/resident/year if approved, or \$900,000/year for Wyoming's family practice centers.

President Roark said that he, Trustee Bonner, and Trustee Saunders hoped to meet with Congressman Thomas in Washington the week of February 1 to discuss the topic.

#### **Appointment of Board of Directors for WRI**

President Hammons noted that in order to comply with the changes to the Bylaws of WRI, the Board of Trustees was required to appoint the Board of Directors for WRI.

Following discussion, Trustee Bonner moved that the original motion be changed so that the effective date of the changes to the Bylaws and Articles of Incorporation be changed to April 1, 1993 so that the Board of Trustees could act on the membership of the Board of Directors at the March meeting. Trustee Schutte seconded the motion, and it carried, with Trustee Harris voting no.

Deborah Hammons appointed herself, Bryan Sharratt, Terry Roark, Dave Bonner, Derek Hodgson, and Jerry Saunders to a sub-committee to review a slate of directors. The subcommittee will report back to the Trustees at their March meeting.

#### **Parking at UW**

President Hammons said that she would like to discuss parking in the near future, and suggested that ASUW, under President Travis Gentry's leadership, work with the campus planning committee and other groups to propose solutions to a generally perceived problem with lack of conveniently located parking for students and University employees.

## **NEW BUSINESS**

President Hammons reminded Trustees that President Roark, Dave Bonner, and Jerry Saunders would be attending the Association of Governing Board's conference entitled, "Strategic Responses to Financial Realities for Public Institutions" in Washington, D.C. the week of February 1, 1993. She suggested that Trustees let them know if they have questions they would like answered.

## **Honorary Degree Committee**

President Hammons appointed Dick Brown, Pete Jorgensen, and Dan Kinnaman to serve on the Honorary Degree Committee.

## **PUBLIC COMMENTS**

President Hammons welcomed Tom Smith from the Foundation Board to the meeting. Mr. Smith said he was very happy that the School of Environment and Natural Resources was approved by Trustees, and that the Foundation Board had responded very positively to the project.

Staff Council chair Kay Augustin reported that Randi Johnson, Accounting Technician III in Accounts Payable, is the new president-elect of Staff Council and will attend the next Trustee meeting. The group will host Staff Recognition Day on February 26. UniWyo Credit Union is sponsoring the Employee of the Year award this year.

Frank Millar, Chair of Faculty Senate, said that all units are working on implementing the faculty workload policy passed by Trustees last month. Faculty Senate is working on a financial exigency policy, dealing with release of employees under those

conditions. He thanked the Board for approving the School of Environment and Natural Resources. Faculty Senate plans to submit possible changes to the Graduate School by the end of this year. Dr. Millar reported that the number of faculty resignations had increased, saying that it was becoming increasingly harder to recruit and retain faculty in these difficult economic times.

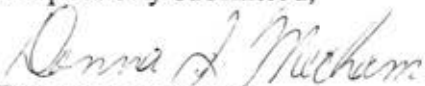
Dr. Millar said that faculty were deeply concerned with the lack of library funding, and felt that maintaining a strong library was essential to maintaining a strong university.

ASUW President Travis Gentry said that ASUW is researching the possibility of starting classes at 7:30 a.m. rather than 8:00 a.m. ASUW elections will be held in March. Trustee Gentry thanked Diana Ohman for helping to address the issue of guarding the crosswalk at 24th and Grand. University Police are no longer going to provide a crosswalk guard at that location because of liability concerns. President Hammons asked that Trustee Gentry keep the Board informed as to how the issue is resolved.

#### **ADJOURNMENT AND DATE OF NEXT MEETING**

The meeting adjourned at 11:00 a.m. The next meeting date will be held March 19-20, 1993 in the Old Main Board Room.

Respectfully submitted,

  
Donna J. Mécham  
Deputy Secretary

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 620, Revision X 2  
~~September/27/1987~~ JANUARY \_\_, 1993

UNIVERSITY REGULATION 620, Revision X 2

Initiating Authority: School of Extended Studies and  
Public Service

Subject: Regulations of the School of Extended Studies  
and Public Service

References: (a) Regulations of the Trustees, Chapter IV

(b) University Regulation 1, Revision 2,  
October 14, 1980

(c) University Regulation 620, June 7, 1979

(d) Action of the Trustees, September 19, 1987

1. Purpose. To promulgate and amend the regulations of the School of Extended Studies and Public Service, as adopted by the Faculty of that School.

2. General Information. Enclosure sets forth the basic organization and processes through and by which the School of Extended Studies and Public Service may function in the exercise of its authority and responsibility as prescribed by the Regulations of the Trustees. These regulations were adopted by the ~~Sept 27~~ Faculty, ACADEMIC PROFESSIONALS, AND PROFESSIONAL STAFF OF THE SCHOOL.

3. Directive. In accordance with references (a) and (b), Regulations of the School of Extended Studies and Public Service, as amended, shall be effective upon approval by the President of the University.

APPROVED: ~~September/27/1987~~  
JANUARY \_\_, 1993

Terry P. Roark  
President



AND PUBLIC SERVICE

President and appointed by the Board of Trustees.

## PART I. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL

## Section 1. ACADEMIC AND SERVICE UNITS

EXTENDED Non/Credit Educational/Services PROGRAMS.

Section 2. ~~DEAN~~ DIRECTOR--DUTIES AND RESPONSIBILITIES

are in the custody of University personnel, both on-campus and off-campus.

### SECTION 3. ASSOCIATE DIRECTOR--DUTIES AND RESPONSIBILITIES

THE ASSOCIATE DIRECTOR ASSISTS, AND ACTS IN THE ABSENCE OF, THE DIRECTOR WHEN REQUIRED. THIS INCLUDES EXERCISING SIGNATURE AUTHORITY FOR THE SCHOOL, AND REPRESENTING THE SCHOOL AT UNIVERSITY ADMINISTRATIVE MEETINGS AS DESIGNATED BY THE DIRECTOR.

THE ASSOCIATE DIRECTOR ALSO FACILITATES PROGRAMS AND PROJECTS INVOLVING PERSONNEL FROM BOTH DIVISIONS OF THE SCHOOL AND PERFORMS OTHER APPROPRIATE DUTIES AS DELEGATED BY THE DIRECTOR.

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Television and other telecommunications activities as subsequently may be



authorized. The Division of EXTENDED Non/Credit Educational Services PROGRAMS shall include Business and Industry Extension, Conferences and Institutes (including Travel/Lake/Ranch/Conference/Centers), Non/Credit ENRICHMENT Classes, School Services, Special Projects PROGRAMS (including Summer/Overseas), WYOMING PUBLIC RADIO, and other non/credit activities as subsequently may be authorized.

## SECTION 9. ACADEMIC COORDINATORS--DUTIES AND RESPONSIBILITIES

ACADEMIC COORDINATORS REPRESENT THE OFF-CAMPUS ADMINISTRATIVE ARM OF THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE AND REPORT DIRECTLY TO THE DIRECTOR OF THE SCHOOL. THESE INDIVIDUALS ARE RESPONSIBLE FOR ADMINISTERING REGIONAL OFFICES LOCATED AT SPECIFIC SITES IN WYOMING FACILITATING THE REGIONAL DELIVERY OF SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE PROGRAMS AND SERVICES AND OTHER APPROPRIATE DUTIES AS DELEGATED BY THE DIRECTOR. THE CRITERIA AND PROCEDURES FOR APPOINTMENT, TENURE OR EXTENDED TERM AND PROMOTION OF ACADEMIC COORDINATORS SHALL CONFORM TO THOSE LISTED IN REGULATIONS OF THE TRUSTEES AND UNIREG 408.

## PART II. FACULTY, ACADEMIC PROFESSIONALS AND PROFESSIONAL STAFF

### Section 1. COMPOSITION OF THE EXTENDED/CREDIT FACULTY OF THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

The faculty shall consist of the President of the University and the Provost and Vice President for Academic and Student Affairs, as ex officio members without vote, and all those individuals holding full-time faculty appointments in the School, and all those individuals holding part-time faculty appointments in other units but teaching in Extended/Credit Programs on a part-time basis for the School.

THE FOLLOWING ARE THE FACULTY OF THE SCHOOL: 1) VOTING FACULTY MEMBERS ARE THOSE HOLDING FULL-TIME, TENURE-TRACK FACULTY OR EXTENDED TERM ACADEMIC PROFESSIONAL APPOINTMENTS IN THE SCHOOL, 2) NON-VOTING, ADJUNCT FACULTY MEMBERS ARE REGULAR UNIVERSITY FACULTY AND EXTENDED TERM ACADEMIC PROFESSIONALS TEACHING IN EXTENDED CREDIT PROGRAMS ON A PART-TIME BASIS, AND 3) EX OFFICIO FACULTY MEMBERS ARE THE PRESIDENT OF THE UNIVERSITY, THE PROVOST AND VICE PRESIDENTS FOR ACADEMIC AND STUDENT AFFAIRS, AND THE ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS - OUTREACH.

Any regular University faculty member is a member of the School's faculty when teaching in an Extended/Credit Program and for a two-year period following such service unless University service is terminated, or the individual's service with Extended/Credit is terminated.

Faculty holding appointments in other units but teaching in Extended/Credit Programs will be identified either by the Division of Extended/Credit Programs or the college or academic department from which the credit will be granted. Once it is determined that these ADJUNCT FACULTY qualifications meet the A particular EXTENDED CREDIT academic need, the Office of Extension/Classes OFF-CAMPUS CREDIT COURSES or Correspondence Study will employ these ADJUNCT FACULTY through the regular payroll procedure to do UNDERTAKE the specific task required. and they THESE ADJUNCT FACULTY will be paid from funds

in the appropriate office. Normally, compensation is made after final grades are submitted, or in the case of Correspondence Study, after a course is developed and accepted, or following the submission of graded lessons or tests.

#### Section 2. // KOLZ/OF/LECTURERS (SEE PART III)

The School may from time to time appoint Lecturers to provide academic instruction. These individuals, based upon academic training and experience, will be appointed only after the approval of the department head and dean who hold academic responsibility for the course content. Once identified as a potential instructor for a course, the individual will submit a current syllabus transcript, a current vita and three recent photo-ident than six months letters of recommendation. Once receiving approval of the appropriate department, college and/or Graduate School, the individual will be employed at the stipulated rate and paid for his/her services following submission of final grades. Lecturers will hold term appointments and will not be faculty members in the School nor will they be entitled to consideration for promotion or tenure in the University.

#### SECTION 2. COMPOSITION OF ACADEMIC PROFESSIONALS

ACADEMIC PROFESSIONALS SHALL CONSIST OF THOSE SO DESIGNATED BY THE OFFICE OF ACADEMIC AFFAIRS AND SERVING FULL-TIME IN THE SCHOOL.

#### Section 3. COMPOSITION OF PROFESSIONAL STAFF

Professional staff shall consist of those so designated by the Office of Personnel Services and/OR serving full-time in the School.

#### Section 4. MEMBERSHIP IN THE SCHOOL

Voting members of the School shall consist of the Dean, Directors, ASSOCIATE DIRECTOR, DIVISION HEADS, Coordinators, Field Representatives, full-time TENURE-TRACK faculty, EXTENDED-TERM ACADEMIC PROFESSIONALS, and professional staff budgeted in programs under the administration of the School. The President, and the Provost and Vice President for Academic and Student Affairs, AND THE ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS - OUTREACH shall be ex officio members without vote.

#### Section 5. MEETINGS

The full-time faculty, ACADEMIC PROFESSIONALS and professional staff shall meet annually on call of the Dean DIRECTOR, and at other times when appropriate. Meetings shall be called by a written notice which shall state the time, place and agenda of the meeting.

The Dean DIRECTOR shall call a meeting whenever five full-time FACULTY, ACADEMIC PROFESSIONALS, AND/OR PROFESSIONAL STAFF OF THE School of Extended Studies and Public Service faculty and/or professional staff request one. In addition, such a meeting can be requested by the faculty members of the part-time Extended/Credit/Programs faculty. These requests shall

Also be in writing, shall be signed by the members so requesting, and shall state the matters to be considered at the requested meeting.

One/Third A MAJORITY of the SCHOOL'S VOTING members of/Eligible/Group/Will constitute a quorum for the conduct of business, which shall be conducted in accordance with Robert's Rules of Order, as most recently revised.

#### Section 6. FACULTY AND PROFESSIONAL STAFF SCHOOL SECRETARY

The Dean DIRECTOR shall appoint a secretary whose duties shall be to make, keep, and where pertinent, to disseminate such records or other information as may be necessary for the orderly conduct of business.

#### Section 7. FACULTY, ACADEMIC PROFESSIONALS AND PROFESSIONAL STAFF SERVICE

The assignment of a member budgeted in the School to an instructional or service unit outside the School shall be made by the Director DIVISION HEAD of that unit, with the approval of the Dean DIRECTOR of the School.

#### Section 8. POWERS AND DUTIES

The full-time faculty AND ACADEMIC PROFESSIONALS in the School, with the part-time/Extended/Order/programs/Faculty THE SCHOOL'S ADJUNCT APPOINTEES, shall have jurisdiction over all academic degree matters within the scope of the School, as set forth in Regulations of the Trustees/Part/Will/Section/7.

The Professional Staff of the School shall have the power and duties set forth in University Regulation 174, as amended.

#### Section 9. APPOINTMENT, PROMOTION AND TENURE OR EXTENDED TERMS

The criteria and procedures for appointment, reappointment, tenure OR EXTENDED TERM and promotion of full-time School of Extended Studies and Public Service faculty AND ACADEMIC PROFESSIONALS shall conform to those listed in Regulations of the Trustees/Part/V/Section/2/through/3 AND UNIREG 408. Regular/Interim/Faculty of the School are subject to the employment provisions contained in Regulations of the Trustees/Part/V/Section/2/6/and 7/and/Part/VII/Section/1/through/3/

Questions of appointment, reappointment, and tenure OR EXTENDED TERMS for full-time faculty OR ACADEMIC PROFESSIONALS teaching part-time for the School will be determined within their respective academic departments. The quality of the service for the School will be communicated to the respective department heads for consideration in reappointment, tenure OR EXTENDED TERM, promotion and merit decisions.

The criteria for appointment and classification for Professional Staff will be determined by the Dean DIRECTOR of the School and the Office of Personnel Services.



The School may from time-to-time appoint TEMPORARY FACULTY OR ACADEMIC PROFESSIONALS ~~Leccurys~~ to provide academic instruction. These individuals, based upon academic training and experience, will be appointed only after the approval of the department head and dean who hold academic responsibility for the course content. Once identified as a potential ~~Insturctor~~ TEACHER for a course, the individual will submit a current official transcript, a current vita and three recent (no older than six months) letters of recommendation. Once receiving approval of the appropriate department, college and/or Graduate School, the individual will be employed at the stipulated rate and paid for his/her services following submission of final grades. ~~Leccurys/Instur~~ ~~Leccurys/Instur~~ ~~Leccurys/Instur~~ TEMPORARY FACULTY AND ACADEMIC PROFESSIONALS will not be VOTING ~~Leccurys~~ members in the School nor will they be entitled to consideration for promotion or tenure in the University.

## Section 1. ADMISSIONS

Section 2. PROBATION, DISMISSAL, REINSTATEMENT

PART XV/ V. DEGREES AND DIPLOMAS

PART V/ VI. AMENDMENTS TO THE REGULATIONS

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

## Section 7.

Regulations dealing with academic degree programs may be changed or amended and additional regulations adopted at any called meeting of the total faculty of the school by an affirmative vote of two-thirds of all members present, provided that the members shall have been given fifteen notice of the meeting at least ten days prior to the date of the meeting. The call for the meeting at which the proposal is to be acted upon shall include the exact wording of the proposed change, amendment, or addition to these Regulations.

## PART VII. VII. EFFECTIVE DATE

### Section 1. SCHOOL REGULATIONS

These Regulations shall become effective immediately upon RECOMMENDATION OF THE VOTING MEMBERS OF THE SCHOOL, THE DIRECTOR OF THE SCHOOL, approval by the Faculty and Professional Staff of the School and the President of the University, subject to review AND APPROVAL by the Board of Trustees.

### Section 2. AMENDMENTS

No change, amendment, or addition to these Regulations shall become effective until approved by the President of the University subject to review by the Board of Trustees.

## PART VIII. VIII. REPEAL OF PRIOR REGULATIONS

All Regulations of the School existing at the time of the adoption and approval of these Regulations shall be and hereby are repealed.

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 621, REVISION 1  
~~September/27//1987~~ JANUARY \_\_, 1993

UNIVERSITY REGULATION 621, REVISION 1

Initiating Authority: School of Extended Studies and  
Public Service

Subject: Off-Campus Educational Programs and  
Equivalency of Credits

References: (a) University Regulation 620, Revision X 2

1. Purpose. To re-establish the policy governing off-campus educational programs and equivalency of credits which was deleted when University Regulation 620 was amended.

2. Off-Campus Educational Programs

a. The Provost and Vice President for Academic and Student Affairs and the ~~Dean~~ DIRECTOR of the School of Extended Studies and Public Service shall be charged with making initial contacts, assessing needs and representing the University in establishing agreements necessary to off-campus educational programs that require cooperation with Wyoming community colleges or other state and local agencies. Inquiries concerning the development of or participation in off-campus educational programs shall be directed to the Provost and Vice President for Academic and Student Affairs or the ~~Dean~~ DIRECTOR of the School of Extended Studies and Public Service.

b. The procedures and responsibilities established for proposing and approving on-campus programs of study for University credit and for approving and evaluating on-campus ~~instructed-study~~ TEACHERS shall be the same for off-campus instructed-study programs except that the responsible officials and bodies shall consult with the ~~Dean~~ DIRECTOR of the School of Extended Studies and Public Service in the course of deliberation.

c. Under the supervision of the Provost and Vice President for Academic and Student Affairs, the ~~Dean~~ DIRECTOR of the School of Extended Studies and Public Service shall coordinate all established off-campus educational programs, including those in which University credits are offered and shall determine the nature, feasibility and extent of all proposed additions or changes. In these matters, the School ~~Dean~~ DIRECTOR or his/HER designee shall consult with the Deans of the other ~~colleges and schools~~ ACADEMIC UNITS of the University and, when appropriate, with the Director of the Cooperative Extension Service and the heads of academic departments and administrative units concerned.

~~all approved programs shall be implemented in accordance with the feasibility and extent determinations of the Dean of the School of Extended Studies and Public Service.~~

3. Equivalency of Credits

a. All off-campus study programs in which University credits are IS offered shall be equivalent in content and quality of instruction to on-campus courses applicable to meeting degree requirements.

b. In establishing University of Wyoming degree requirements and determining whether they have been met, distinction may be made between correspondence study and instructed study, but no distinction may be made between credits earned in University of Wyoming programs of instructed study off-campus and those earned in instructed study on-campus.

APPROVED: September 27, 1987  
JANUARY \_\_, 1993

Terry P. Roark  
President



*DRAFT - 12/10/92*  
*Academic Professional-Research Scientists*

Proposed Appendix to

UNIREG 408

for

Research Scientists

For clarification and ease in review, the wording for the proposed appendix for Research Scientists is inserted in italics following the relevant section of UNIREG 408.

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 408, Revision 1  
May 15, 1992

UNIVERSITY REGULATION 408, Revision 1

Initiating Authority: Provost and Vice President for Academic and Student Affairs

Subject: Guidelines for Establishing Academic Professionals

- References:
- (a) Regulations of the Trustees, Chapter IV and University Regulation 1, Revision 2
  - (b) University Regulation 408 (March 1, 1991)
  - (c) Action of the Trustees, May 8, 1992

1. Purpose. To revise University Regulation 408 which provides basic guidelines to establish the Academic Professionals Classification by incorporating reference (c) which

- (a) changes the academic professional categories to Extension Educators, Lecturers, Research Scientists, and Post-Doctoral Research Associates
- (b) specifies that six years shall be the length of extended-term appointments for all categories and that appointments shall be made on an annual basis.
- (c) defines cause for purposes of termination
- (d) defines which academic professionals may be eligible for vacation leave with pay
- (e) defines reappointment review policies and procedures
- (f) allows for professional development leave for extended-term contract appointees who are eligible

2. General Information. There are four academic professional categories. Appendices set forth the employment terms and conditions for each academic professional category. The appendix for each category is to be used in conjunction with this University Regulation. See Appendix A for Extension Educators and Appendix B for Lecturers. Appendices for Research Scientists and Post Doctoral Research Associates will be published when adopted.

3. Directive. In accordance with reference (a), this regulation shall be effective upon approval by the President of the University.

APPROVED:

Terry P. Roark  
President

## ACADEMIC PROFESSIONALS

- I. Definition and Description
- II. Establishment of Academic Professionals UniReg
- III. Classification of Positions and Recruitment
  - A. Classification of Positions
  - B. Recruitment
- IV. Types of Academic Professional Appointments
  - A. Extended-Term Appointments
    - 1. Probationary Period
    - 2. Rank
    - 3. Compensation and Benefits
    - 4. Appointment Process
    - 5. Job Descriptions
    - 6. Performance Review
    - 7. Promotion Ladders
    - 8. Salary Adjustments
    - 9. Appeals and Disputes
    - 10. Professional Development Leave
    - 11. Governance
    - 12. Transition to Academic Professional Category
  - B. Temporary Academic Professional Appointments
    - 1. Appointments
    - 2. Terms of Appointment
    - 3. Reappointments
    - 4. Termination of Appointment
    - 5. Compensation
    - 6. Fringe Benefits
    - 7. Post-Doctoral Research Associates
      - a. Definition
      - b. Appointments
        - (1) Appointing Authority
        - (2) Terms of Appointment
        - (3) Fringe Benefits

Figure 1: Current Personnel System

Figure 2: Proposed Personnel System

## ACADEMIC PROFESSIONALS

### I. Definition and Description

Academic Professionals are characterized by specialized qualifications and specific job descriptions which enable them to fulfill assigned academic duties, maintain peer relationships within the academic community of faculty members, and hold academic appointments. They possess the same safeguards of academic freedom that are provided for faculty. They are not classified personnel (see Figures 1 and 2).

Academic Professionals are personnel engaged primarily in activities which extend and support the teaching, research, extension and service missions of the University. Some academic positions which contribute significantly to meeting the University's academic programs may be most appropriately classified under an Academic Professional rubric. For example, extension agents who extend the University's academic programs to local communities fit best under the Academic Professional category. Academic Professionals may include, but are not limited to, Extension Educators, Lecturers, Research Scientists, and Post-Doctoral Research Associates.

### I. Definition and Description

*Academic professionals known as Research Scientists are personnel whose primary responsibility is to conduct research. Research shall be defined to include professional diagnostic investigations which lead to creation of new knowledge. In this regard, the definition and description of Research Scientists falls within the broader description and definition found in Paragraph 1 of UNIREG 408 "ACADEMIC PROFESSIONALS".*

*As per Paragraph 1 of UNIREG 408, Research Scientists have the same safeguards of academic freedom within the University provided to faculty (see Chapter V., Section 1. Academic Freedom, Regulations of the Trustees of the University of Wyoming, Republished Edition, December 9, 1989). A Research Scientist is expected to conduct his or her activities in accordance with the policies on academic freedom.*

### II. Establishment of Academic Professionals UNIREG

A University Regulation covering the Academic Professional classification shall be adopted based on the guidelines in this document. Subsequent to approval of an Academic Professional UniReg, a specific appendix for each category of Academic Professional will outline the terms and conditions of employment for that group.

Length of extended-terms for all categories shall be six years. Each group-specific appendix will include the terms and conditions of employment that are not contained in this UNIREG or other UNIREGs or Trustee Regulations, e.g., minimal credentials and qualifications, promotion ladders, probationary periods for time in rank based on duties and responsibilities of the positions and accepted practices of the professional field, review procedures and criteria for promotion.

After this general University Regulation is approved, the separate appendices for each category of Academic Professionals will be developed and approved by the employees in that specific category. In most cases, this will involve initial work by a representative sub-committee of employees in the category, with subsequent approval of appropriate appointing authorities and the majority of employees in the category. After approval by employees, the appendix for that category will be submitted to the Office of Academic Affairs for review. Final category titles and employee membership may be the same as or different from the current existing categories. Academic Affairs will forward the proposed appendix for that category, e.g., extension agents, research associates, to the Executive Committee of the Faculty Senate and the Executive Committee of the Staff Council. These committees will forward the proposed appendix to the Academic Planning Committee for review and recommendation. Upon final approval by the

President and Board of Trustees, the category of employees will be transferred to the Academic Professionals classification. Revisions in appendices over time will follow the same approval process as just described.

*II. Establishment of Academic Professionals Unireg - No additions*

*III. Classification of Positions and Recruitment*

*A. Classification of Positions*

Requests to fill academic positions will describe the duties and responsibilities of the position and request appropriate classification of the position as either a faculty position or an Academic Professional position. All requests will be approved by the Provost's office.

*B. Recruitment*

Recruitment of Academic Professionals will involve professional peers as part of the search process. University equal-employment-opportunity policies and affirmative-action procedures shall apply to Academic Professional searches and appointments. Searches may be national, regional, or local depending upon the nature of the position and resources available.

*III. Classification of Positions and Recruitment*

*For purposes of recruitment, professional peers will include academic professionals and faculty in the unit.*

*IV. Types of Appointments*

Academic Professionals shall be on either extended-term track or temporary appointments.

*A. Extended-Term Appointments*

Extended-term track appointments shall be made on an annual basis and may be full-time or part-time depending upon needs and resources.

*IV. Types of Academic Professional Appointments*

*A. Extended-Term Appointments*

*Extended-term appointments shall be for 6 years.*

*1. Probationary Period*

With the exceptions noted in the transition period discussed in paragraph #12, an Academic Professional hired on an extended-term track appointment will be required to complete a probationary period successfully before receiving an extended-term appointment. The length of the probationary period will be based on duties and responsibilities of the position and accepted practices in the professional field. Extended-term track positions will have fairly extensive probationary periods (up to six years) to allow individuals to demonstrate mastery of major areas of their job duties and to indicate that continuing growth and development are likely. The probationary time for extended-term appointment is based on rank at the time of initial appointment. The reason for the extensive probationary period is that probationary appointments during the contract term and extended-term appointments within the appointment period are terminable only for cause or for reasons of budget or program modification or reduction. "Cause" is defined as any conduct by the Academic Professional, including physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality or conviction of a felony, which seriously impairs the individual's ability to carry out his or her University responsibilities



or the ability of the University to carry out its functions. This provision shall not be interpreted as to constitute interference with academic freedom.

#### *1. Probationary Period*

*Maximum probationary periods are four years for the Assistant level, three for the Associate and two years for the higher two ranks. During the probationary periods, performance reviews will be at six month intervals. The immediate supervisor will make the recommendation for dismissal. The recommendation will be reviewed by the unit head and the dean, then the dean will make a decision. In case of a dispute, the employee shall have the right to appeal the decision to the Provost's Office.*

#### *2. Rank*

At the time of appointment, the appointing authority (dean/director) will recommend the appropriate rank commensurate with the duties and responsibilities of the position and the qualifications of the individual.

#### *2. Rank*

*There are four ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, Research Scientist, and Senior Research Scientist. Normally, there will be at least 4 years of Wyoming research experience in a rank before there is eligibility to seek promotion to the next rank.*

*The Assistant Research Scientist will be expected to have a Master's degree or equivalent in an appropriate field. In extraordinary circumstances, for persons with a Bachelor's degree and compensating experience, appointment at this rank will be considered. However, normally a Master's degree will be required for promotion to a higher rank.*

*The Associate Research Scientist will normally have a Master's degree or equivalent degree and significant relevant research experience.*

*To be considered for promotion from Assistant Research Scientist to Associate Research Scientist, the following requirements must generally be met:*

- 1. Demonstrated mastery of job duties.*
- 2. Proven ability to conduct assigned research projects.*
- 3. Demonstrated continuing professional improvement/development as agreed upon between the individual and the supervisor.*
- 4. Assisting in grant proposal/manuscript preparation, where relevant.*
- 5. Evidence of an ability to provide effective teaching, laboratory instruction, and supervision of undergraduate and/or graduate students or part-time employees.*

*The Research Scientist will normally have a Ph.D or equivalent degree or a Master's degree and significant relevant research experience and will have demonstrated professional development.*

*To be considered for promotion from Associate Research Scientist to Research Scientist, the following requirements must generally be met:*

- 1. Demonstrated proficiency in the management of a research laboratory or related facility.*
- 2. Exhibited mastery of major areas of job duties.*
- 3. Demonstrated continuing professional development and growth, including additional training.*
- 4. Demonstrated ability to write or participate in the writing of grant proposals and manuscripts.*
- 5. Presentation of research findings at scientific meetings.*
- 6. Demonstrated effective teaching, laboratory instruction, and supervision of undergraduate and/or graduate students or part-time employees.*

*The Senior Research Scientist will normally have a Ph.D and have demonstrated an unusual commitment to and expertise in his or her position such as independent research funding, nationally recognized technical expertise, and laboratory administrative activities.*

*To be considered for promotion from Research Scientist to Senior Research Scientist, the following requirements must generally\* be met:*

- 1. Demonstrated ability to manage all aspects of a research laboratory or related facility independently.*
- 2. Demonstrated expertise in various areas of research.*
- 3. Exhibited excellence in professional development.*
- 4. Proven ability to secure grant/contract funding as a principal investigator.*
- 5. Publication of research findings in refereed scientific journals and presentation of research at scientific meetings.*
- 6. Demonstrated excellence in teaching, laboratory instruction, and supervision of undergraduate and/or graduate students or part-time employees.*
- 7. Proven ability to independently organize and execute research projects.*

*\*footnote: It is recognized that due to the diversity of job assignments for Research Scientists, performance in other areas may be considered for promotion dependent upon the specific job situation.*

### *3. Compensation and Benefits*

Salaries will be based on the general range of salaries of professional peers, market considerations, and available resources. Benefits will generally be those that currently apply to professional staff. Benefits will be determined upon appointment. Academic Professionals whose contract periods are less than twelve (12) months, irrespective of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to vacation leave with pay. This includes Academic Professionals who receive time-off periods at Christmas, between school terms, etc.

### *3. Compensation and Benefits*

*Salary will be based upon the factors listed in Paragraph IV.A.3 of UNIREG 408. No minimum or maximum salary will apply to any of the ranks. Salary recommendations will be made by the supervisor to the department head then to the appropriate dean. The Provost will have the final decision in case of disagreement.*

### *4. Appointment Process*

The appointing authority for Academic Professionals is the dean/director. Appointments will be approved by the Provost's office and authorized by the Board of Trustees. Letters of initial appointment outlining the conditions of employment, rank, salary, and benefits will be provided by the appointing authority (dean/director).

### *4. Appointment Process*

*The criteria to be used for appointment are the qualifications and job description for the position. Reappointment will be based on satisfactory job performance during the appointment period.*

#### *a. Procedures*

*Requests for extended term appointment and reappointment will be initiated by the supervisor, then reviewed by the department head and dean. Each of the above will then submit their written*



*recommendation to the Provost for approval. In cases of dispute at any level, the Term and Promotion Committee will be requested to review the appointment and make its recommendation to the Provost.*

*b. Notice of Nonreappointment*

*Prior to termination during the probationary period the extended term appointment employee will be given one month notice if employed for less than 6 months, three months notice if employed for less than one year but more than 6 months, 6 months notice if employed less than two years but more than one year, and 12 months if employed greater than two years. Following completion of the probationary period, the employee will be given at least 12 months notice. The review process for the extended term reappointment will occur during the fifth year of the appointment. If reappointment is not granted, the sixth year will be the terminal year. If reappointment is approved the new extended term will start at the end of the sixth year.*

5. Job Descriptions

A specific job description will be developed for each Academic Professional position; any necessary modifications should be made as soon as possible after appointment, but no later than the end of the first six months of appointment. Job descriptions will include a description of duties of the Academic Professional, proportion of time allocation, and standards expected of the employee. Job descriptions may be revised at any time during the appointment period in order to meet changing conditions and/or needs. All changes in a job description will be reported to the Provost's office.

5. Job Descriptions

*The forms will be similar to those used for faculty job descriptions and the same process for revision and updating will be used.*

6. Performance Review

The purpose of performance review is to evaluate an individual's effectiveness in fulfilling responsibilities identified in the appropriate job description as well as professional growth and development. The format and conduct of the individual reviews of Academic Professionals shall be established to meet the particular situation in which individual Academic Professionals work within the University. Performance reviews will be based on duties outlined in the job descriptions, proportion of time allocations to respective duties, and standards expected of the employee.

A system of peer and supervisory review will be implemented with input from appropriate constituencies (e.g., students, faculty, public audiences, clients, etc.). Academic Professional personnel shall be evaluated annually by their supervisors. The supervisory evaluations will be based on the approved job description and assigned duties, and any specific Academic Personnel guidelines provided by the Provost's office. Where appropriate, evaluations may include input from peers and constituencies. Copies of the evaluation and the employee's response will be provided to the appropriate academic administrative office for review and approval. A copy of the performance appraisal will be maintained in each employee's personnel file. Academic Professionals shall have the right to review their performance evaluations and to make written comments which will become part of the performance review record.

Probationary appointees on extended-term track appointments may be considered for extended-term reappointment concurrently with promotion to a higher rank; however, promotion and extended-term reappointment are separate decisions. If the promotion to a higher rank of the probationary appointee entails an extended probation, this must be

made known to the appointee prior to the promotion. Academic Professionals on probationary appointments shall be eligible for extended-term appointment upon completion of the specified probationary period.

Probationary appointees shall undergo the full reappointment review procedure during every year of service until and including the year they are candidates for extended-term appointment. For those granted extended-term appointments, the following year will be the first year of the extended-term. For those not granted extended-term appointments, the following year will be the terminal year.

Extended-term appointees, who are not probationary, shall undergo the full reappointment review procedure during the fifth year of their extended term. For those not granted extended-term reappointments, the following year will be the terminal year. For those granted extended-term reappointments, the following year will be the year when the extended-term reappointment is offered for an additional six year extended-term, the new term to begin at the conclusion of the sixth year.

Candidates who have received negative recommendations for reappointment, promotion, or extended-term appointment will be informed by the appointing authority (dean/director); and the rationale for the recommendation will be discussed with the candidate.

#### 6. Performance Review

*The purpose of evaluation is to assess performance effectiveness and professional development during the previous year and expectations regarding performance and professional growth in the coming year. The format and content of such reviews should be tailored to meet the particular needs of the unit, the supervisor and the Research Scientist concerned. A performance review will take place prior to determination of the annual salary adjustment and will involve a discussion and written summary of the performance review. The performance review will then be filed in the individual's departmental personnel file. The Research Scientist will be given an opportunity to respond to the written comments, and the response will also be placed in the personnel file. The review will then be sent to the unit head for approval.*

#### 7. Promotion Ladders

The Academic Professional rank structure is designed to allow appointments at levels commensurate with education and experience and to provide promotion ladders which recognize and reward professional performance. The Board of Trustees is responsible for final approval of qualifications and promotion ladders for each category of Academic Professional employee.

#### 7. Promotion Ladders

*The individual Research Scientist is responsible for initiating the review for promotion. This is accomplished by preparing the appropriate materials and submitting them to his or her immediate supervisor.*

*Recommendation for or against promotion will come from the immediate supervisor. Promotion materials should support attainment of the skills required of the rank being sought. All promotion material must be forwarded to the department head and dean.*

*There will be a Research Scientist Term and Promotion Committee composed of five members from any rank. The committee will be elected at large by all Research Scientists on extended term appointments. Research Scientists who have completed the probationary period and received an extended term appointment will be eligible to be elected, and there shall not be more than three members from any one college. Initially, terms will be for 1, 2, or 3 years, randomly assigned, with subsequent terms for three years. A member can serve no more than two terms without a minimum three year hiatus. The committee chair will be elected by*

the committee members each year and will be responsible for conducting the meetings and conducting elections for full terms and interim vacancies. In any cases when there are disputes at any level, the Research Scientist Term and Promotion Committee will review the documentation and make recommendations to the Provost for those Research Scientists being considered for promotions, extended term appointments, or reappointments.

The supervisor, department head, and dean will each make their recommendations concerning promotion. The dean will inform the Research Scientist of the recommendations of all the above and whether he/she will recommend for or against promotion, and will forward all materials to the Provost's office. The Term and Promotion Committee will be convened by the Provost when there are disputes at any level, or when he/she wishes to consult with the Committee.

Procedures to be followed by those being considered for promotion and the various individuals and committees reviewing the documents are as follows:

- 1) Complete documentation must be provided to the immediate supervisor, department head and dean by December 15.
- 2) The dean will notify all candidates of the results of the review and his/her recommendation and forward this information to the Provost's office by February 1. The Provost will convene the Term and Promotion Committee in any disputed cases or any cases in which he/she wishes to consult and request a recommendation by March 1.
- 3) The Provost will issue a decision concerning promotion and/or extended term appointment by March 31.

#### 8. Salary Adjustments

Salary adjustment guidelines will be established by the Board of Trustees. The Provost's office will consider recommendations from the appointing authorities prior to implementation of salary adjustments.

#### 8. Salary Adjustments - No additions

#### 9. Appeals and Disputes

A candidate who has received a negative decision for reappointment, promotion, extended-term appointment shall have the right to appeal the decision to the Provost's office. If the appeal is denied, the candidate has the right to request an advisory recommendation by a committee of Academic Professionals to be appointed by the President. Upon receipt of recommendations, the President shall inform the candidate, in writing, of the President's decision. A candidate not approved for extended-term appointment shall have the right to resign, and the personnel file shall state only that the candidate has resigned.

An Academic Professional will seek to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns initially through dialogue with his/her immediate supervisor. Except for decisions regarding reappointment, promotion, or extended-term appointments and professional development leave procedures for unresolved disputes and discipline will be those in UNIREG 174. Civil rights disputes will be resolved using the civil rights appeal procedure established in UniReg 4 - "Civil Rights Complaint Procedure."

Any termination of an Academic Professional "for cause" shall be pursued according to the procedures established in UNIREG 801 for dismissal of faculty.

#### 9. Appeals and Disputes - No additions



#### 10. Professional Development Leave

Non-probationary appointees on extended-term contracts shall be eligible for professional development leave. When feasible, provision for professional development leave with or without salary will be made in each academic unit to encourage and enable Academic Professionals to enhance performance, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Funding of professional development leaves shall be the budgetary responsibility of the academic unit involved. Of necessity, professional development leave plans must be flexible and may vary from unit to unit depending upon needs and resources of the unit. Each unit shall decide whether such leaves are feasible and, if so, develop a set of principles and guidelines for granting professional leave. Appeals may be made to the Provost.

To be eligible to apply for professional development leave, Academic Professionals must have been granted an extended-term contract and completed a minimum of six years of academic service at the University. Initial requests for professional development leave may be submitted no earlier than the seventh year of academic service. If granted, the leave may be taken the following year, or the eighth year of service. For any subsequent professional development leave, six years of academic service must precede each period of professional development leave, although no right accrues automatically through lapse of time. Other conditions for professional development leave shall generally be those which apply to sabbatical leave for faculty.

An Academic Professional who fails to return to the University for at least one academic year immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of his/her leave.

#### 10. Professional Development Leave

*While on Professional Development Leave, grants and other forms of outside compensation may be accepted. The University will not be obligated to pay more than the amount that when added to the outside compensation will equal the full-time regular salary. If the outside compensation includes travel or other expense funds, these will not be used in the computation of the University's contribution to the total salary.*

*Research Scientists will be eligible to apply for admittance to graduate programs. It is expected that the research done to fulfill the requirements of the degree will differ from that for which the employee is being paid.*

*While on Professional Development Leave, the employee will have sick and annual leave frozen while other benefits will be based on the salary during the leave period.*

#### 11. Governance

Academic Professional personnel on extended-term track appointments may have representation in either the Faculty Senate or Staff Council. Academic Professional groups now represented in either Faculty Senate or Staff Council will continue such representation. Groups in which a simple majority wish to change their representation from one governance structure to the other may seek a transfer by petitioning the receiving governance body for approval of the shift. The governing body will make a recommendation to the President. Academic Professionals are also eligible for membership on all University-wide committees.

## 11. Governance

*Research Scientists desire to be represented in the Faculty Senate. Thus, once the Appendix is approved, they will petition the Faculty Senate to be represented as a group, with individual Senators to be elected from the group at-large.*

## 12. Transition to Academic Professional Category

Within six months of receiving notice that the Trustees have approved the Academic Professional category, and following discussions with relevant deans/ chairs/ directors and employees eligible for reclassification, decisions will be made concerning appropriateness of the employee group's transfer to the Academic Professionals category. Subsequent to the decision of the employee group that transfer to the Academic Professional category is appropriate, a UniReg appendix will be developed to specify the terms and conditions of employment for each group. Individuals who qualify to be included in the Academic Professional category shall make a one-time decision to convert to extended-term appointments as Academic Professionals. Current classified staff who elect to remain classified staff will be governed by classified staff rules and regulations. Current tenured and tenure-track faculty who elect to remain faculty will continue to be governed by faculty policies. However, future appointments with similar responsibilities may fall under the Academic Professional category.

Classified staff individuals who have already completed their probationary period when converted to Academic Professional will go directly into an extended-term appointment of two years. They will then be subject to the extended-term renewal process. Probationary periods for individuals who convert to Academic Professionals while still in their probationary period as staff will be determined for each individual case, depending upon the length of time served and the length of the probationary period established for the respective category of Academic Professional.

## 12. Transition to Academic Professional Category

*Procedures for the transition are as described in UNIREG 408 IV.A.12 and the following paragraph. Eligible employees will have a one time opportunity to decide if they wish to be employed as Research Scientists. Supervisors will provide the names and qualifications of the employees eligible to be placed in this category. Department heads will make recommendations for the tentative rank of the Research Scientist employees within their academic unit. A short description of the reasoning will be included with those recommendations to the dean. The recommendation must be approved by the dean and the Provost prior to an employee entering the category. If the dean or the Provost disagrees with a recommendation, the Research Associate Committee which developed this Appendix will be asked to study the case and make a recommendation. The Provost will have the final decision. Employees who have less than one year of experience in the Professional Staff category will remain in the probationary period appropriate for the rank. Credit toward completion of the probationary period will be given for service prior to the transition. All others will not have a probationary period.*

*For these transition employees, the reappointment review procedure will be completed by February 1 of the second year of the initial extended term appointment. The dean/appointing authority will notify all candidates of the results of the review and forward all recommendations to the Provost's Office by February 1. The Provost will convene the Term and Promotion Committee to make recommendations in any disputed cases. The Provost will issue a decision concerning recommendations for extended term appointments by March 31. For those not granted extended term appointments, the following year will be their terminal year. For those granted extended term appointments, the following year will be their first year of the six year extended term appointment.*

B. Temporary Academic Professional Appointments

1. Appointments

Temporary Academic Professional appointments may be full-time or part-time.

B. *Temporary Research Scientist Appointments*

1. *Appointment*

*Temporary Research Scientist appointments will be at the ranks of Assistant Research Scientist, Associate Research Scientist, Research Scientist or Senior Research Scientist. Persons appointed will be expected to meet the qualifications for each rank as described herein.*

2. Terms of Appointment

The terms of appointment (salary, starting date, ending date, duties, fringe benefits, and other pertinent conditions of appointment) will be determined by the appointing authority, approved by the Provost's office, and be made known to the employee within 30 days of appointment via an official appointment letter from the appointing authority (dean/director).

2. *Terms of Appointment - No additions*

3. Reappointments

At the end of the term of temporary employment, Academic Professionals on temporary appointments may be reappointed to a subsequent temporary appointment. There will be no limit on the number of possible reappointments or any implication that a given number of reappointments results in an extended-term appointment.

3. *Reappointments*

a. *Renewal of Funding*

*For renewal of funding and reappointment of a Research Scientist, the new appointment will be made two months prior to the end of the current appointment or at the time of notification of renewed funding, if this is less than two months prior to the end of the current appointment.*

b. *Continuation of Funding*

*When funding continues beyond the ending date of a Research Scientist's temporary appointment and the Research Scientist is to be reappointed, the reappointment will take place two months prior to the end of the term of the current appointment. If there is to be no reappointment, the Research Scientist will be notified two months prior to the end of the term of the current appointment.*

4. Termination of Appointment

Employment will cease upon termination of the period of appointment, if not earlier. Termination of employment during a period of temporary appointment may be initiated by either the employee or the appointing authority. Written notice of the intention to terminate employment and the date of termination are required. Notice of intent to terminate, with appropriate forms, will be forwarded to the Provost's office.

4. *Termination of Appointment*

*In the case of unexpected loss of funds during the term of the appointment, employees will be given a minimum of two months notification of termination. When it is anticipated that the funds*



*supporting a Research Scientist will no longer be available beyond the end of the term of the appointment, the Research Scientist will be given two months notice prior to the end of the term of the appointment.*

*Within the appointment period, Research Scientists on temporary appointments are terminable only for cause or for reason of budget or program modification or reduction. "Cause" is defined as any conduct by the Research Scientist, including physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality or conviction of a felony, which seriously impairs the individual's ability to carry out his or her University responsibilities or the ability of the University to carry out its functions. This provision shall not be interpreted as to constitute interference with academic freedom.*

5. Compensation

Salaries will be based on the general range of salaries of professional peers, market considerations, and available resources. Recommendations for salary increases must be initiated by the appointing authority and approved by the appropriate dean before final action by the Provost's office.

5. *Compensation - No additions*

6. Fringe Benefits

Fringe benefits for temporary Academic Professionals shall be in accordance with University Personnel Policies and shall be described in the letter of appointment.

6. *Fringe Benefits - No additions*

7. Post-Doctoral Research Associates

a. Definition

Post doctoral research associates are a unique Academic Professional group which, of necessity, needs a set of specific policies to govern terms and conditions of their employment.

A post-doctoral research associate wishes to gain greater professional expertise by intensive investigative work in a particular discipline after obtaining a doctoral degree and before obtaining permanent employment. A post-doctoral research associate works with a faculty research sponsor who is responsible for directing the efforts of the post-doctoral research associate. The employment that is offered while post-doctoral research associates acquire additional training is temporary--a condition that is dictated as much by the precariousness of grant funding (which supports most post-doctoral research associates) as by the desire of post-doctoral research associates to acquire permanent employment.

The University recognizes the important contributions that post-doctoral research associates make to both basic and applied research programs, as well as the fact that their employment at the University is temporary. Because of the academic nature of their activities, post-doctoral research associates are categorized as Academic Professionals.

Due to the unique and temporary nature of their employment, post-doctoral research associates are considered employees at will. Because of this classification, post-doctoral research associates are allowed to terminate employment without advance notification, although mutual consideration between the post-doctoral research associate and the faculty research sponsor should make this an infrequent



occurrence. Similarly, the University may terminate the employment of a post-doctoral research associate without advance notice. Again, the relationship between a faculty mentor and the post-doctoral research associate would usually preclude such an event.

b. Appointment

1. Appointing Authority

Recommendations for appointment will be forwarded to the Provost from the head of the sponsoring unit and the appropriate college dean.

2. Terms and Conditions of Appointment

Terms and conditions of employment for post-doctoral research associates will be specified in a group-specific appendix to this UniReg in accordance with II. above.

a. The terms of appointment (salary, starting date, ending date, duties, and other pertinent conditions of appointment) will be determined by the research sponsor, approved by the unit head and appropriate college dean, and be made known to the employee no later than 10 days before the starting date via an official appointment letter from the Provost.

b. At the end of the term of employment, post-doctoral research associates may be reappointed.

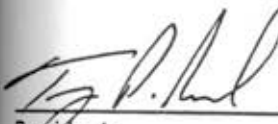
c. Post-doctoral research associates will not be expected to devote more than 25% of their efforts to teaching. If a greater teaching load is anticipated, the person should be appointed as a faculty member or other category of academic professional.

3. Fringe Benefits


Fringe benefits, except annual leave, for post-doctoral research associates will be in accordance with University Personnel Policies and shall be described in the letter of appointment. In lieu of accruing annual leave, post-doctoral research associates are allowed short-term leave with pay not to exceed 22 working days per year.

7. *Post Doctoral Associates - No additions*

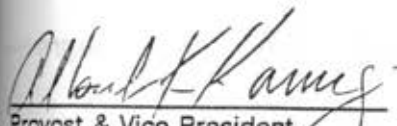
**Block Transfer Program**  
**between**  
**Laramie County Community College**  
**and the**  
**University of Wyoming**

  
 President  
 University of Wyoming


12/17/92  
 Date

  
 President  
 Laramie County Community College

12/17/92  
 Date

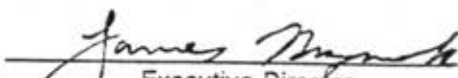
  
 Provost & Vice President  
 for Academic & Student Affairs  
 University of Wyoming

12/16/92  
 Date

  
 Dean of Instruction  
 Laramie County Community College

12/17/92  
 Date

ACKNOWLEDGMENT OF REVIEW

  
 Executive Director  
 Wyoming Community College Commission

12/13/92  
 Date

***Block Transfer Program  
between  
Laramie County Community College and the University of Wyoming***

- I. Principles
- II. Goals
- III. Requirements
  - A. University Studies
  - B. Physical Education
  - C. Undeclared Students
  - D. College of Arts and Sciences
  - E. College of Business
  - F. College of Agriculture
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  - Appendix B. Associate of Arts (A.A.) or Associate of Science (A.S.) Degree--  
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  - Appendix D. Associate of Science (A.S.) Degree--College of Agriculture
  - Appendix E. Associate of Arts (A.S.) Degree--College of Education with an  
Elementary Education Major
  - Appendix F. Intent to Participate Form

**Memorandum of Agreement**  
(December 1992)

***Block Transfer Program***  
***between***  
***Laramie County Community College and the University of Wyoming***

This memorandum describes the principles, goals, content, and administrative procedures governing *Block Transfer Programs* for the students who transfer from **Laramie County Community College** to the **University of Wyoming**.

**I. Principles**

This **Agreement** is based on the following principles:

1. Students who attend Laramie County Community College (LCCC) earning an Associate of Art or an Associate of Science degree with a minimum of sixty-four transferable credits will be admitted under a *Block Transfer Program* to the University of Wyoming (UW), and be classified as juniors with all University Studies requirements fulfilled—with the exception of: W3—Upper Division Writing and as noted by authorized LCCC personnel on the Advising & Graduation Checklist.
2. LCCC students who meet the conditions of the *Block Transfer Program* for a UW college will be able to transfer courses with no loss of credit while fulfilling the lower division requirements for a specific major. The first *Block Transfer Programs* are for students who have not declared a major, for the Colleges of Arts & Sciences, Business, Agriculture, and Education, with the understanding that similar agreements with other UW colleges and programs may follow.
3. Approval of transferable courses for the *Block Transfer Program* will be based on the current articulation procedures which require the initial review and acceptance of LCCC courses by relevant UW departments and the University Studies Committee.
4. As part of the conditions of this Agreement, LCCC will certify that their students have taken the specified courses and UW will assure that the *Block Transfer* students are accepted and the transfer courses approved.

## II. Goals

The goals of this *Block Transfer Program* are:

1. To identify a block of LCCC courses which will meet UW University Studies requirements for all students, particularly the student who has not decided on an academic major and is therefore undeclared.
2. To identify a block of LCCC courses which will meet additional lower division common requirements in the College of Arts and Sciences, and specific requirements for each major.
3. To identify a block of LCCC courses which will meet lower division common requirements, including courses which meet the "Advanced Business Prerequisites" in the UW College of Business.
4. To identify a block of LCCC courses which will meet lower division common requirements in the UW College of Agriculture.
5. To identify a block of LCCC courses which will meet lower division common requirements and Phase I in the UW College of Education.
6. To establish methods for implementation of the *Block Transfer Programs*.

## III. Requirements of the Block Transfer

### A. University Studies

Students who attend LCCC and elect to participate in the *Block Transfer Program* will fulfill all of the requirements of the University Studies Program, with the exception of W3—Upper Division Writing and other exceptions as noted by authorized LCCC personnel.

A list of LCCC courses approved for each category of University Studies will be made available by the University of Wyoming through regular mailings and the *Wyoming Higher Education Course Transfer Guide*. A current list will be provided as additional courses are approved through articulation.

LCCC will designate UW transferable courses and the University Studies requirements they fulfill in the college catalog. The approved list of courses will be provided to all advisors and LCCC students who desire to participate in the *Block Transfer Program*.

#### **B. Physical Education**

All students are required to complete two physical education activity courses in separate semesters. Exceptions include students who have medical exemptions and students who reach their twenty-fifth birthday before their terminal registration.

#### **C. Undeclared Students**

Appendix A is the approved Associate of Arts (A.A.) or the Associate of Science (A.S.) degree plan for students who have not declared or selected an academic major. A wide range of LCCC courses are indicated which meet University Studies requirements. The undeclared student may encounter some lower division college requirements when an academic major is selected.

#### **D. College of Arts & Sciences**

Appendix B is the approved Associate of Arts (A.A.) or the Associate of Science (A.S.) degree plan for the *Block Transfer* in the UW College of Arts & Sciences.

#### **E. College of Business**

Appendix C is the approved LCCC Associate of Science degree plan for the *Block Transfer* to the UW College of Business. Courses are identified to fulfill University Studies requirements and business prerequisites. If the specified courses are completed with a minimum grade of "C," and if the student has a cumulative grade point average of 2.50 or higher, "Advanced Business Standing" will have been achieved at the time of transfer. The student will then be eligible to enroll in upper division courses in the UW College of Business.

#### **F. College of Agriculture**

Appendix D is the approved LCCC Associate of Science degree plan for the *Block Transfer* in the UW College of Agriculture.



## G. College of Education

Appendix E is the approved Associate of Arts degree plan in Elementary Education for the *Block Transfer* to the UW College of Education. Courses identified that are equivalent to Phase I in the education curriculum. Students must have a cumulative 2.50 grade point average.

## IV. Administrative Procedures

1. The *Block Transfer* will take effect when signed by Laramie County Community College President, and the Dean of Instruction, and the University of Wyoming's President, the Provost and Vice President for Academic and Student Affairs.
2. As soon as the Agreement is signed, training of advisors and other staff will begin on both campuses.
3. Laramie County Community College will require that students declare their intent to participate in the *Block Transfer Program* (Appendix F), will regularly monitor progress of participating students, and will notify UW of *Block Transfer* students planning to transfer under the Program.
4. When a student completes the degree, Laramie County Community College will certify the completion of all *Block Transfer* requirements. The University of Wyoming will accept the student, accepting LCCC credits for University Studies, and for UW college requirements.
5. *Block Transfer* students must request certification from LCCC that they have completed *Block Transfer* requirements prior to graduation from LCCC.
6. This Agreement will be reviewed and updated annually.
7. *Block Transfer Programs* for each UW college may be appended as a supplement to the Agreement upon approval of the respective department heads and deans of both Laramie County Community College and the University of Wyoming.
8. Students who transfer from LCCC to UW without meeting the conditions of the *Block Transfer Program* will continue to be accepted according to UW criteria for admission of transfer students. Their academic work will be evaluated on a course-by-course basis.

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## APPENDIX A

## LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

Undeclared

## Advising &amp; Graduation Checklist

Laramie County Community College (LCCC)--General Education Requirements for Associate of Arts (A.A.) or Associate of Science (A.S.)

University of Wyoming (UW)--University Studies Requirements

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Laramie County Community College students who fulfill the following requirements will upon completion:

1. Receive the Associate of Arts or Associate of Science degree from Laramie County Community College.
2. Be certified by Laramie County Community College as having completed all University Studies requirements (except W3---Upper division writing and exceptions as noted).
3. Be classified as a junior at the University of Wyoming with no loss of transfer credit.

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes No	
<b>I. BASIC SKILLS</b>	<b>12-14</b>				
<b>A. F1 Freshman Program</b> (Not required for transfer students with more than 16 hours.)	<b>0</b>				
<b>B. Writing</b>	<b>6</b>				
W1 Freshman Composition	3	ENGL 1010	English I: Composition		
W2 Mid-Level Writing	3				
		ENGL 1020	English II		
		ENGL 2030	Critical Reading & Writing		
W3 Upper-Division Writing	Must be completed at UW				
<b>C. Mathematics and Quantitative Reasoning</b>	<b>6-8</b>				
<b>M1 Basic Mathematics</b> (May be met by testing at level 4 on math placement exam.)	<b>3-5</b>				
		MATH 1000	Problem Solving		
		MATH 1400	Precalculus Algebra		
		MATH 1405	Precalculus Trigonometry		
		MATH 1450	Precalculus Algebra & Trigonometry		
<b>M2 Mathematical Reasoning</b>	<b>3</b>				
		COSC 1010	Intro Computer Science I		
		MATH 1105	Theory of Arithmetic II		
		MATH 1300	Mathematics for Health Sciences		
		MATH 2200	Calculus I		
		MATH 2205	Calculus II		
		MATH 2210	Calculus III		
		MATH 2350	Business Calculus I		
		MATH 2355	Business Calculus II		
		STAT 2010	Business Statistics I		
		STAT 2070	Intro Statistics for the Social Sciences		

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Comp Yes
M3 Applications of Quantitative Reasoning May be completed at UW.	3			
		ES	2110 Statics	
		PHYS	1120 General Physics II	
		PHYS	1320 College Physics II	
		STAT	2020 Statistical Methods—Business	

<b>II. SCIENCE</b> (Two courses.)	<b>6-8</b>			
S1 Biological Sciences		BIOL	1010 General Biology I	
		BIOL	1020 General Biology II	
		CROP	2000 Plants, Agriculture & Civilization	
S2 Physical Sciences		CHEM	1000 Intro to Chemistry	
		CHEM	1020 General Chemistry I	
		CHEM	1030 General Chemistry II	
		PHYS	1110 General Physics I	
		PHYS	1310 College Physics I	
S3 Earth Sciences		G&R	1010 Intro to Physical Geography	
		GEOL	1100 Physical Geology	
		GEOL	1200 Historical Geology	

<b>III. CULTURAL CONTEXT</b> (Four courses, at least one from each category.)	<b>12</b>			
C1 Humanities	3			
		ENGL	2140 World Literature I	
		ENGL	2210 English Literature I	
		ENGL	2220 English Literature II	
		ENGL	2310 American Literature I	
		ENGL	2320 American Literature II	
		ENGL	2420 Literary Genres	
		HOEC	2180 Housing	
		HUMN	1010 Intro to Humanities I	
		HUMN	1020 Intro to Humanities II	
		LIBS	2280 Literature for Children	
		PHIL	1000 Intro to Philosophy	
		WMST	1080 Intro to Women's Studies	

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Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes No	
<b>C2 Social &amp; Behavioral Sciences</b>	<b>3</b>				
		AGEC	1010	Agricultural Economics I	
		AGEC	1020	Agricultural Economics II	
		ANTH	1100	Intro to Physical Anthropology	
		ANTH	1200	Intro to Cultural Anthropology	
		ANTH	2210	North American Indians	
		CO/M	1040	Intro to Human Communication	
		ECON	1010	Macroeconomics	
		ECON	1020	Microeconomics	
		ECON	2100	Money & Banking	
		G&R	1000	Intro to Geography	
		G&R	1020	Intro to Human Geography	
		G&R	1030	Intro to World Regional Geography	
		HIST	1140	Modern Jewish History	
		HIST	1145	History of Modern Israel	
		HIST	1210	U.S. History I	
		HIST	1220	U.S. History II	
		POLS	2000	Current Issues in American Government	
		POLS	2070	Politics of State & Local Government	
		PSYC	1000	General Psychology	
		SOC	1000	Sociological Principles	
		SOC	2200	Human Sexuality	
		SOWK	1000	Intro to Social Work	
<b>C3 Visual &amp; Performing Arts</b>	<b>3</b>				
		ART	1000	General Art	
		ART	1050	Drawing I/II	
		ART	1310	Sculpture I/II	
		ART	2010	Art History I/II	
		ART	2020	Art History III/IV	
		HOEC	1180	Applied Design	
		MUSC	1000	Intro to Music	
		MUSC	1400	Vocal Ensemble	
		MUSC	2050	Historical Survey I	
		MUSC	2055	Historical Survey II	
		THEA	1000	Intro to Theatre	
		THEA	1100	Acting I/II	
		THEA	2120	Oral Interpretation	
<b>IV. U.S. &amp; WYOMING CONSTITUTIONS</b>	<b>3-5</b>				
(Political science course or both history courses.)		POLS	1000	American & Wyoming Government	
		HIST	1210	U.S. History I	
		HIST	1250	Wyoming History	

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Completed Yes
<b>V. GLOBAL STUDIES G1</b>	<b>3</b>		
(Appropriate courses may simultaneously count toward requirements in Cultural Context and Global Studies.)		ANTH 1200 Intro to Cultural Anthropology	
		ANTH 2210 North American Indians	
		G&R 1000 Intro to Geography	
		G&R 1030 Intro to World Regional Geography	
		HIST 1110 Western Civilization I	
		HIST 1120 Western Civilization II	
		HIST 1130 Intro to Old Testament	
		HIST 1140 Modern Jewish History	
		HIST 1145 History of Modern Israel	

<b>VI. P.E. REQUIREMENTS</b>	<b>2</b>		
(Two courses in separate semesters)		PEAC	
		PEAC	

<b>TOTAL REQUIRED HOURS</b>	<b>64</b>		
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## GENERAL REQUIREMENTS

Completed  
Yes No

No course below the 1000 level may apply towards an Associate Degree.

Complete 15 hours toward graduation in residence at Laramie County Community College.

A minimum GPA of 2.00 is required for the Associates Degree at Laramie County Community College.

Note any exceptions:

1.

2.

3.

4.

5.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

APPENDIX F

# LARAMIE COUNTY COMMUNITY COLLEGE

*University of Wyoming Block Transfer Certification*  
*Intent to Participate*  
*Undeclared*

I acknowledge the graduation requirements listed above for an Associate's degree from Laramie County Community College. I understand that if I satisfactorily complete the listed courses, all my Laramie County Community College credits will transfer to the University of Wyoming. I will be classified as a junior and will need only two courses [Writing (W3) and Math (M3)] to complete the University Studies requirements. I will have some lower-division, UW college requirements to fulfill when I declare a major. I accept responsibility for my academic planning and achievement.

\_\_\_\_\_  
 Student's Signature

I have reviewed this student's academic goals, have explained the academic requirements, and discussed the available options. I have provided a completed copy of this Advising & Graduation Checklist to the student.

\_\_\_\_\_  
 Advisor's Signature

RETURN TO THE LARAMIE COUNTY COMMUNITY COLLEGE OFFICE OF RECORDS AT LEAST  
 ONE SEMESTER PRIOR TO GRADUATION.

----FOR OFFICE USE ONLY----			
First Check: _____ Lacking: _____ _____ _____ _____ Signed: _____ Date: _____	Hours: _____ GPA: _____ Last Check: _____ Hours: _____ GPA: _____ Signed: _____ Date: _____		

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## APPENDIX B

## LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

College of Arts &amp; Sciences

## Advising &amp; Graduation Checklist

Laramie County Community College (LCCC)--General Education Requirements for Associate of Arts (A.A.) or Associate of Science (A.S.)  
University of Wyoming (UW)--University Studies and the College of Arts & Sciences Requirements.

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Laramie County Community College students who fulfill the following requirements will upon completion:

1. Receive the Associate of Arts or Associate of Science degree from Laramie County Community College.
2. Be certified by Laramie County Community College as having completed all University Studies requirements (except W3---Upper-division writing and M3---Applications of Quantitative Reasoning), all lower-level Arts & Sciences requirements at UW [exceptions noted c
3. Be classified as a junior at the University of Wyoming with no loss of transfer credit.

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection			Completed Yes No	
<b>I. BASIC SKILLS</b>	<b>12-14</b>					
<b>A. F1 Freshman Program</b> (Not required for transfer with more than 16 hours.)	0					
<b>B. Writing</b>	<b>6</b>					
W1 Freshman Composition	3	ENGL	1010	English I: Composition		
W2 Mid-Level Writing	3					
		ENGL	1020	English II		
		ENGL	2030	Critical Reading & Writing		
W3 Upper-Division Writing	Must be completed at UW					
<b>C. Mathematics and Quantitative Reasoning</b>	<b>6-8</b>					
<b>M1 Basic Mathematics</b> (May be met by testing at level 4 on math placement exam.)	3-5					
		MATH	1000	Problem Solving		
		MATH	1400	Precalculus Algebra		
		MATH	1405	Precalculus Trigonometry		
		MATH	1450	Precalculus Algebra & Trigonometry		
<b>M2 Mathematical Reasoning</b>	3					
		COSC	1010	Intro Computer Science I		
		MATH	1105	Theory of Arithmetic II		
		MATH	1300	Mathematics for Health Sciences		
		MATH	2200	Calculus I		
		MATH	2205	Calculus II		
		MATH	2210	Calculus III		
		MATH	2350	Business Calculus I		
		STAT	2010	Business Statistics I		
		STAT	2070	Intro Statistics for Social Sciences		

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Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes
M3 Applications of Quantitative Reasoning May be completed at UW.	3			
		ES	2110 Statics	
		PHYS	1120 General Physics II	
		PHYS	1320 College Physics II	
		STAT	2020 Statistical Methods—Business	

II. SCIENCE		8			
(Two 4-credit lab courses--Two different areas.)					
S1 Biological Sciences		BIOL	1010	General Biology I	
		BIOL	1020	General Biology II	
		CROP	2000	Plants, Agriculture & Civilization	
S2 Physical Sciences		CHEM	1000	Intro to Chemistry	
		CHEM	1020	General Chemistry I	
		CHEM	1030	General Chemistry II	
		PHYS	1110	General Physics I	
		PHYS	1310	College Physics I	
S3 Earth Sciences		G&R	1010	Intro to Physical Geography	
		GEOL	1100	Physical Geology	
		GEOL	1200	Historical Geology	

III. CULTURAL CONTEXT	12				
(Four courses, at least one from each category.)					
C1 Humanities	3				
		ENGL	2140	World Literature I	
		ENGL	2210	English Literature I	
		ENGL	2220	English Literature II	
		ENGL	2310	American Literature I	
		ENGL	2320	American Literature II	
		ENGL	2420	Literary Genres	
		HOEC	2180	Housing	
		HUMN	1010	Intro to Humanities I	
		HUMN	1020	Intro to Humanities II	
		LIBS	2280	Literature for Children	
		PHIL	1000	Intro to Philosophy	
		WMST	1080	Intro to Women's Studies	

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Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Completed Yes	No
<b>C2 Social &amp; Behavioral Sciences</b>	<b>3</b>			
		AGEC 1010 Agricultural Economics I		
		AGEC 1020 Agricultural Economics II		
		ANTH 1100 Intro to Physical Anthropology		
		ANTH 1200 Intro to Cultural Anthropology		
		ANTH 2210 North American Indians		
		CO/M 1040 Intro to Human Communication		
		ECON 1010 Macroeconomics		
		ECON 1020 Microeconomics		
		ECON 2100 Money & Banking		
		G&R 1000 Intro to Geography		
		G&R 1020 Intro to Human Geography		
		G&R 1030 Intro to World Regional Geography		
		HIST 1140 Modern Jewish History		
		HIST 1145 History of Modern Israel		
		HIST 1210 U.S. History I		
		HIST 1220 U.S. History II		
		POLS 2000 Current Issues in American Government		
		POLS 2070 Politics of State & Local Government		
		PSYC 1000 General Psychology		
		SOC 1000 Sociological Principles		
		SOC 2200 Human Sexuality		
		SOWK 1000 Intro to Social Work		
<b>C3 Visual &amp; Performing Arts</b>	<b>3</b>			
		ART 1000 General Art		
		ART 1050 Drawing I/I		
		ART 1310 Sculpture I/I		
		ART 2010 Art History II/I		
		ART 2020 Art History II/II		
		HOEC 1180 Applied Design		
		MUSC 1000 Intro to Music		
		MUSC 1400 Vocal Ensemble		
		MUSC 2050 Historical Survey I		
		MUSC 2055 Historical Survey II		
		THEA 1000 Intro to Theatre		
		THEA 1100 Acting I/I		
		THEA 2120 Oral Interpretation		

<b>IV. U.S. &amp; WYOMING CONSTITUTIONS</b>	<b>3-5</b>			
(Political science course or both history courses.)		POLS 1000 American & Wyoming Government		
		HIST 1210 U.S. History I		
		HIST 1250 Wyoming History		

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Complete Yes
<b>V. GLOBAL STUDIES G1</b>	<b>3</b>			
(Appropriate courses may simultaneously count toward requirements in Cultural Context and Global Studies.)		ANTH 1200	Intro to Cultural Anthropology	
		ANTH 2210	North American Indians	
		G&R 1000	Intro to Geography	
		G&R 1030	Intro to World Regional Geography	
		HIST 1110	Western Civilization I	
		HIST 1120	Western Civilization II	
		HIST 1130	Intro to Old Testament	
		HIST 1140	Modern Jewish History	
		HIST 1145	History of Modern Israel	

<b>VI. NON-WESTERN</b>	<b>3</b>			
(May be used to fulfill hours in other categories.)		ANTH 1200	Intro to Cultural Anthropology	
		ANTH 2210	North American Indians	

<b>VII. FOREIGN LANGUAGE</b>	<b>8</b>			
(Two semesters of any foreign language.)		GER 1010	First Year German I	
		GER 1020	First Year German II	
		SPAN 1010	First Year Spanish I	
		SPAN 1020	First Year Spanish II	
		SPAN 2030	Second Year Spanish I	

<b>VIII. PE REQUIREMENTS</b>	<b>2</b>			
(Two courses in separate semesters)		PEAC		
		PEAC		

<b>TOTAL REQUIRED HOURS</b>	<b>64</b>			
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## GENERAL REQUIREMENTS

Completed

Yes No

No course below the 1000 level may apply towards an Associate Degree.

Complete 15 hours toward graduation in residence at Laramie County Community College.

A minimum GPA of 2.00 is required for the Associates Degree at Laramie County Community College.

Note any exceptions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Advisor\_\_\_\_\_  
Date\_\_\_\_\_  
Division Director\_\_\_\_\_  
Date\_\_\_\_\_  
Registrar\_\_\_\_\_  
Date

APPENDIX F  
**LARAMIE COUNTY COMMUNITY COLLEGE**  
*University of Wyoming Block Transfer Certification*  
*Intent to Participate*  
*College of Arts & Sciences*

I acknowledge the graduation requirements listed above for an Associate's degree from Laramie County Community College. I understand that if I satisfactorily complete the listed courses, all my Laramie County Community College credits will transfer to the University of Wyoming. I will be classified as a junior and will need a W3 writing course and other courses as noted to complete the University Studies requirements. For the UW College of Arts & Sciences, I will have completed all the lower-division requirements. I accept responsibility for my academic planning and achievement.

\_\_\_\_\_  
Student's Signature

I have reviewed this student's academic goals, have explained the academic requirements, and discussed the available options. I have provided a completed copy of this Advising & Graduation Checklist to the student.

\_\_\_\_\_  
Advisor's Signature

RETURN TO THE LARAMIE COUNTY COMMUNITY COLLEGE OFFICE OF RECORDS AT LEAST  
ONE SEMESTER PRIOR TO GRADUATION.

----FOR OFFICE USE ONLY----			
First Check: _____	Hours: _____		
Lacking: _____	GPA: _____		
_____	Last Check: _____		
_____	Hours: _____		
_____	GPA: _____		
Signed: _____ Date: _____	Signed: _____ Date: _____		

## APPENDIX C

## LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

College of Business

## Advising &amp; Graduation Checklist

Laramie County Community College (LCCC)--General Education Requirements for Associate of Arts (A.A.) or Associate of Science (A.S.)  
University of Wyoming (UW)--University Studies and the College of Business Requirements.

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Laramie County Community College students who fulfill the following requirements will upon completion:

1. Receive the Associate of Arts or Associate of Science degree from Laramie County Community College.
2. Be certified by Laramie County Community College as having completed all University Studies requirements (except W3---Upper-division writing) and all College of Business lower-division requirements and Advanced Business Prerequisites.
3. Be classified as a junior at the University of Wyoming with no loss of transfer credit.

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes No	
<b>I. BASIC SKILLS</b>	<b>23</b>				
<b>A. F1 Freshman Program</b>	<b>0</b>				
(Not required for transfer students with more than 16 hours.)					

<b>B. Writing</b>	<b>6</b>				
W1 Freshman Composition	3*	ENGL	1010	English I: Composition	
W2 Mid-Level Writing	3*				
		ENGL	1020	English II	
		ENGL	2030	Critical Reading & Writing	
W3 Upper-Division Writing	Must be completed at UW (ENGL 4010)				

<b>C. Mathematics and Quantitative Reasoning</b>	<b>17</b>				
M1 Basic Mathematics	3				
(May be met by testing at level 4 on math placement exam.)	3	MATH	1400	Precalculus Algebra	
M2 Mathematical Reasoning	11				
Either MATH 2200 & 2205 or MATH 2350 & 2355.		MATH	2200	Calculus I	
*Must be completed with at least a "C."		MATH	2205	Calculus II	
	4*	MATH	2350	Business Calculus I	
	4*	MATH	2355	Business Calculus II	
	3*	MATH	2010	Business Statistics I	
M3 Applications of Quantitative Reasoning	3				
	3	STAT	2020	Statistical Methods--Business	



Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Completed Yes	No
<b>II. SCIENCE</b>	<b>8</b>			
(Two 4-credit lab courses--One or two areas.)				
<b>S1 Biological Sciences</b>		BIOL 1010 General Biology I		
		BIOL 1020 General Biology II		
		CROP 2000 Plants, Agriculture & Civilization		
<b>S2 Physical Sciences</b>		CHEM 1000 Intro to Chemistry		
		CHEM 1020 General Chemistry I		
		CHEM 1030 General Chemistry II		
		PHYS 1110 General Physics I		
		PHYS 1310 College Physics I		
<b>S3 Earth Sciences</b>		G&R 1010 Intro to Physical Geography		
		GEOL 1100 Physical Geology		
		GEOL 1200 Historical Geology		

<b>III. CULTURAL CONTEXT</b>	<b>12</b>			
(Four courses, at least one from each category.)				
<b>C1 Humanities</b>	<b>3</b>			
		ENGL 2140 World Literature I		
		ENGL 2210 English Literature I		
		ENGL 2220 English Literature II		
		ENGL 2310 American Literature I		
		ENGL 2320 American Literature II		
		ENGL 2420 Literary Genres		
		HOEC 2180 Housing		
		HUMN 1010 Intro to Humanities I		
		HUMN 1020 Intro to Humanities II		
		LIBS 2280 Literature for Children		
		PHIL 1000 Intro to Philosophy		
		WMST 1080 Intro to Women's Studies		
<b>C2 Social &amp; Behavioral Sciences</b>	<b>6</b>			
	<b>3*</b>	ECON 1010 Macroeconomics		
	<b>3*</b>	ECON 1020 Microeconomics		
<b>C3 Visual &amp; Performing Arts</b>	<b>3</b>			
		ART 1000 General Art		
		ART 1050 Drawing I/I		
		ART 1310 Sculpture I/I		
		ART 2010 Art History II/I		
		ART 2020 Art History III/II		
		HOEC 1180 Applied Design		
		MUSC 1000 Intro to Music		
		MUSC 1400 Vocal Ensemble		
		MUSC 2050 Historical Survey I		
		MUSC 2055 Historical Survey II		
		THEA 1000 Intro to Theatre		
		THEA 1100 Acting I/I		
		THEA 2120 Oral Interpretation		

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes No	
<b>IV. U.S. &amp; WYOMING CONSTITUTION</b>	<b>3-5</b>				
(Political science course or both history courses.)		POLS	1000	American & Wyoming Government	
		HIST	1210	U.S. History I	
		HIST	1250	Wyoming History	

<b>V. GLOBAL STUDIES G1</b>	<b>3</b>				
(May be used to fulfill hours in other categories.)		ANTH	1200	Intro to Cultural Anthropology	
		ANTH	2210	North American Indians	
		G&R	1000	Intro to Geography	
		G&R	1030	Intro to World Regional Geography	
		HIST	1110	Western Civilization I	
		HIST	1120	Western Civilization II	
		HIST	1130	Intro to Old Testament	
		HIST	1140	Modern Jewish History	
		HIST	1145	History of Modern Israel	

<b>VI. OTHER BUSINESS REQUIREMENTS</b>	<b>15</b>				
	3*	ACCT	2010	Accounting I	
	3	ACCT	2020	Accounting II	
	3	BADM	2010	Business Law I	
	3*	CO/M	1010	Public Communications	
	3*	COSC	1200	Computer Information Systems	

<b>VII. PE REQUIREMENTS</b>	<b>2</b>				
(Two courses in separate semesters)					

<b>VIII. BUSINESS ELECTIVES</b>	<b>9</b>				
(Must be validated at UW.)	3	ACCT	2410	Intermediate Accounting I	
	3	MGT	2100	Principles of Management	
	3	MKT	2100	Principles of Marketing	

<b>TOTAL REQUIRED HOURS</b>	<b>64</b>				
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## GENERAL REQUIREMENTS

No course below the 1000 level may apply towards an Associate Degree.

Complete 15 hours toward graduation in residence at Laramie County Community College.

A minimum GPA of 2.00 is required for the Associates Degree at Laramie County Community College.

All courses marked \*\*\* must be completed with at least a "C" to fulfill UW prerequisites for advanced business courses.

To enroll in upper-level, advanced UW College of Business courses, you must have a 2.50 cumulative GPA

Note any exceptions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

APPENDIX F  
**LARAMIE COUNTY COMMUNITY COLLEGE**

*University of Wyoming Block Transfer Certification  
Intent to Participate  
College of Business*

I acknowledge the graduation requirements listed above for an Associate's degree from Laramie County Community College. I understand that if I satisfactorily complete the listed courses, all my Laramie County Community College credits will transfer to the University of Wyoming. I will be classified as a junior and will need only one course [Writing (W3)] to complete the University Studies requirements. For the UW College of Business, I will have completed all Advanced Business Prerequisite courses. If I have a 2.50 cumulative grade point average and at least a "C" in the Advanced Business Prerequisite courses, I can enroll in upper-division College of Business courses. I accept responsibility for my academic planning and achievement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have reviewed this student's academic goals, have explained the academic requirements, and discussed the available options. I have provided a completed copy of this Advising & Graduation Checklist to the student.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

RETURN TO THE LARAMIE COUNTY COMMUNITY COLLEGE OFFICE OF RECORDS AT LEAST  
ONE SEMESTER PRIOR TO GRADUATION.

----FOR OFFICE USE ONLY----	
First Check: _____	Hours: _____
Lacking: _____	GPA: _____
_____	Last Check: _____
_____	Hours: _____
_____	GPA: _____
Signed: _____ Date: _____	Signed: _____ Date: _____

## APPENDIX D

# LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

College of Agriculture

## Advising & Graduation Checklist

Laramie County Community College (LCCC)--General Education Requirements for Associate of Arts (A.A.) or Associate of Science (A.S.)  
University of Wyoming (UW)--University Studies and the College of Agriculture Requirements.

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Laramie County Community College students who fulfill the following requirements will upon completion:

1. Receive the Associate of Arts or Associate of Science degree from Laramie County Community College.
2. Be certified by Laramie County Community College as having completed all University Studies requirements (except W3---upper-division writing), all UW College of Agriculture lower-division requirements, and exceptions as noted.
3. Be classified as a junior at the University of Wyoming with no loss of transfer credit.

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes No	
<b>I. BASIC SKILLS</b>	<b>12-14</b>				
<b>A. F1 Freshman Program</b> (Not required for transfers with more than 16 hours.)	<b>0</b>				
<b>B. Writing</b>	<b>6</b>				
W1 Freshman Composition	3*	ENGL	1010	English I: Composition	
W2 Mid-Level Writing	3				
		ENGL	1020	English II	
		ENGL	2030	Critical Reading & Writing	
W3 Upper-Division Writing	Must be completed at UW				
<b>C. Mathematics and Quantitative Reasoning</b>	<b>6-8</b>				
M1 Basic Mathematics (May be met by testing at level 4 on math placement exam.)	3-5				
	3*	MATH	1000	Problem Solving	
		MATH	1400	Precalculus Algebra	
		MATH	1405	Precalculus Trigonometry	
		MATH	1450	Precalculus Algebra & Trigonometry	
M2 Mathematical Reasoning	3				
		COSC	1010	Intro Computer Science I	
		MATH	1105	Theory of Arithmetic II	
		MATH	1300	Mathematics for Health Sciences	
		MATH	2200	Calculus I	
		MATH	2205	Calculus II	
		MATH	2210	Calculus III	
		MATH	2350	Business Calculus I	
		MATH	2355	Business Calculus II	
		STAT	2010	Business Statistics I	
		STAT	2070	Intro Statistics for the Social Sciences	



Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Completed Yes No
M3 Applications of Quantitative Reasoning	3	Some majors have upper-level course requirements for	

<b>II. SCIENCE</b>	<b>8</b>				
(Two 4-credit lab courses.)					
<b>S1 Biological Sciences</b>	<b>4*</b>	BIOL 1010	General Biology I		
		BIOL 1020	General Biology II		
	<b>4*</b>	CROP 2000	Plants, Agriculture & Civilization		
<b>S2 Physical Sciences</b>		CHEM 1000	Intro to Chemistry		
		CHEM 1020	General Chemistry I		
		CHEM 1030	General Chemistry II		
		PHYS 1110	General Physics I		
		PHYS 1310	College Physics I		
<b>S3 Earth Sciences</b>		G&R 1010	Intro to Physical Geography		
		GEOL 1100	Physical Geology		
		GEOL 1200	Historical Geology		

<b>III. CULTURAL CONTEXT</b>	<b>12</b>				
(Four courses, at least one from each category.)					
<b>C1 Humanities</b>	<b>3</b>				
		ENGL 2140	World Literature I		
		ENGL 2210	English Literature I		
		ENGL 2220	English Literature II		
		ENGL 2310	American Literature I		
		ENGL 2320	American Literature II		
		ENGL 2420	Literary Genres		
		HOEC 2180	Housing		
		HUMN 1010	Intro to Humanities I		
		HUMN 1020	Intro to Humanities II		
		LIBS 2280	Literature for Children		
		PHIL 1000	Intro to Philosophy		
		WMST 1080	Intro to Women's Studies		



Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed	
				Yes	No
<b>C2 Social &amp; Behavioral Sciences</b>	<b>6</b>				
	<b>3*</b>	AGEC 1010	Agricultural Economics I		
	<b>3*</b>	AGEC 1020	Agricultural Economics II		
		ANTH 1100	Intro to Physical Anthropology		
		ANTH 1200	Intro to Cultural Anthropology		
		ANTH 2210	North American Indians		
		CO/M 1040	Intro to Human Communication		
		ECON 1010	Macroeconomics		
		ECON 1020	Microeconomics		
		ECON 2100	Money & Banking		
		G&R 1000	Intro to Geography		
		G&R 1020	Intro to Human Geography		
		G&R 1030	Intro to World Regional Geography		
		HIST 1140	Modern Jewish History		
		HIST 1145	History of Modern Israel		
		HIST 1210	U.S. History I		
		HIST 1220	U.S. History II		
		POLS 2000	Current Issues in American Government		
		POLS 2070	Politics of State & Local Government		
		PSYC 1000	General Psychology		
		SOC 1000	Sociological Principles		
		SOC 2200	Human Sexuality		
		SOWK 1000	Intro to Social Work		
<b>C3 Visual &amp; Performing Arts</b>	<b>3</b>				
		ART 1000	General Art		
		ART 1050	Drawing I/II		
		ART 1310	Sculpture I/II		
		ART 2010	Art History I/II		
		ART 2020	Art History III/IV		
		HOEC 1180	Applied Design		
		MUSC 1000	Intro to Music		
		MUSC 1400	Vocal Ensemble		
		MUSC 2050	Historical Survey I		
		MUSC 2055	Historical Survey II		
		THEA 1000	Intro to Theatre		
		THEA 1100	Acting I/II		
		THEA 2120	Oral Interpretation		

<b>IV. U.S. &amp; WYOMING CONSTITUTIONS</b>	<b>3-5</b>				
(Political science course or both history courses.)		POLS 1000	American & Wyoming Government		
		HIST 1210	U.S. History I		
		HIST 1250	Wyoming History		

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Completed Yes	No
<b>V. GLOBAL STUDIES G1</b>	<b>3</b>			
(Appropriate courses may simultaneously count toward requirements in Cultural Context and Global Studies.)		ANTH 1200 Intro to Cultural Anthropology		
		ANTH 2210 North American Indians		
		G&R 1000 Intro to Geography		
		G&R 1030 Intro to World Regional Geography		
		HIST 1110 Western Civilization I		
		HIST 1120 Western Civilization II		
		HIST 1130 Intro to Old Testament		

<b>VI. UW COLLEGE OF AGRICULTURE REQUIREMENT</b>	<b>3</b>			
	3	CO/M 1010 Public Communication		

<b>VII. LCCC AGRICULTURE ELECTIVES</b>				
		AGRI 1010 Computers: Agriculture		
		AGEC 2010 Farm/Ranch Business Records		
		AGEC 2020 Farm-Ranch Business Management		
		ANSC 1010 Live Stock Production I		
		ANSC 1020 Live Stock Production II		
		SOIL 2300 Soil Science & Fertilizer Technology		

<b>VIII. P.E. REQUIREMENTS</b>	<b>2</b>			
(Two courses in separate semesters)		PEAC		
		PEAC		

<b>TOTAL REQUIRED HOURS</b>	<b>64</b>			
-----------------------------	-----------	--	--	--

GENERAL REQUIREMENTS	Completed	
	Yes	No
No course below the 1000 level may apply towards an Associate Degree.		
Complete 15 hours toward graduation in residence at Laramie County Community College.		
A minimum GPA of 2.00 is required for the Associates Degree at Laramie County Community College.		

Note any exceptions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

_____ Advisor	_____ Date	
_____ Division Director	_____ Date	
_____ Registrar	_____ Date	

APPENDIX F  
**LARAMIE COUNTY COMMUNITY COLLEGE**

*University of Wyoming Block Transfer Certification*  
*Intent to Participate*  
*College of Agriculture*

I acknowledge the graduation requirements listed above for an Associate's degree from Laramie County Community College. I understand that if I satisfactorily complete the listed courses, all my Laramie County Community College credits will transfer to the University of Wyoming. I will be classified as a junior and will need only W3 writing course to complete the University Studies requirements [Other exceptions as noted]. For the UW College of Agriculture, I will have completed all the lower-division requirements. I accept responsibility for my academic planning and achievement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have reviewed this student's academic goals, have explained the academic requirements, and discussed the available options. I have provided a completed copy of this Advising & Graduation Checklist to the student.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

RETURN TO THE LARAMIE COUNTY COMMUNITY COLLEGE OFFICE OF RECORDS AT LEAST  
ONE SEMESTER PRIOR TO GRADUATION.

----FOR OFFICE USE ONLY----

First Check: \_\_\_\_\_

Hours: \_\_\_\_\_

Lacking: \_\_\_\_\_

GPA: \_\_\_\_\_

Last Check: \_\_\_\_\_

Hours: \_\_\_\_\_

GPA: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX E

## LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

College of Education/Elementary Education

### Advising & Graduation Checklist

Laramie County Community College (LCCC)---General Education Requirements for Associate of Arts (A.A.) or Associate of Science (A.S.)/  
University of Wyoming (UW)---University Studies and College of Education/Elementary Education Requirements.

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Laramie County Community College students who fulfill the following requirements will upon completion:

1. Receive the Associate of Arts or Associate of Science degree from Laramie County Community College.
2. Be certified by Laramie County Community College as having completed all University Studies requirements (except W3--- upper-division writing), Phase I and all lower-level requirements in the UW College of Education [Exceptions noted on page 5].
3. Be classified as a junior at the University of Wyoming with no loss of transfer credit.

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes	No
<b>I. BASIC SKILLS</b>	<b>15</b>				
<b>A. F1 Freshman Program</b> (Not required for transfers with more than 16 hours.)	<b>0</b>	HMDV 1000	College Studies		
<b>B. Writing</b>	<b>6</b>				
W1 Freshman Composition	+3	ENGL 1010	English I: Composition		
W2 Mid-Level Writing	3				
	+3	ENGL 1020	English II		
	3	ENGL 2030	Critical Reading & Writing		
W3 Upper-Division Writing	Must be completed at UW				
<b>C. Mathematics and Quantitative Reasoning</b>	<b>9</b>				
M1 Basic Mathematics (May be met by testing at level 4 on math placement exam.)	3-5				
	+3	MATH 1000	Problem Solving		
	4	MATH 1400	Precalculus Algebra		
	3	MATH 1405	Precalculus Trigonometry		
	5	MATH 1450	Precalculus Algebra & Trigonometry		
M2 Mathematical Reasoning	3				
	3	COSC 1010	Intro Computer Science I		
MATH 1100 is a prerequisite for MATH 1105.	*3	MATH 1105	Theory of Arithmetic I		
	+3	MATH 1105	Theory of Arithmetic II		
	3	MATH 1300	Mathematics for Health Sciences		
	3	STAT 2070	Intro Statistics for the Social Sciences		



Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection			Complete Yes	No
M3 Applications of Quantitative Reasoning May be completed at UW.	3					
	3	ES	2110	Statics		
	3	PHYS	1120	General Physics II		
	3	PHYS	1320	College Physics II		
	3	STAT	2020	Statistical Methods—Business		

<b>II. SCIENCE</b>	<b>8</b>					
(Two 4-credit lab courses---Two areas.)						
S1 Biological Sciences	*4	BIOL	1010	General Biology I		
	4	BIOL	1020	General Biology II		
	4	CROP	2000	Plants, Agriculture & Civilization		
S2 Physical Sciences	+3	CHEM	1000	Intro to Chemistry		
	5	CHEM	1020	General Chemistry I		
	4	CHEM	1030	General Chemistry II		
	4	PHYS	1110	General Physics I		
	4	PHYS	1310	College Physics I		
S3 Earth Sciences	*4	G&R	1010	Intro to Physical Geography		
	4	GEOL	1100	Physical Geology		
	4	GEOL	1200	Historical Geology		

<b>III. CULTURAL CONTEXT</b>	<b>12</b>					
(Four courses, at least one from each category.)						
C1 Humanities	3					
	+3	ENGL	2140	World Literature I		
	+3	ENGL	2210	English Literature I		
	+3	ENGL	2220	English Literature II		
	+3	ENGL	2310	American Literature I		
	+3	ENGL	2320	American Literature II		
	3	ENGL	2420	Literary Genres		
	3	HOEC	2180	Housing		
	3	HUMN	1010	Intro to Humanities I		
	3	HUMN	1020	Intro to Humanities II		
	+3	LIBS	2280	Literature for Children		
	+3	PHIL	1000	Intro to Philosophy		
	+3	WMST	1080	Intro to Women's Studies		



Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection		Completed Yes	No
<b>C2 Social &amp; Behavioral Sciences</b>	<b>3</b>				
	3	AGEC	1010	Agricultural Economics I	
	3	AGEC	1020	Agricultural Economics II	
	3	ANTH	1100	Intro to Physical Anthropology	
	+3	ANTH	1200	Intro to Cultural Anthropology	
	+3	ANTH	2210	North American Indians	
	3	CO/M	1040	Intro to Human Communication	
	3	ECON	1010	Macroeconomics	
	3	ECON	1020	Microeconomics	
	3	ECON	2100	Money & Banking	
	+3	G&R	1000	Intro to Geography	
	3	G&R	1020	Intro to Human Geography	
	3	G&R	1030	Intro to World Regional Geography	
	3	HIST	1140	Modern Jewish History	
	3	HIST	1145	History of Modern Israel	
	+3	HIST	1210	U.S. History I	
	+3	HIST	1220	U.S. History II	
	3	POLS	2000	Current Issues in American Government	
	3	POLS	2070	Politics of State & Local Government	
	+3	PSYC	1000	General Psychology	
	+3	SOC	1000	Sociological Principles	
	3	SOC	2200	Human Sexuality	
	3	SOWK	1000	Intro to Social Work	
<b>C3 Visual &amp; Performing Arts</b>	<b>3</b>				
	3	ART	1000	General Art	
	+3	ART	1050	Drawing I/II	
	3	ART	1310	Sculpture I/II	
	3	ART	2010	Art History I/II	
	3	ART	2020	Art History III/IV	
	3	HOEC	1180	Applied Design	
	+3	MUSC	1000	Intro to Music	
	+3	MUSC	1400	Vocal Ensemble	
	3	MUSC	2050	Historical Survey I	
	3	MUSC	2055	Historical Survey II	
	3	THEA	1000	Intro to Theatre	
	+3	THEA	1100	Acting I/II	
	+3	THEA	2120	Oral Interpretation	

<b>IV. U.S. &amp; WYOMING CONSTITUTIONS</b>	<b>3-5</b>				
(Political science course or both history courses.)	+3	POLS	1000	American & Wyoming Government	
	+3	HIST	1210	U.S. History I	
	+2	HIST	1250	Wyoming History	

Circle Appropriate Courses Taken:

	Minimum Credits	Course Selection	Compl Yes No
<b>V. GLOBAL STUDIES G1</b>	<b>3</b>		
(Appropriate courses may simultaneously count toward requirements in Cultural Context and Global Studies.)	3	ANTH 1200 Intro to Cultural Anthropology	
	+3	ANTH 2210 North American Indians	
	+3	G&R 1000 Intro to Geography	
	3	G&R 1030 Intro to World Regional Geography	
	+3	HIST 1110 Western Civilization I	
	+3	HIST 1120 Western Civilization II	
	3	HIST 1130 Intro to Old Testament	
	3	HIST 1140 Modern Jewish History	
	3	HIST 1145 History of Modern Israel	

<b>VI. P.E. REQUIREMENTS</b>	<b>2</b>		
(Two courses in separate semesters)	1	PEAC	
	1	PEAC	

<b>VII. ELEMENTARY EDUCATION CORE</b>	<b>17</b>		
	+2	EDFD 1000 Intro to Teaching	
Phase I: Focus on Learning	+2	EDCI 1010 Field Experiences for Prospective Teachers	
	+3	EDFD 2020 Foundations of Education	
	+3	EDFD 2040 Foundations of Learning	
	+3	EDFD 2451 Human Lifespan	
Two Companion Science Seminars are required.	+1	EDCI 2000 Companion Seminar: Theory of Arithmetic I	
	+1	EDCI 2000 Companion Seminar: Theory of Arithmetic II	
	+1	EDCI 2000 Companion Seminar: Physical Science	
	+1	EDCI 2000 Companion Seminar: Life Science	
	+1	EDCI 2000 Companion Seminar: Earth Science	

<b>VIII. OPTIONAL EDUCATION ELECTIVES</b>			
	2	EDFD 2330 Child Abuse & Neglect	
	3	EDFD 2430 Child Growth & Development	
	1	EDCI 2430 Teaching Effective Study Techniques	
	2	EDCI 2440 Classroom Management	
	1	EDCI 2490 Topics in Early Childhood	
	2	EDEX 1060 Intro to Gifted & Talented Education	
	2	EDEX 2490 Curriculum in Gifted & Talented	
	2	PEPR 2012 PE for Elementary Schools	
	3	PSYC 2300 Child Psychology	
	2	PSCY 2310 Exceptional Children	

<b>TOTAL REQUIRED HOURS</b>	<b>64</b>		
-----------------------------	-----------	--	--

GENERAL REQUIREMENTS	Completed	
	Yes	No
No course below the 1000 level may apply towards an Associate Degree.		
Complete 15 hours toward graduation in residence at Laramie County Community College. Must be earned at Laramie County Community College.		
A minimum GPA of 2.00 is required for the Associates Degree at Laramie County Community College.		
The UW College of Education requires a minimum GPA of 2.50.		
The UW College of Education requires a 70 percentile on each sub-test to CAT or composite score of 21 or higher on ACT.		

Note any exceptions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

# APPENDIX F

## LARAMIE COUNTY COMMUNITY COLLEGE

University of Wyoming Block Transfer Certification

Intent to Participate

College of Education/Elementary Education

I acknowledge the graduation requirements listed above for an Associate's degree from Laramie County Community College. I understand that if I satisfactorily complete the listed courses, all my Laramie County Community College credits will transfer to the University of Wyoming. I will be classified as a junior and will need only a W3 writing course to complete the University Studies requirements. For the UW College of Education, I will have completed Phase I. Any exceptions are noted on page 5.

I accept responsibility for my academic planning and achievement.

Student's Signature

Date

I have reviewed this student's academic goals, have explained the academic requirements, and discussed the available options. I have provided a completed copy of this Advising & Graduation Checklist to the student.

Advisor's Signature

Date

RETURN TO THE LARAMIE COUNTY COMMUNITY COLLEGE OFFICE OF RECORDS AT LEAST ONE SEMESTER PRIOR TO GRADUATION.

### FOR OFFICE USE ONLY

First Check: _____	Hours: _____
Lacking: _____	GPA: _____
_____	Last Check: _____
_____	Hours: _____
_____	GPA: _____
Signed: _____ Date: _____	Signed: _____ Date: _____



Internal Auditor

P.O. Box 3314  
Laramie, Wyoming 82071-3314  
(307) 766-2385

December 11, 1992

To the Board of Directors  
The Wyoming State 4-H Foundation  
Laramie, Wyoming

I have completed an examination of the records submitted by the Wyoming State 4-H Foundation for the year ended September 30, 1992.

As in the past, the examination was limited to a verification of asset and liability balances at the end of the year. Cash receipts and disbursements were examined in total, but no supporting evidence for disbursements was submitted for examination. There was no attempt to verify the fund balance of any individual account or the cash receipts and disbursements of any account. The examination involved only those funds generated by Wyoming State 4-H Foundation activities, exclusive of any state budgeted funds expended for this purpose. No material exceptions were noted during the examination.

The Fund Balance of \$401,676.32 presented in the financial report of the Wyoming State 4-H Foundation is correctly stated as derived from the recorded transactions for the year ended September 30, 1992.

A handwritten signature in cursive script that reads 'Van Jacobson'.

Van Jacobson  
Internal Auditor

cc: Birgit Burke  
James DeBree  
Oliver Hill  
Betty Holmes



1993 NCAA CONVENTION  
Summary of Proposal #15  
NCAA ATHLETICS CERTIFICATION PROGRAM

ENCLOSURE 10

The major theme of this year's convention was certification. Athletics certification is an extension of the current NCAA required self-study. The program provides a realistic opportunity for the institution's larger community to be informed regarding important policy matters in athletics. The involvement of external peer-review teams, composed of experienced campus administrators, will promote campus-wide participation in the institution's self-study and permit an evaluation of the athletics program in terms of fundamental operating principles. These principles are defined broadly to recognize the diversity of member institutions. Certification also will be coordinated with related programs already in place. Required NCAA reports (e.g., graduation rates disclosure, financial audits) form the bulk of requested data, and working relationships have been established with regional accrediting agencies to reduce the combined burdens on campus personnel who deal with both kinds of programs. The primary results of athletics certification for each institution should be the establishment of an overall strategy for improving the quality of the athletics program from one self-study to the next and the development of a formal set of objectives designed to correct deficiencies in the institution's athletics program.

To meet the requirement for certification, at least once every five years each Division I institution will be required to complete a prescribed institutional self-study and have it verified and evaluated through an external peer-review group.

Fundamental operating principles covered by the self-study and the peer review group will include:

1. Governance and commitment to rules compliance
2. Academic integrity
3. Fiscal integrity
4. Commitment to equity

The external peer-review team will be responsible for reviewing the institution's self-study report, conducting campus visits, and offering comments to the review team's chair. The peer-review team shall approach the institution's self-study report and the campus visit with two objectives:

1. To verify that the self-study process involved campus-wide participation, and that the self-study report reflects accurately the operation of the institution's athletics program, and
2. To evaluate the institution's performance in relation to the fundamental operating principles specified in the self-study. The external peer-review teams will be established to ensure that participating member institutions are evaluated by broadly representative teams composed of experienced educational and athletics personnel with substantial campus experience. Peer-review teams shall consist of three to five peer reviewers. Peer-review team members shall be appointed by the Committee on Athletics Certification and represent institutions in Division I. One NCAA staff member shall accompany and support each team on evaluation site units.

Institutions who are chosen in the first grouping can expect the process to begin between September and October, 1993.

**Footnote:**

In August of 1990, the Division of Intercollegiate Athletics completed the version of the self-study previously required by the NCAA. In addition, at the request of the institution, an on-campus compliance review conducted by the NCAA was done in the Spring of 1990.



FEES, CHARGES, REFUNDS AND DEPOSITS  
University of Wyoming  
July 1, 1993 - June 30, 1994

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FEES, CHARGES, REFUNDS AND DEPOSITS  
University of Wyoming  
July 1, 1993 - June 30, 1994

PART I - BOARD OF TRUSTEE POLICY

The policies outlined in this document apply to the 1993-94 fiscal year. All prior approvals of fees, charges and deposits are repealed effective July 1, 1993 except as to rights or obligations previously acquired or incurred thereunder.

I. Authority

The Trustees of the University of Wyoming, a constitutional body, are responsible for the "management of the university" (Wyoming Constitution, Article 7, 17). The Trustees "possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law and shall have custody of the books, records, buildings and all other property of the university" (W.S. 21-17-203). The Trustees may "(e)xpend the income placed under their control from whatever source derived, and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments" (W.S. 21-17-204).

The Wyoming Constitution directs that the "university shall be equally open to students of both sexes" and that the instruction furnished should be "as nearly free as possible" (Wyoming Constitution, Article 7, 16). The statutes also provide that "tuition shall be as nearly free as possible" (W.S. 27-17-105).

Section 2 of Chapter VIII (STUDENTS) of the Regulations of the Trustees stipulates that "(a)ll student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate University publications."

Therefore, pursuant to constitutional and statutory provisions, the Trustees are responsible for the establishment of all fees, charges and deposits assessed and refunds afforded to individuals applying for admission to the University, enrolled students, University employees, and the general public.

II. Tuition and Mandatory Fees, Regular Academic Year

The Tuition policy of the Trustees for the 1993-94 academic year includes the following:

- a. The tuition fee is established to provide support for the costs of enrollment in University classes, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy;
- b. Tuition is payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no student shall be admitted to classes until such tuition has been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President of the University; and

- c. A registration deposit will be assessed all students participating in the pre-registration process. The registration deposit guarantees the student his pre-registered class schedule provided the student has met the departmental requirements for each class(es) enrollment and payment of the registration deposit has occurred prior to its established deadline. The registration deposit will be applied to the student's tuition assessment provided the student completes tuition and fee payment. Deposit refunds will be granted at 100 percent up to 3 weeks prior to the start of the semester for which the deposit was made; thereafter, the registration deposit is non-refundable.

Mandatory fees assessed each full-time student during the regular academic year and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Intercollegiate Athletics: The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.

Student Loans: The income is specified for the support of short-term student loans.

Wyoming Union: The income is split with a portion (\$28.50) specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union. The balance (\$15.00) is earmarked for planning, renovation and construction of the Wyoming Union as authorized by the Trustees.

ASUW: The income is specified for the support of student publications, student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees.

Intramural Fee: The income is specified for the support of the University intramural and open recreation programs.

Computer Fee: The income is specified for the support of the computer education environments of the University.

Fees are payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no student shall be admitted to classes until such fees have been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President of the University.

Financial assistance received by students through the Office of Student Financial Aid will be applied to assessed tuition and mandatory fees first and to all other University assessed fees, charges and deposits second, prior to distribution to the student.



Tuition and mandatory fees for the fall 1993 and spring 1994 semesters are as follows. Full-time refers to students enrolled for 12 through 20 hours, and part-time refers to students enrolled for less than 12 hours. Special college and course fees are assessed in addition to the fees shown here.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Full-time Undergraduate Students:		
Tuition	690.00	2,457.00
Mandatory Fees	<u>134.00</u>	<u>134.00</u>
Tuition and Mandatory Fees	824.00	2,591.00
Part-time Undergraduate Students (Each Credit Hour):		
Tuition	76.00	224.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	79.75	227.75
Full-time Graduate Students:		
Tuition*	863.00	2,630.00
Mandatory Fees	<u>134.00</u>	<u>134.00</u>
Tuition and Mandatory Fees	997.00	2,764.00
Part-time Graduate Students (Each Credit Hour):		
Tuition*	95.00	243.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	98.75	246.75
Full-time Pharmacy Students:		
Tuition	863.00	3,207.00
Mandatory Fees	<u>134.00</u>	<u>134.00</u>
Tuition and Mandatory Fees	997.00	3,341.00
Part-time Pharmacy Students (Each Credit Hour):		
Tuition	95.00	292.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	98.75	295.75
Full-time Law Students (2nd and 3rd Year):		
Tuition	988.00	2,755.00
Mandatory Fees	<u>134.00</u>	<u>134.00</u>
Tuition and Mandatory Fees	1,122.00	2,889.00
Part-time Law Students (2nd and 3rd Year, Each Credit Hour):		
Tuition	109.00	254.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	112.75	257.75
Full-time Law Students (1st Year):		
Tuition	1,363.00	3,130.00
Mandatory Fees	<u>134.00</u>	<u>134.00</u>
Tuition and Mandatory Fees	1,497.00	3,264.00
Part-time Law Students (1st Year, Each Credit Hour):		
Tuition	150.00	288.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	153.75	291.75

\*Graduate Assistants employed for 10 hours or more weekly as Teaching or Research Assistants will be assessed tuition at the resident rate.

The Student Fee Package is available, as an option, to part-time undergraduate students and graduate and professional students enrolled for a minimum of 6 but less than 12 hours. The benefits received shall be the same as those afforded full-time students. This option is not available to employees exercising employee fee benefit privileges.

The Optional Student Fee Package is also available to graduate students who have essentially completed their coursework and are working on their required research projects. These students may register for 1 (master's candidates) or 2 (doctoral candidates) credit hours and be eligible for the Optional Student Fee Package by satisfying the following conditions:

- a. Have filed his/her program of study with the Graduate School and have coursework substantially completed;
- b. Have completed at least one academic year as a full-time, full fee paying student in his/her graduate program at the University of Wyoming;
- c. Be in pursuit of a Thesis Option (Plan A) if a master's candidate, or have successfully completed his/her preliminary examination if a doctoral candidate;
- d. Have major professor and department head certification that he/she will be working full time on his/her research project; and submit said certification at least one week prior to the first scheduled day of classes; and
- e. Be registered for at least a credit hour load equal to the credit hour minimum established by the School of Graduate Studies.

The master's candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed four (4) academic terms (excluding summer sessions). The doctoral candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed six (6) academic terms (excluding summer sessions).

As part of tuition and mandatory fees, international students will be required to purchase a University of Wyoming Student Health Insurance Plan, unless their government specifically provides them with adequate insurance; determination of adequate coverage shall be made by Student Health Services. The Student Health Insurance Plan premium shall be determined annually by the University.

In addition to tuition and mandatory fees, international students will be required to pay an international student service fee. This fee will be exclusive of any grant-in-aid payments for scholarships or graduate assistantships and associated stipends provided by the University of Wyoming.

In addition to tuition and mandatory fees, students declaring a major within the College of Education will be required to pay a laboratory fee in support of the purchase and maintenance of teaching laboratory equipment within the College of Education.

In addition to tuition and mandatory fees, students declaring a degree within the College of Engineering as their major will be required to pay a laboratory fee in support of the purchase and maintenance of teaching equipment within the College of Engineering.



### III. Deferred Fee Payment Plans

1. A Deferred Fee Payment Plan for the regular academic year is offered by the University as follows:
  - a. A student electing to participate in the Deferred Fee Payment Program must sign a Deferred Fee Payment Agreement with the University Billing and Receivable Department prior to their regularly scheduled fee payment date.
  - b. A payment of 30 percent of all assessed tuition and fees for the regular academic semester of attendance must be made by their regularly scheduled fee payment date.
  - c. A payment of 20 percent of all assessed tuition and fees for the regular academic semester of attendance must be made on or before September 15th/February 15th of the academic semester of attendance.
  - d. A payment of 20 percent of all assessed tuition and fees for the regular academic semester of attendance must be made on or before October 15th/March 15th of the academic semester of attendance.
  - e. The balance due of all assessed tuition and fees for the regular academic semester of attendance must be made on or before November 15th/ April 15th of the academic semester of attendance.
  - f. A finance charge of 1 1/2 percent per month (18 percent APR) will be assessed on the average daily balance for any payment received after its respective due date. The finance charge will be calculated on the number of days from the payment due date to the date payment is received.
  - g. No student signing a Deferred Fee Payment Agreement will be allowed to complete the current academic semester of attendance unless payment in full has been made by the prescribed balance due payment date, except upon specific authorization of the President of the University.
  - h. All financial assistance received by students through the Office of Student Financial Aid will be distributed first to tuition, fees, then room and board assessments, if applicable, and may effect the Deferred Fee Payment Schedule.
2. A Deferred Fee Payment Plan for the summer session is offered by the University as follows:
  - a. Only students attending the entire summer session will be eligible to participate in the Deferred Fee Payment Program; and must have a minimum fee assessment of \$200.00.
  - b. A student electing to participate in the Deferred Fee Payment Program must sign a Deferred Fee Payment Agreement with the University Billing and Receivable Department prior to his regularly scheduled fee payment date.
  - c. A payment of 50 percent of all assessed tuition and fees for the summer session of attendance must be made by their regularly scheduled fee payment date.
  - d. The balance due of all assessed tuition and fees for the summer session of attendance must be made on or before July 15 of the summer session of attendance.

Tuition and mandatory fees for the 1994 summer semester are as follows. All students will be charged the hourly rate for each credit hour of enrollment.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Undergraduate Students (Each Credit Hour):		
Tuition	76.00	224.00
Mandatory Fees	<u>7.50</u>	<u>7.50</u>
Tuition and Mandatory Fees	83.50	231.50
Graduate Students (Each Credit Hour):		
Tuition*	95.00	243.00
Mandatory Fees	<u>7.50</u>	<u>7.50</u>
Tuition and Mandatory Fees	102.50	250.50
Pharmacy Students (Each Credit Hour):		
Tuition	95.00	292.00
Mandatory Fees	<u>7.50</u>	<u>7.50</u>
Tuition and Mandatory Fees	102.50	299.50
Law Students (2nd and 3rd Year, Each Credit Hour):		
Tuition	109.00	254.00
Mandatory Fees	<u>7.50</u>	<u>7.50</u>
Tuition and Mandatory Fees	116.50	261.50
Law Students (1st Year, Each Credit Hour):		
Tuition	150.00	288.00
Mandatory Fees	<u>7.50</u>	<u>7.50</u>
Tuition and Mandatory Fees	157.50	295.50

\*Graduate Assistants employed for 10 hours or more weekly as Teaching or Research Assistants will be assessed tuition at the resident rate.

#### V. Tuition, Off-Campus Credit Courses

The tuition policy of the Trustees for the 1993-94 year includes the following:

- A. The tuition fee is established to provide support for the costs of instruction in an off-campus credit course, excluding laboratory and special course fees authorized by the Trustees and defined in section I of this policy; and
- B. Tuition is payable in advance and no student shall be admitted to classes until such tuition has been paid except upon specific authorization of the president of the university.

Financial assistance received by students through the Office of Student Financial Aid will be applied to assessed tuition first and to all other University assessed fees, charges and deposits second, prior to distribution to the student.

Tuition for off-campus credit courses for the enrollment period from July 1, 1993 through June 30, 1994 are as follows. Full-time refers to students enrolled for 12 through 20 hours, and part-time refers to students enrolled for less than 12 hours.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Undergraduate Students:		
Full-time	824.00	2,591.00
Part-time (Each Credit Hour)	76.00	224.00
Graduate Students:		
Full-time	997.00	2,764.00
Part-time (Each Credit Hour)	95.00	243.00

## VI. Tuition and Mandatory Fees, Concurrent Joint Enrollments

Concurrent Joint Enrollment shall be defined as: A student enrolled in one or more regular on-campus courses and in one or more off-campus credit courses during the same academic term will be considered to be concurrently jointly enrolled.

The total hours of concurrent joint enrollment shall be utilized in determining the student's part-time or full-time status.

Any concurrently jointly enrolled student enrolled in 6 to 11.5 hours of on-campus courses, will be eligible to participate in the student fee package program as outlined in Section II of this policy.

The tuition and mandatory fee policies as defined in Sections II, IV and V of this policy shall be applied to the applicable individual enrollments except that no student's total assessment for the concurrent joint enrollment shall exceed the following:

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Maximum Tuition and Fees		
Undergraduate	\$824.00	\$2,591.00
Graduate	\$997.00	\$2,764.00

## VII. Other Student Fees, Charges and Deposits

1. Tuition and Other Charges, Correspondence Courses: Tuition for enrollment in credit Correspondence Courses, whether for students classified as resident or non-resident, shall be \$76.00 per credit hour for undergraduates, and \$95.00 per credit hour for graduate students. Tuition for non-credit Correspondence Courses varies with the length and number of lessons in the course. Mandatory campus fees are not to be assessed to students enrolled solely in Correspondence Courses. Textbook rental charges for students using textbooks from the Correspondence Study Library, and reasonable refundable deposits on audio and visual tapes, slides, prints and kits are not included in tuition. A nominal charge is assessed for transferring a registration from one course to another, or for extending the normal completion date of a course. Charges for course syllabi for individuals not registered in a course, or to institutions other than the University of Wyoming, shall be \$10.00 for college and \$7.00 for high school and non-credit. Tuition is payable in advance, except upon specific authorization of the President of the University.
2. Tuition and Other Charges, Off-Campus Credit Courses: Tuition and for enrollment in courses administered by the School of Extended Studies and Public Service are shown in Section V. above. Mandatory campus fees are not to be assessed to students enrolled solely in Extension Credit Courses. Reasonable charges may be assessed for supplementary educational materials, guest resource instructors, or charges required to support telecourses, such as line charges or licensing fees. Tuition and related charges are payable in advance, except upon specific authorization of the President of the University.
3. Fees, Non-Credit Educational Services: The fees established for individual non-credit courses and conferences shall be sufficient to cover the instructors/speakers and other related expenditures, as well as a reasonable charge for administrative overhead.

4. Fees, Departmental Examination for Credit Program: The fees for the Departmental Examination for Credit Program, whether for students classified as residents or non-residents, shall be fifty percent (50%, rounded to the nearest dollar) of the resident undergraduate hourly tuition rate for each hour (or portion) of earned credit. Mandatory campus fees are not to be assessed to students solely taking a Departmental Examination for Credit.
5. Tuition, Wyoming Center for Teaching and Learning (University School): The tuition established for enrollment in the University School is payable in advance, except upon the specific authorization of the President of the University.
6. Graduate School Fees.
  - a. Thesis Binding Fee: Each masters degree candidate on Plan A (Thesis Option) is assessed a fee to cover the cost of binding two copies of the thesis.
  - b. Dissertation Binding Fee: Each doctoral degree candidate is assessed a fee to cover the cost of binding a copy of the dissertation (Ph.D) or project report (Ed.D).
  - c. University Microfilms Fees: Each doctoral candidate is assessed a fee to cover the cost of microfilming the dissertation or project report. This fee also covers the cost of publishing the abstract of the dissertation or project report in Dissertation Abstracts International.
  - d. Examination Fee: A fee assessed to each graduate student who completes degree requirements during a semester in which he or she is not registered or to graduate students who complete the degree requirements between semesters. The fee is set at \$20.00 above the two-credit-hour registration fee (either resident or non-resident).
  - e. Application Fee: A fee assessed all students applying for admission to the University graduate school.
7. Admission Office Fees.
  - a. Application Fee, New, Undergraduate Non-International Students: A fee assessed all new, undergraduate non-international students applying for admission to the University.
  - b. Application Fee, New, Undergraduate International Students: A fee assessed all new, undergraduate international students applying for admission to the University.
  - c. Orientation Fee: A fee assessed to all applicants for admission who participate in the summer orientation program.
8. Registration Office Fees.
  - a. Late Registration: A fee assessed to students enrolling as late registrants during the first ten days of University scheduled classes for a regular semester (\$25.00), and such other late period as may be designated and announced for the summer term (\$10.00).
  - b. Late Fee Payment: A fee assessed to students in a regular semester who fail to pay registration fees during such period after having timely initiated registration (\$10.00 during the following two working days and \$25.00 thereafter until the end of the late registration period).



- c. Late Graduation Check Sheet: A fee assessed to students failing to complete the check sheet at least six months prior to the scheduled graduation.
  - d. Graduation Fees: A fee assessed to all graduating students to cover the costs of diplomas, signature plates, mailing and overtime; this fee must be paid six weeks prior to the scheduled graduation date.
  - e. Late Payment, Graduation Fees: A fee assessed to all graduating students failing to pay the Graduation fee as prescribed.
  - f. Transcript Fees: A fee assessed for all transcripts issued by the Registrar's Office in excess of one per individual; an additional fee will be assessed those individuals requesting 24-hour service.
  - g. Lost Check Sheet for Graduation: A fee assessed to students for loss of a Graduation Check Sheet.
  - h. Replacement Diploma: A fee assessed to graduates requesting a replacement diploma for a lost, destroyed or stolen diploma. Only the large size diploma may be ordered as the replacement diploma. The new diploma will carry the original date of graduation but signatures will be those of current University officials.
  - i. Reissued Diploma: A fee assessed to graduates requesting a diploma be reissued with a name change. The new diploma will carry the original date of graduation but signatures will be those of current University Officials.
9. Laboratory and Special Course Fees: Laboratory or special course fees assessed in addition to mandatory tuition and fees are subject to approval of the Trustees.
10. Other Student Fees, Charges, Fines, Penalties and Deposits. Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of University funds, equipment, facilities, services and materials.

#### VIII. Refunds and/or Cancellations of Tuition and Fee Charges

The refund policies of the Trustees for the 1993-1994 academic year and the 1994 summer session are:

- a. Fees, other than late registration fees and deposits, will be refunded, in accordance with the Trustee Fixed Schedule of Refunds/Cancellations, to students who formally withdraw from the University after registration and the payment of fees. Charges will be cancelled in accordance with the schedule for those students who withdraw before completing payment.
- b. Fees, other than late registration fees and deposits, will be refunded and/or cancelled, in accordance with the Trustee Fixed Schedule of Refunds/Cancellations, to students who formally change status (i.e. non-resident to resident or full-time to part-time).
- c. Refunds due to students participating in the Deferred Fee Payment Program will not be refunded until all deferred payments have been made.



- d. Refunds due to students who receive financial assistance through the Office of Student Financial Aid will be distributed first to the various aid programs from which the student received funds. Refund monies are returned in the following order to the federal student assistance accounts, up to the full amount awarded in each program, until the federal portion of the refund monies is exhausted: (1) Federal Stafford Loan, (2) Federal SLS or Federal PLUS loan, (3) Federal Perkins Loan, (4) Federal Pell Grant, (5) Federal SEOG Grant, and (6) other Title IV aid programs. Refund monies will be returned to non-federal program accounts in the following order, up to the full amount awarded in each program: (1) state funded tuition scholarship or award, (2) other tuition scholarship or award, (3) other scholarship or award.
- e. Refunds due to students who have debts owed the University will be distributed to outstanding debts owed the University after required refunds have been distributed to the various aid programs from which the student received funds.

The President of the University, or designee, may authorize refunds and/or cancellations inconsistent with these policies in unusual and infrequent circumstances and only when such actions are in the best interest of the University.

In accordance with Federal law, registration fees for "first-time students" who withdraw will be refunded and/or cancelled on a pro-rata basis through sixty percent (60%) of the semester.

#### IX. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed of non-students may be established, subject to authorization by the Trustees.

#### X. Auxiliary Enterprises

##### 1. Residence Halls

Each student seeking application to live in the University residence halls must comply with the following:

- a. The student must enter into an agreement with the University; the agreement is the Application-Agreement and incorporates the terms and conditions by reference.
- b. The student must submit a \$50.00 deposit with the signed Application-Agreement.
- c. The \$50.00 deposit will be refunded upon cancellation provided the student notifies the Division of Housing of intent to cancel at least one month prior to the first day of registration. If such intent to cancel is not submitted at least one month prior to the first day of registration, the deposit is forfeited.
- d. The \$50.00 deposit will be held by the University for the period the student resides in the residence halls and will be applied toward payment of any room and board obligations prior to refunding to the student upon notification of intent to no longer reside in the residence halls.

- e. The student must elect one of two room and/or board payment plans: 1) lump sum within one week of the first day of each regular academic semester; or 2) ten month payment plan for the regular academic year, starting in August and ending in May of the regular academic year of attendance. Summer session room and/or board is due in full the first day of the summer session of attendance.
  - f. Students wishing to cancel room and/or board contracts, to move off-campus, may do so. These students, however, will be held responsible for 100 percent of the housing contract and 75 percent of the food service contract in force at the time of the move out. This policy does not apply to individuals withdrawing from the university. Application of this policy may be appealed under guidelines established by the President, or designee.
  - g. Failure to properly check in or out of the hall will result in the assessment of a \$50.00 charge, plus room and board. This includes a person who does not check out before semester break when they voluntarily do not return for the Spring Semester.
  - h. A resident may be required to vacate his room in one week and terminate meal privileges immediately if room and board charges are not paid; or must have made arrangements for payment upon receipt of notice of an overdue payment. The policy discussed in paragraph (f) applies to students evicted for non-payment.
  - i. In the case of loss or damage, the student will be billed for the cost of replacement or repair, unless at check-in time the check-in report lists the losses and/or damages.
  - j. If a student loses a key, an emergency key may be provided. The privilege is allowed five times each semester without charge. After five times, the charge will be \$5.00 for each additional check out.
  - k. Residents residing in the residence halls during the spring semester may continue through summer months without academic enrollment provided the occupant pre-registers for at least six credit hours for the succeeding fall term.
  - l. Planned residence in a residence hall for a period of less than 4 weeks will be on a guest card basis.
2. University-Owned and University-Leased Apartments

Each student seeking application to live in a University-owned or University-leased apartment shall comply with the following:

- a. An application form must be submitted and must be accompanied by a \$75.00 application deposit.
- b. The \$75.00 deposit will be refunded only if a thirty-day notice of intent to vacate is provided to the Division of Housing and only after a proper check out has been completed; this includes tenants intending to vacate at the end of any given semester or term.
- c. \$25.00 of the application deposit is forfeited if the application is withdrawn after an assignment is offered but refused or if the response is not submitted in a timely manner.
- d. \$50.00 of the deposit will be forfeited if written notification of intent to not accept assignment is not received by the Division of Housing prior to the anticipated move-in.

- e. Rent is payable on or before the first working day of each month at the Cashier's Office in Knight Hall. The monthly rental rates include local telephone service, water, trash disposal, furnishings, appliances, parking and newsletters. Gas and electricity is also included for the two-story apartments and Spanish Walk apartments.
- f. Failure to pay monthly charges on schedule will be considered a breach of contract, unless the occupant makes special arrangements with the Accounts Receivable Office for delayed payments. The tenant agrees to pay all charges arising from the failure to pay rent according to the agreement. This may include eviction charges and collection agency fees.
- g. Apartment rental will be based on a 30 day minimum; scheduled rental for a period of less than 30 days will not be allowed.
- h. Rental computation for less than a month, after the 30 day minimum has been met shall be based on the number of days in that month.
- i. Tenants vacating before the end of a month for which rent has been paid in advance shall receive rental refunds for the remaining nights in the month if they do not owe any other money to the University and if the 30 day minimum has been met.
- j. The contract is valid for the academic year or summer term in which occupancy is taken. Tenants may terminate the contract by giving at least 30 day notice to the Housing Office (15 days for summer-only students). Renewal of the contract must be made at least 30 days prior to the expiration of the present contract.
- k. Subletting or subleasing the premises or any equipment therein is prohibited.
- l. Use of the premises or University equipment for activities of a business or commercial nature is prohibited.
- m. Tenants residing in the apartments during the spring semester may continue through summer months without academic enrollment provided the occupant pre-registers for at least six credit hours for the succeeding fall term.
- n. Tenants wishing to move out for the summer may reserve an apartment for the fall term (not necessarily the same apartment) by contacting the Housing Office at the time of completing the "Intent to Vacate" form.
- o. The deposit paid by the tenant is to secure the tenant's obligation under the rental contract. The deposit will be refunded when the contract is terminated and after deductions for non-payment of rent, damages or losses in the apartment, necessary cleaning charges, penalty fee charges, and other debts owed to the University. The deposit will be forfeited in cases where tenant fails to file an "Intent to Vacate" form in the Housing Office within the time period prescribed under "Length of Contract." Cases of eviction resulting from failure to abide by the Terms and Conditions stated herein will result in forfeiture of deposit.
- p. The apartment contract may be terminated after 30 days notice by the tenant. This notice is given by completing the "Intent to Vacate" form in the Housing Office. The University reserves the right to terminate any apartment contract upon written notification and justification. When vacating, the tenant agrees to leave the

apartment clean and in good repair.

- q. If the tenant vacates or abandons their apartment and leaves any personal property in the apartment or about the premises, the property shall be deemed abandoned.

### 3. Identification Cards

Students, faculty and staff, on initial registration or employment, are issued a University identification card free of charge. Dependents and spouses of University students, faculty and staff and employees of cooperating agencies are assessed a \$5.00 charge for an initial identification card. Replacement identification cards will be replaced as follows: a. lost/stolen \$20.00; b. deterioration \$5.00; c. dependent \$5.00; d. picture at student's request \$20.00. The cardholder is assessed a \$5.00 handling charge for the return of a lost card and is responsible for all use and/or misuse of their card until its loss or theft is reported to the I.D. Office or to the Campus Police (after hours only).

### 4. Other Student Fees, Charges, Fines, Penalties and Deposits

Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of the University funds, equipment, facilities, services and materials. In no instance shall the fee, charge, fine, penalty or deposit in Auxiliary Services exceed the direct cost appropriately amortized plus a reasonable administrative overhead.

### 5. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students maybe established, subject to authorization by the Trustees; such fees, charges, fines, penalties and deposits in Auxiliary Services shall be limited to the recovery of the full cost of equipment, services, facilities and materials appropriately amortized, if applicable, plus a reasonable administrative overhead.

## XI. Failure to Pay Fees, Charges, Fines, Penalties or Deposits

A student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied registration at the University or copies of their transcripts until such fees, charges, fines, penalties or deposits are paid in full. A non-student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied use of University facilities and services until such fees, charges, fines, penalties or deposits are paid in full. Procedures for adjudication of disputes over payment of fees, charges, fines, penalties or deposits shall be prescribed by the President of the University, or designee.



### XII. Student Loans and Scholarships

Interest rates for 1) loan funds established by the University of Wyoming; 2) loan funds established by trust agreement, will or similar instrument with no stipulated interest rate; and 3) loan funds established by the State of Wyoming without statutory interest rates: shall be established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

Interest shall be established at prescribed rates for 1) loan funds established by trust agreement, will or similar instrument with interest rate provisions; and 2) loan funds established by the State of Wyoming with statutory interest rates.

Interest rates for the Medical Student Contract Support Program, Medical School Student Loan Program and Family Practice Residency Loan Program shall be consistent with Trustee actions on student loan interest rates prescribed by the Trustees on July 9, 1985 and November 9, 1985.

The interest rate for the Scholarship Loan Fund for superior students planning teaching careers shall be consistent with Trustee action on student loan interest rates (April 11, 1985) and established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

### XIII. Fees, Charges and Deposits, Student Publications

The Trustees delegate the authority for the establishment of advertising, subscription and related rates or charges for student publications, including the Branding Iron, Frontiers and Owen Wister Review, to the Publications Board. Rates or charges established by the Publications Board shall be filed annually with the Office of the Vice President for Finance.

### XIV. Internal Fees, Charges and Deposits

The President of the University, or designee, is authorized to establish such fees, charges or deposits assessed by a University department for services provided internally within the University to another department or departments. The authority of the President, or designee, to establish such fees, charges or deposits includes fees, charges and deposits for University sponsored activities, including training programs, whether paid by the employee or the employee's department. In no case shall the assessment of such fee, charge or deposit exceed the direct cost, including reasonable administrative overhead, to the department or University, and in no case shall the fee, charge or deposit be assessed to a student without authorization from the Trustees.



#### XV. Exclusion

For purposes of this policy, a fee, charge or deposit does not include recovery of direct costs of University facilities, equipment, services or materials provided to students, faculty, staff or the general public on an individual basis. This exclusion shall not be abridged in any way to avoid the Trustees authority to establish fees, charges and deposits, but is intended to permit University departments to recover direct costs for ad hoc voluntary use of University facilities, equipment, services or materials.

The Trustees authority to establish fees, charges and deposits is delegated to the President of the University, or designee, for the establishment of casual food service rates in the University food service operations, resale of items in the University bookstore, and other similar resale activities within the University. The delegation to the President, or designee, is contingent upon the establishment of rates for such items or commodities consistent with recovery of actual cost, including reasonable indirect cost. In no instance shall the President, or designee, authorize rates for such items or commodities which create unreasonable competition with the private sector.

The Trustees delegate the authority for a waiver or reduction of fees, charges and deposits to the President of the University, or designee. The Trustees, in delegating this authority to the President, authorize such waivers or reductions in only unusual and infrequent circumstances and only when such waivers or reductions are in the best interests of the University.

The Fees, Charges, Fines, Penalties, Refunds, and Deposits are subject to change without notice.

PART II - SCHEDULES OF FEES, CHARGES, REFUNDS AND DEPOSITS

I. TUITION, MANDATORY UNIVERSITY FEES AND REFUNDS

Tuition, Academic Year (Fall and Spring Semesters), per semester

Undergraduate	
Resident	
12 credits through 20 hours	690.00
Per credit hour, up to 12 and over 20 hours	76.00
Non-Resident	
12 credits through 20 hours	2,457.00
Per credit hour, up to 12 and over 20 hours	224.00
Graduate (surcharge of 25% of undergraduate resident tuition rate)	
Resident	
12 credits through 20 hours	863.00
Per credit hour, up to 12 and over 20 hours	95.00
Non-Resident	
12 credits through 20 hours	2,630.00
Per credit hour, up to 12 and over 20 hours	243.00
College of Pharmacy	
Resident (Graduate surcharge)	
12 credits through 20 hours	863.00
Per credit hour, up to 12 and over 20 hours	95.00
Non-Resident (surcharge of \$750 per semester)	
12 credits through 20 hours	3,207.00
Per credit hour, up to 12 and over 20 hours	292.00
College of Law	
2nd and 3rd year (Graduate surcharge plus \$125 per semester)	
Resident	
12 credits through 20 hours	988.00
Per credit hour, up to 12 and over 20 hours	109.00
Non-Resident	
12 credits through 20 hours	2,755.00
Per credit hour, up to 12 and over 20 hours	254.00
1st year (Graduate surcharge plus \$500 per semester)	
Resident	
12 credits through 20 hours	1,363.00
Per credit hour, up to 12 and over 20 hours	150.00
Non-Resident	
12 credits through 20 hours	3,130.00
Per credit hour, up to 12 and over 20 hours	288.00

Tuition, Summer Session, per credit hour

Undergraduate	
Resident	76.00
Non-Resident	224.00
Graduate	
Resident	95.00
Non-Resident	243.00
College of Pharmacy	
Resident	95.00
Non-Resident	292.00
College of Law	
2nd and 3rd Years	
Resident	109.00
Non-Resident	254.00
1st Year	
Resident	150.00
Non-Resident	288.00

Tuition, Correspondence Courses, per credit hour	
Undergraduate, Resident and Non-Resident	76.00
Graduate, Resident and Non-Resident	95.00
Tuition, Off-Campus Courses, per credit hour	
Undergraduate	
Resident	76.00
Non-Resident	224.00
Graduate	
Resident	95.00
Non-Resident	243.00
Tuition, Departmental Examination for Credit (as percentage of resident undergraduate hourly tuition rate)	50.0%
Tuition, Wyoming Senior Citizens (Age 65 and over admitted to University on space available basis; student benefits not available)	0.00
Tuition, Wyoming Center for Teaching and Learning (University School), Per Semester	
Minimum Tuition	75.00
Pre-school	200.00
Grades 1-9	275.00
Fees, Mandatory, Academic Year, all Full-time Students, per semester	
Student Health Services	42.00
Intercollegiate Athletics	15.00
Student Loan	2.50
Wyoming Union	43.50
ASUW	24.00
Intramural Fee	5.00
Computer Fee	2.00
Total Mandatory Fees	134.00
Fees, Mandatory, Academic Year, all Part-time Students, per semester	
Wyoming Union Fee, per credit hour	3.75
Optional Part-time Student Activity Fee to Obtain Full-time Benefits	
Undergraduate Students registered for 6 or more credit hours, or Graduate and Professional Students satisfying established conditions	90.50
Fees, Mandatory, Summer Session, all Students, per credit hour	
Wyoming Union	3.00
Student Health Services	2.08
Student Activities	2.42
Total Mandatory Fees, per credit hour	7.50

Schedule of Refunds/Cancellations  
July 1, 1992 - June 30, 1993

Tuition, Mandatory and Special Fees  
Academic Year and Summer Session

University Class Days Elapsed to Date With- drawal is Complete (Not by Class Meeting Pattern)	Length of Semester or Course and Percent of Registration Fees to be Refunded/Cancelled				
	9-15 Weeks	6-8 Weeks	3-5 Weeks	2 Weeks	1 Week
Before 1st Day of Classes	100%	100%	100%	100%	100%
1- 5 Days, Inclusive	80%	60%	40%	20%	0%
6-10 Days, Inclusive	60%	40%	20%	0%	0%
11-15 Days, Inclusive	40%	20%	0%	0%	0%
16-20 Days, Inclusive	20%	0%	0%	0%	0%
21-25 Days or More	0%	0%	0%	0%	0%

In accordance with Federal law, registration fees for "first-time students" who withdraw will be refunded and/or cancelled on a pro-rata basis through sixty percent (60%) of the semester.

Tuition  
Correspondence Courses

- 100% if enrollment is not accepted by the University of Wyoming
- 60% if student withdraws within 1 month of the date of enrollment
- 40% if student withdraws within 2 months of the date of enrollment
- 20% if student withdraws within 3 months of the date of enrollment
- 0% if student withdraws after 3 months of the date of enrollment

All 20 - 60% refunds will be reduced by \$5.00 for each lesson submitted and by a \$7.00 administrative fee.

Tuition  
Off-Campus Courses

Sessions Elapsed From Official Course Start	Course Credit Hours:				
	1 Cr Hr	2 Cr Hr	3 Cr Hr	4 Cr Hr	5 Cr Hr
1 Session	60.0%	80.0%	80.0%	80.0%	80.0%
2 Sessions	20.0%	60.0%	80.0%	80.0%	80.0%
3 Sessions	0.0%	40.0%	60.0%	60.0%	60.0%
4 Sessions	0.0%	20.0%	40.0%	60.0%	60.0%
5 Sessions	0.0%	0.0%	20.0%	40.0%	40.0%
6 Sessions	0.0%	0.0%	0.0%	20.0%	40.0%
7 Sessions	0.0%	0.0%	0.0%	0.0%	20.0%
8 Sessions	0.0%	0.0%	0.0%	0.0%	0.0%

## II. UNIVERSITY FEES, CHARGES AND DEPOSITS

<b>Fees, International Students</b>	
International Student Fee, per semester	25.00
Student Health Insurance Plan annual premium determined by competitive bid	
<b>Graduate School</b>	
Thesis binding fee	10.00
Dissertation binding fee	10.00
University microfilms fee	55.00
<b>Application Fee</b>	
Students (application and re-application)	30.00
Non-degree Enrichment Students	15.00
<b>Admissions Office</b>	
Application fee, new, undergraduate non-international students (one time fee)	25.00
Application fee, new, undergraduate international students (one time fee)	30.00
Orientation fee	20.00
<b>College of Agriculture</b>	
Administrative fee, sponsored international students	
Under training agreements with the College of Agriculture	
Per academic semester	200.00
Per summer session	100.00
<b>College of Education</b>	
<b>Clarence Jayne Media Center</b>	
Comprehensive media support services will be provided to the College of Education at no charge. "Out of College" departments and sponsored projects/programs will be charged for services based on replacement cost value.	
<b>Media Center, service for University units</b>	
Video dubbing, per tape	3.00
Video editing, per hour	25.00
Lost/damaged equipment	repair or replacement cost
University School Gym rental, per hour (outside groups, exclusive use)	15.00
<b>Geology and Geophysics</b>	
Application fee, non-UW students	
Summer field course	10.00
<b>College of Health Sciences</b>	
Application for upper division status (degree entry)	30.00
<b>School of Nursing</b>	
Transfer student transcript evaluation (converted to upper division application fee for students who enroll at UW)	30.00
<b>School of Pharmacy</b>	
<b>Drug Information Center</b>	
Copies, per page	0.10
Minimum charge	1.00
Fax	2.00
<b>College of Law</b>	
Application fee	25.00



Registration Office Fees	
Late registration	
Summer session	10.00
Regular semester	25.00
Late fee payment	
First two days	10.00
Three days and thereafter	25.00
Late graduation check sheet	
0-5 months late	3.00
6 months late	6.25
Graduation fees	12.50
Late payment, graduation fees	
0-5 weeks late	3.00
6 weeks late	6.00
Transcript fee	
First	0.00
After 1st, each	3.00
24-hour service, each	6.00
Lost check sheet for graduation	1.00
Replacement diploma fee	25.00
Reissued diploma fee	50.00
Student Loans and Receivables	
Application fee, Deferred Payment Agreement	12.00
Reinstatement fee,	
reinstatement after payment deadline	50.00
Student Loan Interest Rates	
Loan Funds, interest rate not established by trust agreement, will or similar instrument or loan fund established by University of Wyoming or loan fund established by State of Wyoming without statutory interest rate:	
Minimum interest charge	2.0%
Maximum interest rate	6.0%
Penalty interest rate for default, per annum	2.0%
Scholarship Loan Fund for Superior Students Planning Teaching Careers	
Maximum interest rate, per annum	6.0%
Penalty interest rate for default, per annum	2.0%
Medical Student Contract Support Program	
Maximum interest rate, per annum,	
First 96 months of repayment	0.0%
97-120 months of repayment	8.0%
Penalty interest rate of default, per annum	2.0%
Student Admission Charges (Full-time students only)	
Public exercises sponsored by Cultural Affairs Committee (as % of regular admission)	50.0%
Music Department	
Recording and program production fee	
Music major student concert	35.00
Sponsored concerts, ticket sales	
Adult	4.00
High school students and senior citizens	2.00
University of Wyoming students (with UW I.D.)	0.00

University Theatre Productions	
Regular event	
Adults	4.00
Children	2.00
University of Wyoming students (with UW I.D.)	0.00
Special guests	
Adults	5.00
Children	2.50
University of Wyoming students (with UW I.D.)	0.00
Season pass	16.00
Patron	50.00
Art Museum	
General Admission	
Adults	3.50
UW Students	0.00
Students, K-12	1.50
Senior Citizens	1.50
Children under 7	0.00
Organized classes, K-College	0.00
All visitors on Sundays	0.00
Annual Membership Programs	
Student	10.00
Senior Citizen	20.00
Individual	35.00
Family	40.00
Sustaining	100.00
Donor	500.00
Patron	1,000.00
American Heritage Center - public use areas rental	
Classification I - UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department	
During regular hours (7:30 am - 4:30 pm in summer and 8:00 am - 5:00 pm in winter)	0.00
For hours outside of regular hours (as specified above), per hour, with 2-hour minimum charge	10.00
Classification II - UW departments, organizations, recognized student clubs, faculty or staff work-related activities co-sponsoring events with commercial entities, non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff, and regional or national student or departmental educational conferences	
During regular hours (as specified above)	
Loggia, per hour	15.00
Loggia extension, per hour	10.00
Stockgrowers Conference Room, per hour	10.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour	10.00
For hours outside of regular hours	
Loggia, per hour, 2-hour minimum	30.00
Loggia extension, per hour, 2-hour minimum	20.00
Stockgrowers Conference Room, per hour, 2-hour min.	20.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour, 2-hour minimum	20.00

Classification III - "Off-campus" or commercial groups	
During regular hours (as specified above)	
Loggia, per hour	25.00
Loggia extension, per hour	15.00
Stockgrowers Conference Room, per hour	15.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour	15.00
For hours outside of regular hours	
Loggia, per hour, 2-hour minimum	50.00
Loggia extension, per hour, 2-hour minimum	30.00
Stockgrowers Conference Room, per hour, 2-hour min.	30.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour, 2-hour minimum	30.00
Counseling and Testing Center	
Testing charge	
American College Testing Program, residual only	19.00
Vocational and Personality Inventories	5.00
As required, charges for administration of other tests are established to recover cost of test to the Center and reasonable administrative expenses.	
ACT Career Planning Program (ACT-CPP), per prog.	5.00
Colo. Educational Interest Test (CEIT), per test	5.00
Myers-Briggs Type Indicator (MBTI), per test	5.00
16 Personality Factors (16PF), per test	5.00
Career Assessment Inventory (CAI), per inventory	5.00
Temperament & Values Inventory (TVI), per inven.	5.00
Math Placement Test	5.00
Placement Services	
Placement file maintenance fee, per fiscal year	5.00
Placement service fee, alumni, per fiscal year	30.00
International Programs	
Administrative fee, international students (As % of program costs)	10.0%
Student Health Services	
Charges for services in the Student Health Services (e.g., laboratory services, x-ray services, I.V. solutions, bandages, casting and medical supplies) include the cost of such services and supplies to Student Health Services. Charges to students for such services may include the direct cost only to Student Health Services. Inasmuch as full-time students are assessed a mandatory student fee, which includes \$40.00 for Student Health Services, the charges to students for services for items other than x-ray exams and pharmacy charges may not exceed thirty percent of the usual and customary charges in the Laramie medical community, including the local emergency rooms.	
Microfilm records, per page	0.10
Department of Athletics	
Student spouse activity card	15.00
Wyoming Center for Teaching and Learning	
Summer program, variable based on program and hours (maximum)	275.00

# Libraries

## Audio Visual Service

### Equipment rental, personal use only, 24 hour period

Caramate	5.00
35mm carousel slide projector	5.00
Dissolve control	3.00
8mm editor	3.00
8mm film projector	5.00
16mm film projector	10.00
Film Rental Schedule (in-state)	
Black and white	
0-11 minutes	7.00
12-22 minutes	8.00
23-33 minutes	10.00
34-44 minutes	14.00
45-55 minutes	15.00
56- minutes	17.00
Color	
0-11 minutes	8.00
12-22 minutes	10.00
23-33 minutes	14.00
34-44 minutes	16.00
45-55 minutes	19.00
56- minutes	21.00
Mailing fee	2.00
Film Rental Schedule (out-of-state)	
Black and white	
0-11 minutes	8.00
12-22 minutes	9.00
23-33 minutes	11.00
34-44 minutes	16.00
45-55 minutes	17.00
56- minutes	19.00
Color	
0-11 minutes	9.00
12-22 minutes	11.00
23-33 minutes	16.00
34-44 minutes	18.00
45-55 minutes	21.00
56- minutes	23.00
Mailing fee	2.00
Filmstrip projector	5.00
Microphone mixers	2.00
Miscellaneous	
Easel	1.00
Flashlight pointer	1.00
Lens	2.00
Megaphone	5.00
Microphones	2.50
Projection table	1.00
Stack loader	1.00
Opaque projector	5.00
Overhead projector	5.00
Record players	3.00
Screens, with other equipment	0.00
Screens, without other equipment	2.00
Tape recorder	3.00
1/2" VHS video projection unit	35.00
Video receiver and player	25.00

Video rental schedule	
3/4" U-matic	
0-60 minutes	10.00
61 minutes	35.00
1/2" VHS	
0-60 minutes	10.00
61 minutes	25.00
Bibliographic database searching including Information/Research Service	
Non-University patrons	direct cost plus fee of 12.00
Basic charge (begins after 20 minutes)	
Hourly - or part thereof - charge	
Non-Wyoming group or individual	35.00
Wyoming business or for-profit corporation	25.00
Wyoming government agency, association, individual	15.00
Additional charges	
Computer literature searches	direct cost
Rush handling fee (48 hours)	5.00
Fax fee	7.00
Federal Express packaging (plus shipping cost), per package	7.00
Regular mailing fee	1.00
Photocopying, per page	0.10
University patrons	
Computer literature searches	direct cost
Card fee, out-of-state user, per year	10.00
Carrel rental fee, per year	10.00
Carrel lost key fee	10.00
Fiche duplication, per fiche	0.50
Fines, overdue library materials	
Materials, 3 day check-out	
Each day overdue, per day per item	0.25
Maximum	25.00
Other library materials	
First two days overdue	0.00
Over two days, per day per item	0.10
Maximum overdue fine	10.00
Book called	
First seven days	0.00
Over seven days, per day	1.00
Maximum charge	25.00
Special Approval materials overdue	
Per hour or any part of hour	1.00
Maximum	25.00
Reserve materials overdue	
Per hour or any part of hour	1.00
Health Sciences Information Network (HSIN) Fee Schedules	

Table I - Membership Schedule

Classification	Number of Beds	*Benefitted Transactions	Member Cost
Acute & chronic care facilities	0- 50	23	50.00
	51-100	46	100.00
	101-150	69	150.00
	151-200	92	200.00
	201-250	115	250.00
Outpatient clinics	N/A	23	50.00
Research facilities	N/A	115	250.00
Public libraries	N/A	23	50.00
Community colleges	N/A	23	50.00

\*The number of benefitted transactions is based on \$4.00/transaction in multiples of 13 for each membership level plus bonus transactions in multiples of 10 for each membership level. Transactions beyond



membership allowance will be charged at \$4.00/transaction.

Fax delivery of information is considered a special service and will be billed at the rate listed in Table II; therefore, a fax response will not be counted against the total of Benefitted Transactions.

Any charges incurred, not specifically identified in the HSIN Fee Schedule, are made in accordance with the fee schedule of the University of Wyoming Libraries.

Table II - Individual Transaction Schedule

Interlibrary Loan Charges		
Non-members - In-state		6.00
Out-of-state		8.00
(Those libraries and organizations that are out of state may purchase a membership per Table I or may purchase services per individual transaction.)		
Purchased memberships (if not qualified for Table I)		
Individual		50.00
Corporations		250.00
Computer Literature Searches		
Service charge, per search	computer charges plus fee of 15.00	
Fax Services		
Specific information request received by fax, per transaction		2.00
Rush response (within 4 hours), per transaction		12.00
Regular response (within 24 hours), per transaction		9.00
Consultation		
Hospital Library Management, per hour	direct costs plus	50.00
"Grateful Med & Loansome Doc", per hour	direct costs plus	25.00
Bibliographic Instruction, per hour	direct costs plus	50.00
Interlibrary Loan		
Borrowing		
Primary patrons (UW students, staff and faculty) - If cost to UW library is over \$10.00, patron will pay excess		
Rush handling fee (24 hour turnaround)		5.00
ILL ownership label removal fee, per label		1.00
Overdue interlibrary loan books, per day		0.25
(if book is lost, borrower pays costs charged to UW)		
Lending		
Primary patrons (libraries)		
Request - photocopy, up to 50 pages		7.00
over 50 pages, per page		0.10
Request - photocopy - cooperative agreement, 1-19 pages		0.00
20 pages and over, per page		0.10
Request - book	reciprocal charges	
Photocopying thesis (with author's permission) per page		0.25
Fax charge		
In-state		0.00
Out-of-state		7.00
International, basic charge		7.00
	plus per page fee of 2.50	
Rush handling (24 hour turnaround)		

Non-primary libraries (business, industry)	
Requests - books	6.00
Requests - photocopy	12.00
Federal Express packaging fee, per package	7.00
First Class Mail packaging, minimum	7.00
maximum	10.00
Fax charge	7.00
Rush handling (24 hour turnaround)	10.00
Photocopying thesis (with author's permission)	
per page	0.25
Lost item fee	
If actual replacement cost can be determined	cost plus fee of 25.00
Additional fee if replacement material is available in paperback only	
and requires binding	7.50
If actual replacement cost cannot be determined	
Books	65.00
Bound periodicals	175.00
Cassettes	50.00
Kits	75.00
Maps	35.00
Microforms	65.00
Records	50.00
16mm films	375.00
Unbound periodicals, per issue	35.00
Video Cassettes	225.00
Mutilation charges	
Any person mutilating library materials or damaging library facilities is	
subject to the following charges:	
Mutilation of materials	replacement cost plus fee of 25.00
Processing fees, per item	
Billing charges if complete replacement is necessary	25.00
Fine per item when intentional mutilation	10.00
Rebinding fee (if tip-in is not applicable)	7.50
Reordering and shipping costs	direct cost
Staff time fee, per hour (1 hour minimum)	6.00
Tip-in (2 xeroxed pages maximum)	5.00
Mutilation of facilities, including equipment	replacement costs
Fine per item when intentional mutilation has	
occurred	10.00
Reordering and shipping costs, if applicable	direct cost
Staff time fee, per hour (1 hour minimum)	6.00
Photocopy charges	
Microform machines, per copy	0.10
Photocopy card	
Replacement card	1.00
Public machines, per copy	0.05
Transparencies, each (plus \$0.05 for copy)	0.20
Science locker rental	5.00
Science locker lost key fee	10.00
Telefacsimile transmissions	direct cost
Unprocessed collection research fee, per hour	3.40
Word processing use fee, per hour	10.00

ASUW and Student Service Programs	
Activities	
Student Juried Art Show	
Student, per entry	3.00
Per three (3) entries	8.00
Spring Daze	
Per contestant/team	2.00
Associated Students Students' Attorney	
Fee, legal documents, per document	20.00
Associated Students Technical Service Program	
Labor costs	
ASTEC Coordinator, per hour	10.00
Technician, per hour	6.00
Recording, per hour	10.00
Equipment rental, per day	
Concert sound	20.00
PA system	
Large - outdoor	35.00
Large - indoor	20.00
Small	15.00
Stage lighting	15.00
Video taping	5.00
Dance system	20.00
Speakers, effects, tapedeck, phonograph, each	10.00
Microphones, direct box, each	5.00
Mixing consoles	20.00
Sales Commissions	
Participation voucher, per item	0.50
Sales to students	10.0%
Sales to non-students	15.0%
Owen Wister Review	
Students, faculty, staff, per issue	2.50
Mailing charge	1.00
Frontiers	
Students	10.00
Mailing charge	2.00
ASUW Compuservice (average per hour)	14.00
ASUW key deposit, per key	10.00
Student Affairs	
Academic Decathlon fee, per school	65.00
University Ticket Sales	
Handling fee, per order, maximum	2.00

### III. UNIVERSITY AUXILIARY ENTERPRISES FEES, CHARGES AND DEPOSITS

Board and Room	
Academic year (Fall and Spring Semesters)	
Board (excluding Thanksgiving, Christmas, Spring & Easter Vacation breaks)	
Unlimited access plan	1,921.00+
Any 12 access plan	1,817.00+
Any 9 access plan	1,428.00
Any 7 access plan	1,147.00
Any 5 access plan	849.00
Any 3 access plan	518.00
Lunch only, 5 per week	689.00
Room (excluding break between semesters; excludes linen)	
Double Occupancy Room (includes social fee)	1,422.00
Single Occupancy Room (includes social fee)	2,132.00
Summer session 1994 (8 Weeks)	
Board (excluding July 4)	
3 meals per day, Monday through Friday	395.00+
Any 9 access plan	321.00
Room	
Double occupancy room	332.00
Single occupancy room	499.00
Apartment rental rates	
Academic Year, per month (includes social fee),	
University-owned, student	
1 bedroom	195.00*
2 bedroom, 1 story	238.00*
2 bedroom, 2 story	350.00**
New apartments - 2 bedroom	462.00**
3 bedroom	499.00**
University-leased (Spanish Walk), student, 1 bedroom	330.00**
University-owned, faculty/staff	
1 bedroom	250.00*
2 bedroom, 1 story	306.00*
2 bedroom, 2 story	450.00*
New apartments - 2 bedroom	462.00**
3 bedroom	499.00**
University-leased (Spanish Walk), faculty/staff, 1 bedroom	385.00**
+ Resident Hall students must take one of these	
* Excludes gas and electricity	
** Includes gas and electricity	
Summer Session 1994	
Summer only, per month (includes social fee),	
University-owned, student	
1 bedroom	255.00**
2 bedroom, 1 story	300.00**
2 bedroom, 2 story	377.00**
New apartments - 2 bedroom	462.00**
3 bedroom	499.00**
University-leased (Spanish Walk), student, 1 bedroom	350.00**
University-owned, faculty/staff	
1 bedroom	310.00**
2 bedroom, 1 story	367.00**
2 bedroom, 2 story	471.00**
New apartments - 2 bedroom	462.00**
3 bedroom	499.00**
University-leased (Spanish Walk), faculty/staff, 1 bedroom	410.00**
** Includes gas and electricity	

Housing Fees and Charges to Students	
Loss of key (re-key charge)	30.00
Deposit with application, Residence hall summer and fall	50.00
Cancellation without proper notification (forfeiture of deposit)	50.00
Storage fee for students not returning, one time	45.00
Improper check-out of residence halls	50.00
Application fee, Apartments	100.00
(Fee is not refundable after an apartment is offered; if apartment is accepted, the fee becomes the damage deposit)	
Pet Policy violation, per incident	25.00
Forfeiture of apartment deposit for failure to notify 30 days in advance of move out of apartment (maximum)	75.00
Cancellation fee, conferences, less than 48 hours notice	250.00
Fee for excessive key check-outs (over 5 per semester)	5.00
Apartment cleaning and damage charges	
Floors scrubbed and waxed (no carpet)	
1 bedroom	35.00
2 bedroom	50.00
Clean bathroom	15.00
Clean closet	4.00
Clean stove/oven	36.00
Clean stove vent	3.00
Clean stove hood	12.00
Clean heater vent, per vent	3.00
Clean heating vents/air ducts, each	1.50
Change lock, 1 story, two locks	48.00
Change lock, 2 story & Spanish Walk	24.00
Change door combination, after two changes per semester	6.00
Damaged keys	
Each	5.00
Spanish Walk closet key	3.00
Mailbox	5.00
Clean couch or chair	
Vacuum	3.00
Spot clean chair, additional	8.00
Spot clean couch, additional	15.00
Clean refrigerator	9.00
Replace refrigerator glass shelf	16.50
Clean blinds, each	3.00
Clean utility room	15.00
Clean cabinets	9.00
Clean walls (hourly)	8.80
Clean floor heat vents/ducts, each	1.50
Clean furniture exterior	1.50
Plunger, replacement	3.50
Vacuum carpet	5.00
Vacuum cleaner rental, per day after first day	5.00
Vacuum cleaner rental, per semester	20.00
Shampoo carpet	
1 bedroom	50.00
2 bedroom	55.00
Clean all windows	10.00
Clean window sills (hourly)	7.00
Clean exterior grounds and stairwells	10.00
Repair and/or replacement of damaged sustained by the apartment (to include but not limited to windows, walls, furniture, doors, floors and property) will be billed at actual time and material	
University phone directory	1.50
Laramie phone directory	8.95



Housing charges, other	
Rental of rooms, Washakie Center, per room	25.00
Rental, Wyoming Room	
set-up and cleaning, non-university and	
profit making, per reservation	75.00
Book locker deposit, Washakie Center	0.25
Billiard tables	
Per game, or	0.25
Per minute	0.02
Rental of dormitory rooms, per night	
Double occupancy (per occupant)	10.00
Single occupancy	15.00
Rental, Apartment Community Center,	
Per usage	25.00
Bike removal/storage charge	25.00
Food Service fees and charges to students	
Charge, loss of temporary card	5.00
Service charge, student without valid i.d. card eating at Washakie	5.00
Cancellation of off-campus meal contract	25.00
Change of meal plan	
(one free per semester - on-campus mandatory plans only)	15.00
Discount for purchase of \$20.00 or more, individual meal tickets	10.0%
Conference and guest food service rates	
Less than one day	
Breakfast	3.72
Lunch	4.78
Dinner	6.90
Conference daily rate	12.48
Food Service Charges, Other	
Knight Watkins Science Camp rental and deposit	
Deposit	400.00
Rental	
First day (due on booking and forfeited if not used)	250.00
All other days	200.00
Banquet Room Rental, per event, without food	
Crane-Hill Cafeteria (All)	300.00
Crane-Hill Cafeteria (1/2)	150.00
Washakie Cafeteria	500.00
Ross Hall	150.00
Snack Bar	50.00
Kitchen rental, per day, plus any repair	
Crane-Hill Kitchen	100.00
Washakie Kitchen	100.00
Snack Bar Kitchen	50.00
Rental of Tents	
On-campus	
40x40 tent	300.00
40x60 tent	420.00
40x80 tent	540.00
40x100 tent	660.00
Off-campus	
40x40 tent	420.00
40x60 tent	588.00
40x80 tent	756.00
40x100 tent	924.00

Wyoming Union

Classification I - UW recognized student clubs and organizations, faculty or staff work-related meetings or activities; Non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or UW department, with participants primarily students, faculty and staff)

Classification II - University departments, recognized student clubs and organizations co-sponsoring events with commercial entities; Non-profit organizations and Wyoming state agencies, not primarily involving students, faculty and staff; Regional or national student or departmental educational conferences

Classification II - Commercial off-campus groups

Union facility fees

Meetings and Conferences

Classification I

0.00

Classification II - Half day

East Ballroom

50.00

West Ballroom

50.00

Ballroom Lounge

30.00

Room 216

20.00

Room 231

15.00

Room 233

15.00

Room 235

15.00

Room 250

15.00

Room 332

15.00

Room 333

15.00

Room 334

15.00

Daytimer Area

15.00

Dining Room

50.00

Snack Bar

50.00

Club U-Dub

50.00

Classification II - Full day

East Ballroom

75.00

West Ballroom

75.00

Ballroom Lounge

45.00

Room 216

30.00

Room 231

25.00

Room 233

25.00

Room 235

25.00

Room 250

25.00

Room 332

25.00

Room 333

25.00

Room 334

25.00

Daytimer Area

25.00

Dining Room

75.00

Snack Bar

75.00

Club U-Dub

75.00

Classification III - Half day

East Ballroom

70.00

West Ballroom

70.00

Ballroom Lounge

50.00

Room 216

50.00

Room 231

40.00

Room 233

40.00

Room 235

40.00

Room 250

40.00

Room 332

40.00

Room 333

40.00

Room 334

40.00

Daytimer Area

40.00

Dining Room

70.00

Snack Bar

70.00

Club U-Dub

70.00

Classification III - Full day	
East Ballroom	100.00
West Ballroom	100.00
Ballroom Lounge	75.00
Room 216	75.00
Room 231	60.00
Room 233	60.00
Room 235	60.00
Room 250	60.00
Room 332	60.00
Room 333	60.00
Room 334	60.00
Daytimer Area	60.00
Dining Room	100.00
Snack Bar	100.00
Club U-Dub	100.00
Solicitation Tables	
Classification I	0.00
Classification II - fixed charge or	25.00
percent of sales, whichever is greater	15.0%
Classification III - fixed charge, or	50.00
percent of sales, whichever is greater	15.0%
Special Set-Up Costs	
Tables, per table	2.00
Chairs, per 100	25.00
P.A. system	10.00
Risers, per 4'x8' section	10.00
Oak dance floor, 3'x3' sections	25.00
Video Projection Unit	
Student Organizations	
One-half day	10.00
One day	20.00
All other groups	
One-half day	20.00
One day	40.00
Union Media Shoppe	
Banners	
Outdoor banner, 4'x8' plywood, per banner	50.00
Vinyl banner 2'x6', per banner	70.00
Indoor paper banner, per banner	
Size range: 6-10 feet	25.00
Instant poster (23 1/2 x 33 inch), per poster	5.00
5-10 posters, per poster	4.00
10 or more posters, per poster	3.00
Union or ASUW Activities, per poster	3.00
Bookstore, per poster	3.50
Buttons: 0-99, each	1.50
100 or more, each	1.00
Nameplates	5.00
Display Cases	
Design and preparation	supply cost plus fee of 25.00
Hourly labor charge	6.00
The charge listed for each service is inclusive of labor for standard design and production. Labor charges are assessed for special projects or for design and production work beyond the standard amount.	
Recreation Center	
Bowling, per line	1.45
Billiards, per hour per table	2.50
Table Tennis, per hour per table	1.00
Shoe rental, pair	0.50

Union Locker Charge	
Recreation Center Locker	
Semester	5.00
Year	8.00
Key deposit (student, faculty, staff)	1.00
Public Lockers	
Top two rows, per semester	8.00
(\$5 refundable upon key return)	
Bottom three rows, daily use only	
Use	0.00
Overtime use fee	5.00
Lost key charge	5.00
Parking and Vending Services	
Refrigerator and microfridge and Bicycle Locker Rentals	
Deposit for refrigerator	10.00
Refrigerator rentals	
One month	5.00
Summer session	9.00
One academic year semester	15.00
Two academic year semesters	30.00
One calendar year	45.00
Microfridge	
Deposit, refundable	25.00
Rental	
Summer session	50.00
One academic year semester	75.00
Two academic year semesters	140.00
One calendar year	190.00
Bicycle locker rentals	
Deposit for bicycle locker	5.00
One month	5.00
Summer session	10.00
One academic year semester	25.00
Two academic year semesters	50.00
One calendar year	60.00
Laundry Facilities	
Washing machines	0.75
Dryers	0.50
Fleet Operations	
Buses	
Shuttle bus	
Single ride	0.40
Monthly pass	12.00
Semester pass	44.00
Two semester pass	75.00
Charter, Shuttle Bus	
Per hour, and	15.00
Per mile	1.50
Minimum charge	25.00
Charter, Tour Bus	
Per day, one day min., plus meals/lodging	400.00
plus per mile charge of	1.00
Per hour over 10 hours, per day	18.00
2nd driver, per day, plus meals and lodging	100.00
Cancellation charge, if less than 48 hours notice	100.00

Identification Card Charges	
Initial Card	
Students, faculty/staff	0.00
Dependents, spouses or employees of cooperating agencies, each	5.00
Replacement cards	
Lost/stolen	20.00
Deterioration	5.00
Dependent	5.00
Picture, at student's request	20.00
Return of lost card	
Handling fee	5.00
Loss of temporary card	10.00
Campus service card, no picture	5.00
Rental, ID equipment for access control	
Per use, 50% refundable upon return of equipment	100.00
University Licensing	
Mailing Lists	
In-state inquiries	31.00
Out-of-state inquiries	62.00
Administrative fee, manufacturer	50.00
Parking	
Parking Permits, On-Campus	
Faculty/Staff, per year	25.00
Replacement, lost or stolen permit	25.00
Students, per year	10.00
Replacement, lost or stolen permit	10.00
Special Event Parking	
Basketball and Football (S Lot)	50.00
Per athletic event, per passenger vehicle	2.00
Per recreation vehicle	3.00
Per recreation vehicle overnight	5.00
Fines, Violation of University Parking Regulations	
Visitor's Permit	0.00
False information in any application or misuse of parking permit	30.00
Failure to register vehicle, failure to display permit properly, or to keep permit attached	15.00
Failure to report change of status or change of address	15.00
Parking in area not covered by permit held	10.00
Motorcycle on main campus	10.00
Improper parking	10.00
Overtime, 30 minute zone	10.00
Handicapped violation	30.00
Yellow/Fire zone	30.00
Telecommunications	
Students in Residence Hall/Apartment	
Data Line Connection, per semester	40.00
Collect call acceptance charge	5.00



#### IV. PROGRAM AND SPECIAL COURSE FEES

International Student Services	
International/Exchange Program Application Fee	150.00
National Student Exchange Program	
Application fee	100.00
College Fees (assessed for each credit hour of enrollment, up to 12 hours)	
Agriculture majors	2.05
Arts & Sciences majors	1.85
Business majors	0.85
Education majors	0.95
Engineering majors	1.85
Health Sciences majors	1.45
Undeclared majors	1.65
Fees, Lab and Equipment Maintenance, Per Semester	
College of Education, Per College Major	25.00
College of Engineering, Per College Major	50.00
College of Agriculture	
Molecular Biology	
Fee, 4350 Field Applications	
Minimum	175.00
Maximum	225.00
College of Arts and Sciences	
Internship Program sponsored by the Washington Center	200.00
Anthropology	
Fee, 4140 Field Work in Wyoming Archaeology	350.00
Geology and Geophysics	
Fee, 4717 Summer Field Course	1,000.00
History	
Fee, 4660 Topics (estimate)	500.00
(fee variable, dependant upon actual costs)	
Music	
Applied Music Fees with Faculty Member	
One lesson per week	
Per semester, academic year	100.00
Summer session	60.00
Two lessons per week	
Per semester, academic year	200.00
Summer session	120.00
Fee, 4510 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4520 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4530 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4540 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4550 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4560 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00

Practice Rooms	
One hour daily, per semester	2.50
Two hours daily, per semester	5.00
Organ Practice	
One hour daily, per semester	5.00
Two hours daily, per semester	7.00
College of Education	
Student Teaching, applicable once as an undergraduate and once as a graduate	125.00
Service fee, out-of-state students enrolled in non-Wyoming institutions student teaching in Wyoming and supervised by UW	700.00
Service fee, UW students requesting out-of-state student teaching placements	100.00
Testing fee, California Achievement Test, teachers and outside applicants not enrolled at UW or Wyoming community colleges seeking teacher certification in states other than Wyoming	30.00
Charge per sub-test, repeat of sub-test	6.00
Wyoming Institute for the Development of Teaching	
Wyoming Whole Language Conference Registration	80.00
Education Placement Fee	
File activation	20.00
Activation fee, non-UW graduates, per placement year	50.00
Subsequent activation fee, per placement year	20.00
Credential processing	3.00
Credential development, non-UW graduate	25.00
Teacher placement	10.00
Vacancy notices	6.60
Career Services	
List, certified Education Placement clients	
Subscriptions, on-line real-time access, computer list	
In-state school districts	100.00
Out-of-state school districts	200.00
School of Extended Studies	
Summer Tour, London, England, per student (in lieu of tuition)	150.00
Audio Teleconferencing fees	
Academic/Instructional	
Per port/per hour (Meet Me)	7.50
Per port/per hour (Meet Me) non-regular hours	7.50
Per port/per hour (Dial-up)	7.50
Per port/per hour (Dial-up) non-regular hours	7.50
Non-instructional/educational groups	
Per port/per hour (Meet Me)	10.00
Per port/per hour (Dial-up)	10.00
Governmental Agencies	
Per port/per hour (Meet Me)	10.00
Per port/per hour (Dial-up)	10.00
Commercial/private sector	
Per port/per hour (Meet Me)	15.00
Per port/per hour (Dial-up)	10.00
Compressed Video Fees	
Academic/Instructional	
Per Site/Per Hour	10.00
Non-instructional/Educational Groups	
Per Site/Per Hour	10.00
Governmental Agencies	
Per Site/Per Hour	10.00
Commercial/Private Sector	
Per Site/Per Hour	10.00
Instructional Design Services	100.00
Use of Computer Laboratories in Public Schools, per student	10.00

College of Health Sciences	
Medical Technology Program	
Personal protective equipment, per semester	25.00
School of Nursing	
Fee, 4870 Transition Practicum (3 hrs)	30.00
Fee, 4870 Transition Practicum (8 hrs)	80.00
Fee, 5300 Clinical Practice: Rural Health (3 hrs)	30.00
Fee, 5300 Clinical Practice: Rural Health (7 hrs)	70.00
Uniforms	75.00
Travel fee (Cheyenne)	150.00
Hepatitis B Vaccination	direct cost
School of Pharmacy	
Fee, 4420 Clinical Anatomy	120.00
Fee, 4870 Pharmacy Externship	80.00
Fee, 4890 Pharmacy Clerkship	80.00
School of Physical and Health Education	
Fee, 1258 Beginning Skiing	75.00
Six (6) Classes	80.00
Seven (7) Classes	85.00
Fee, 1284 Beginning Horsemanship	90.00
Fee, 2058 Intermediate Skiing	75.00
Six (6) Classes	80.00
Seven (7) Classes	85.00
Fitness/Exercise Program	
Students, seven week session	15.00
Faculty/Staff, seven week session	30.00
Computer diet analysis, per analysis	15.00
Adult Fitness, physician referred, per month	35.00
Adult Fitness, per month	20.00
Swim Program	
UW student/employee, per session	25.00
Non-UW individuals, per session	30.00
Cholesterol test, per test	5.00
Cholesterol, triglyceride & glucose, per test	10.00
Computer diet analysis, per analysis	15.00
Weight loss class, per session	35.00
Motor Development Program (PEPR 3012)	
Pre-school age children, per child	25.00
Cooperative A.S./B.S. Program in Dental Hygiene	
Program Fee, assessed students in clinical component of the program, collected in 2nd, 3rd and 4th years, per semester	100.00
Social Work	
Fee, 4990 Social Work Practicum, per credit hour	10.00
Speech Pathology/Audiology	
The following fees are assessed for each credit hour. Enrollment in these courses will range from one to twelve hours, with the fee varying accordingly.	
Fee, 5270 Public School Practicum	10.00
Fee, 5290 Off-Campus Clinical Practicum	10.00
Fee, 5350 Hearing Resource Practicum	10.00

Office of Correspondence Study	
Handling Charge, Per Registration, Per Course	15.00
Rentals	
Textbooks, half year	10.00
Deposits	
Textbooks	
High school courses	30.00
Video tapes	20-110.00
Audio tapes	10-30.00
Video/audio tape package	20-60.00
Kits	10-30.00
Slides	10.00
Changes in Registration	
Transfer to another course	10.00
Extension of completion date	10.00
Sales of Course Syllabi	
College	10.00
High school and non-credit	7.00

# V. MISCELLANEOUS FEES, CHARGES AND DEPOSITS

University Photo Service	
Charges to students and University personnel are on the same basis as to University departments	
Wyoming Career Information Service	
Computerized package	
Community Colleges (no additional long distance telephone charges)	950.00
Other (long distance telephone charges are additional)	575.00
Micro-Quest package	575.00
Information books only	275.00
Additional materials	
Diskette	25.00
Set of information books	75.00
Implementation book	25.00
User's handbook	0.40
American Heritage Center duplicating services	
Photocopies	
Self service (8x10 or 11x14), per page	0.10
Copies by AHC staff (8x10 or 11x14), per page	0.30
Copies by AHC staff (11x17), per page	0.35
Color Slides and Transparencies	
35mm (2x2 mounted)	2.50
35mm - rush order	3.75
Transparency (4x5 unmounted)	40.00
Black and white photographic prints	
4 x 5 print	5.50
5 x 7 print	6.50
8 x 10 print	8.50
11 x 14 print	13.00
16 x 20 print	20.00
20 x 24 print	37.00
Additional per photograph if a new negative must be produced	6.00
Additional per photograph for sepia tone	2.00
Cassette tapes	
Duplicating a 60 minute tape	5.25
Duplicating a 90 minute tape	6.00
Mailing costs	
Photographs	
1-7	5.00
8-25	6.00
Over 25	actual cost
Plus handling fee	3.00
Cassette tapes	
1-5	5.00
6-10	6.00
Over 10	actual cost
Plus handling fee	3.00
Photocopies	
1-50	5.00
51-100	6.00
Over 100, additional per 100	1.00



Commercial use fee

Books

Scholarly and non-profit publishers	0.00
1-5,000 copies, per image	25.00
5,001-10,000 copies, per image	50.00
10,001-25,000 copies, per image	100.00
Over 25,000 copies, per image	250.00

Magazines and Periodicals

Scholarly and non-profit publishers	0.00
Under 50,000 circulation, per image	50.00
50,000-100,000 circulation, per image	100.00
Over 100,000 circulation, per image	250.00

Miscellaneous commercial use

Commercial display, per image (office, store, etc.)	250.00
Book jacket, per image	250.00
Motion picture, radio or television, per image	250.00
Advertising use, per image	250.00

Commercial use sliding scale - multiple images

\$25 per image	
1-5 images, per image	25.00
6-15 images, per image	20.00
16-25 images, per image	17.50
26-35 images, per image	15.00
Over 35 images, per image	12.50
\$50 per image	
1-5 images, per image	50.00
6-15 images, per image	40.00
16-25 images, per image	35.00
26-35 images, per image	30.00
Over 35 images, per image	25.00
\$100 per image	
1-5 images, per image	100.00
6-15 images, per image	80.00
16-25 images, per image	70.00
26-35 images, per image	60.00
Over 35 images, per image	50.00
\$250 per image	
1-5 images, per image	250.00
6-15 images, per image	200.00
16-25 images, per image	175.00
26-35 images, per image	150.00
Over 35 images, per image	125.00

Anaconda Geological Document Collection

Non-member inquiry, computer search

based on computer time, with a minimum fee of 10.00

Organizational patron

Annual fee	8,500.00
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Reproduction

Documents, first 200 pages, per page	1.00
Next 300 pages, per page over 200	3.00
Over 500 pages, per page over 500	5.00
Maps, first 200 square feet, per square foot	2.00
Next 300 square feet, per sq. foot over 200	4.00
Over 500 square feet, per sq. foot over 500	6.00

Individual patron

Annual fee	1,800.00
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Reproduction

Documents, 100 pages, maximum, per page	1.00
Maps, 100 square feet, maximum, per square foot	2.00

Commercial member	
Annual fee	500.00
Archive access, per hour	5.00
Reproduction	
Documents, 25 pages, maximum, per page	1.00
Maps, 25 square feet, maximum, per square foot	2.00
Associate member	
Annual fee	15.00
Archive access, per day	15.00
State and Federal government agency member	
Annual fee	500.00
Archive access, first 50 hours	0.00
Additional hours, per hour over 50	5.00
Reproduction	
Documents, 50 pages, maximum, per page	1.00
Maps, 50 square feet, maximum, per square foot	2.00
Additional membership, regional offices	
Annual fee	250.00
Archive access, first 50 hours	0.00
Additional hours, per hour over 50	5.00
Reproduction	
Documents, 25 pages, maximum, per page	1.00
Maps, 25 square feet, maximum, per square foot	2.00
Computer Search	
Per search, per minute	1.00
Located file, per locate	0.10
Art Museum Facility Rental	
Category I - University-related and non-profit or arts-related organizations and groups	
Large galleries (1,900 sq. ft.) - half day	50.00
Full day	75.00
Small galleries (800 sq. ft.) - half day	25.00
Full day	35.00
Multi-purpose room - half day	25.00
Full day	35.00
Full gallery receptions with exhibits undisturbed	100.00
Full gallery receptions/dinners with exhibits modified to accommodate the event	300.00
Category II - For-profit organizations or groups	
Large galleries (1,900 sq. ft.) - half day	75.00
Full day	100.00
Small galleries (800 sq. ft.) - half day	35.00
Full day	50.00
Multi-purpose room - half day	35.00
Full day	50.00
Full gallery receptions with exhibits undisturbed	250.00
Full gallery receptions/dinners with exhibits modified to accommodate the event	500.00
Category III - Non-University fundraising/revenue producing events	
Large galleries (1,900 sq. ft.)	200.00
Small galleries (800 sq. ft.)	100.00
Multi-purpose room	100.00
Full gallery receptions with exhibits undisturbed	500.00
Full gallery receptions/dinners with exhibits modified to accommodate the event	1,000.00

# Jacoby Golf Course

## Green Fees:

### General Public:

9 holes	9.50
18 holes	13.50

### Juniors (18 years old and younger):

9 holes	6.50
18 holes	9.00

### UW students:

9 Holes	6.50
18 Holes	9.00

## Memberships:

Adult Single	235.00
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Add Spouse	140.00
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Add Junior	95.00
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Family maximum (immediate family)	565.00
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Single Junior	130.00
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Locker rentals, per year	30.00
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# Wyoming State Veterinary Laboratory

## Basic Services

### Accession fee

Minimum	6.00
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Maximum-Includes Accession Fee, Necropsy, Histopathology, Bacteriology, Virology, Electron Microscopy, Serology, Parasitology and Mycology on 1 animal tissue from 1 animal (does not include Toxicology or referred tests)	40.00
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Each additional animal or tissues from 1 animal submitted as part of same case and at same time as animal #1. (Does not include Toxicology.)	25.00
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## Referral Fee

For those tests not run by WSVL	6.00
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No Referral Fee for those tests offered by WSVL but referred because of unforeseen difficulties	
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No Referral Fee for specimens delivered to Wyoming State Chemical Lab	
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## Pathology

Necropsy (includes disposal)	20.00
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(see maximum fee for Necropsies with associated tests)	
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### Histopathology

1 - 3 tissues	14.00
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4 - 6 tissues	18.00
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More than 6 tissues	22.00
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Extra slides (per slide)	2.00
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Cytology (per slide)	8.00
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Immunocytochemistry, per antigen	4.00
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### Electron Microscopy

E.M. scan for viruses, per fecal or tissue	15.00
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### Cremations (disposal only: no ashes returned)

Small animals	6.00
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Large animals, per nearest 100 lbs.	4.00
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## Bacteriology

Aerobic	6.00
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Anaerobic	8.00
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Mycoplasma Culture	6.00
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K99 E. Coli Elisa	2.00
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Antibiotic Sensitivity	4.00
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FA exam	10.00
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Clark's Media for Campylobacter (incl. culture)	6.00
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Animal Inoculation for Toxins	20.00
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## Mycology

Culture (includes special stains)	8.00
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Serology battery for Systemic Mycoses/Nocardia	8.00
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Parasitology	
Fecal Flotation	4.00
I.D. Of Parasite	2.00
Trichomoniasis culture	4.00
Special stain for Cryptosporidia	4.00
Heartworm (ELISA for antigen)	5.00
Giardia (ELISA)	10.00
Other (ID for parasites, occult blood, fecal Trypsin, Fecal Lipase, etc.)	2.00
Clinical Pathology	
Serum chemistries	
Profiles Not Routinely Offered	
Individual chemistries, each	2.00
Hematology (CBC + differential)	4.00
Urinalysis	4.00
Virology (per sample)	2.00
FA tests exam (each)	10.00
Virus isolation	10.00
Chlamydia Isolation	15.00
Electron microscopy	2.00
Special stain	
Serology (per sample)	
Test kits	
Fip, FeLeuk, BoLeuk, B.Canis, Eq.Preg., Rotavirus, Heartworms, Toxoplasmosis, etc.	5.00
EIA (Coggins Acid Test, in-state)	5.00
EIA (Coggins Acid Test, out-of-state)	8.00
EIA (Elisa Test, in-state)	8.00
EIA (Elisa Test, out-of-state)	10.00
SN tests for viral antibody (PI3, IBR, BVD, BRSV, EQ.Rhinopneum)*	4.00
Haemophilus Somnus*	4.00
Leptospirosis (5 Serovars)*	5.00
Anaplasmosis (CF)	2.00
Bluetongue (AGID)	4.00
Bovine Leukosis (AGID)	5.00
Brucella abortus	0.00
Canine RF (Latex Agglutination)	12.00
Canine Distemper (SN)	4.00
Canine Coombs	8.00
Lyme (ELISA; dogs only)	12.00
Progesterone (pregnancy; most species)	5.00
Pseudorabies (latex agglutination)	2.00
Necropsy (Without Additional Tests)	10.00
Hematology (CBC)	2.00
Toxoplasmosis (latex agglutination)	6.00
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* No charge for 2nd sample if acute and convalescent sample mailed together	
Toxicology	15.00
4-Aminopyridine	20.00
Aflatoxin	30.00
Alkaloid (screen)	R
Aluminum	30.00
Anticoagulants	R
Arsenic	R
Barium	R
Cadmium	R
Calcium	30.00
Carbamate (screen)	R
Chloride	30.00
Chlorinated hydrocarbons	10.00
Cholinesterase (brain)	5.00
Cholinesterase (blood)	R
Chromium	

Cobalt	R
Copper	R
Cyamide	15.00
Dicoumarol	15.00
Ethylene Glycol (GC/MS)	20.00
Fluoride	R
Herbicides - call for availability	
ICP (screen for metals except SE, AS, HG)	R
Ionophores	20.00
Iron	R
Lead	R
Magnesium	R
Mercury	R
Molybdenum	R
Mycotoxins (screens)	30.00
Na Monofluoroacetate	R
Nickel	R
Nicotine	15.00
Nitrate (aqueous humor, semiquant)	5.00
Nitrate (any sample, quantitative)	20.00
Organophosphates (screen)	30.00
Paraquat	30.00
Petroleum Hydrocarbons	30.00
Phosphorous	R
Potassium	10.00
Pyrethroids (limited screen)	30.00
Reinsch (screen for inorganic As, Hg)	10.00
Selenium	15.00
Stone analysis	R
Strychnine (also included in alkaloid screen)	15.00
Sulfate	R
Thallium	R
Tin	R
Urea	R
Vanadium	R
Vitamin A & E (serum)	R
Vitamin A (all other samples)	20.00
Vitamin E (all other samples)	20.00
Zinc	R
<u>Zinc Phosphide</u>	<u>20.00</u>
<hr/> R = referred to out-of-state lab <hr/>	
Public Health Service	
e.g. Rabies, Plague, etc.	0.00
Screens	
Scours	15.00
Abortion	25.00
Includes Necropsy of fetus, Histophthology, Bacteriology, Virology,	
and Serology on dam, but <u>does not include Toxicology.</u>	40.00
Each additional, as one case	15.00
Each additional animal or tissues submitted as part of same case and	
at same time as animal #1 (same owner); <u>does not include</u>	
<u>Toxicology</u>	20.00
Diarrhea	20.00
Plant, Soil and Insect Sciences	
Certification fees	
Wyoming Crop Improvement Assoc.	
Annual dues and	10.00
Assessment per acre	0.25
Wyoming Seed Certification Annual	
Application fee, each variety	10.00
Late application fee	25.00



Field inspection fees	
Minimum, each variety	10.00
Grasses, large-seeded (small grains), per acre	3.00
Grasses, small-seeded, per acre	3.00
Legumes, large-seeded (beans), per acre	3.00
Legumes, small-seeded, per acre	3.00
Potatoes, per acre	4.00
Potato Latent "Virus X" (WCIA Fee), per acre	2.00
New seeding of perennials (annual application fee of \$10.00)	0.00
Potato bin inspection fee, same owner	
First sample	30.00
Each additional sample per inspection trip	15.00
Tag fees	
Blue tag for all crops (.01 to WCIA), per tag	0.10
Potato "Virus X" tested tags (.02 to WCIA), per tag	0.10
Sealed in the Dirt Tags, per tag	0.05
Metal Seals, per tag	0.05
Bulk certification for all crops based on application for bulk sales certificate (.01 to WCIA), per cwt.	0.05
Soil Testing	
Standard soil tests for fertility:	
Standard fertility	12.00
AB-DTPA K	3.50
AB-DTPA Fe	3.50
AB-DTPA Zn	3.50
Nitrate on subsoil	3.50
Special soil tests:	
Nitrate only	3.50
Organic matter only - PSIS depts.	4.00
Other depts.	8.00
Available phosphate only - PSIS depts.	4.00
Other depts.	8.00
AB-DTPA Mn, Cu, Pb, Cd, Ni, Mo, or B by ICP - PSIS depts.	4.50
Other depts.	9.50
AB-DTPA Se or As by Hydride - PSIS depts.	8.50
Other depts.	17.50
S or B by saturation extract - PSIS depts.	5.50
Other depts.	11.50
B by hot water - PSIS depts.	11.75
Other depts.	24.00
Soluble cations (Mg, Ca, Na, K) - PSIS depts.	14.00
Other depts.	30.00
Extractable cations (Mg, Ca, Na, K) - PSIS depts.	20.00
Other depts.	42.00
CEC Standard (ammon. acet.-Na acet.) - PSIS depts.	12.50
Other depts.	25.50
CEC (Rhoades method) - PSIS depts.	21.00
Other depts.	42.50
Total N - PSIS depts.	7.50
Other depts.	15.00
Gypsum - PSIS depts.	7.50
Other depts.	16.00
S by MgNO <sub>3</sub> digest - PSIS depts.	10.50
Other depts.	21.50
P by MgNO <sub>3</sub> digest - PSIS depts.	10.50
Other depts.	21.50
KCI extractable NH <sub>4</sub> N - PSIS depts.	7.50
Other depts.	15.00
KCI extractable NO <sub>3</sub> N+NO <sub>2</sub> N - PSIS depts.	7.50
Other depts.	15.00

Mechanical analysis - Pipette - PSIS depts.	25.00
Other depts.	50.00
Bulk density	10.00
Other depts.	20.00
Calcium Carbonate equivalent - PSIS depts.	5.00
Other depts.	10.00
Coarse fragments - PSIS depts.	5.00
Other depts.	10.00
Pressure plate analysis - 15 Bar - PSIS depts.	12.00
Other depts.	24.00
Any lower Bar - PSIS depts.	8.00
Other depts.	16.00
If fewer than 4 samples per plate - PSIS depts.	25.00
Other depts.	50.00
Gypsum requirement - PSIS depts.	11.00
Other depts.	23.00
Plant Tissue:	
Tissue grinding (up to 50g.) - PSIS depts.	4.00
Other depts.	8.00
Nitric Acid digest - PSIS depts.	4.00
Other depts.	8.00
HF-Nitric Acid digest - PSIS depts.	6.00
Other depts.	12.00
MgNO3 digest - PSIS depts.	6.00
Other depts.	12.00
Dry Ash - PSIS depts.	4.00
Other depts.	8.00
Elemental analysis of digest or Ash/per element by ICP - PSIS depts.	3.00
Other depts.	6.50
Elemental analysis S, Hg, As, Se by ICP - PSIS depts.	3.50
Other depts.	7.50
Total N - PSIS depts.	7.50
Other depts.	15.00
Plant problem diagnosis, per sample	10.00
Turf problem diagnosis, per sample	15.00
Weed identification, per specimen	5.00
Plant mounts, per plant or seed mount	0.75
Forage tests, per entry per location	200.00
Corn tests, per entry per location	
Wyoming seed dealers	30.00
Non-Wyoming seed dealers	50.00
Variety testing, sugar beets	
Per variety, selected location	726.00
Per variety, each additional location	363.00
Solution Analysis	
Water dilute extracted solution by ICP - PSIS depts.	3.00
Other depts.	6.50
S, Hg, As, Se by ICP - PSIS depts.	3.50
Other depts.	7.50
NO3N-NO2N - PSIS depts.	4.00
Other depts.	8.00
Ammonia wet chemistry - PSIS depts.	4.00
Other depts.	8.00
PO4P - PSIS depts.	4.00
Other depts.	8.00
Insect Identification	
Identification and management options, per specimen	10.00
Identification and management options, insects that feed on humans that are of medical importance, per specimen	30.00

Wool Evaluation Fees, Animal Science	
Clean Wool Determination	
In-state, per fleece	15.00
Out-of-state, per fleece	20.00
Diameter Determination	
Air Flow (Port-Ar), per sample	2.50
Microprojection, per sample	5.00
Information cores of bag lots	
Machine use	1.00
Yield	5.00
Diameter (by microprojection of 200 fibers)	3.00
Purebred flocks raised in Wyoming, "on farm performance testing program,"	
fleece evaluation	
Clean wool determination, per fleece	10.00
Diameter determination	
Air-flow	2.50
Microprojection	5.00
Processing charges	
Scour, per grease pound	0.50
Scoured wool, per pound	3.00
Card Sliver, per pound	3.50
Grease wool, per pound	1.50
Civil Engineering	
Soils Laboratory and Rock Mechanics Laboratory	
Atterberg Limit test equipment, per day	10.00
Sieve Analysis equipment, per day	15.00
Soils Direct Shear test equipment, per day	20.00
Proctor test equipment, per day	15.00
Inplace Density test equipment, per day	10.00
CBR test equipment (test run by user), per test	70.00
Soil Resistivity test equipment, per day	20.00
Structural Test Facility and Wet Room	
MTS test equipment,	
Per hour	250.00
Per day	1,250.00
Instron test equipment,	
Per hour	150.00
Per day	750.00
Tinius Olson test equipment,	
Per hour	100.00
Per day	500.00
Surveying Laboratory and Surveying Equipment	
Electronic Distant Meter w/2 tripods and prism	25.00
Theodolite 1" with tripod	30.00
Theodolite 10" with tripod	15.00
Transit Vernier with tripod	10.00
Level, automatic with tripod	8.00
Level rod	1.00
100' steel tape	1.00
Home Child Care Provider Program	
Registration fee (non-refundable), per child	20.00
Per child, per hour, maximum	1.05
Per child, per hour, special care, maximum	1.50
(a sliding fee scale based on income at the time of enrollment will be used to determine rate charged)	
Child Care Center	
Registration fee (non refundable), per child	25.00
Per child, per day	14.00
Per child, per half day	7.75

Child Development Center	
Per child, full day care, per semester	150.00
Per child, half day care, per semester	75.00
Wyoming Center for Teaching and Learning	
Elementary Milk and Juice Program	
Grades N-K, juice, per semester	6.00
Grades 1-4, milk, per semester	7.00
Facilities Fees, School of Physical and Health Education	
Facility access, part-time student, student spouse, per semester	15.00
Facility access plus locker, part-time student, student spouse, per semester	20.00
Facility access for UW employees and spouses	
Per semester	15.00
Annual fee (payable in Aug. and Sept. only)	30.00
Facility access plus locker, for UW employees and spouses	
Per semester	20.00
Annual fee (payable in Aug. and Sept. only)	40.00
Towel plus laundry service, per towel	5.00
Intramural participation fee (part-time students, employees and spouses who have not purchased facility access)	5.00
Adult Education, non-credit classes, per student	2.00
Adult Education, Summer Conference conferees,	
Per person up to four weeks, paid by conferee	5.00
Per person over four weeks, paid by conferee	10.00
Summer Athletic camp participants, per person per week	5.00
Administrative fee, clearing locker	10.00
Guest passes (purchased with UW Campus Express Card), per day	2.00
7-Day punch pass	10.00
Facility rental fees (outside groups, exclusive use)	
Half Acre	
Pool	
Per hour	16.00
Per day	80.00
Per week	300.00
Main Gym, per court, per hour	10.00
Exercise Room, per hour	10.00
Infield, per court, per hour	10.00
Weight Room, per hour	15.00
Racquetball Courts, per court, per hour	10.00
Corbett Building	
Pool	
Big Pool, per hour	20.00
Diving Well, per hour	10.00
Tennis Complex, per court, per hour	10.00
Equipment rental fees	
Racquetball racquet, per semester	5.00
Fees for Lost Items	
Campus Express Facility Access Pass	5.00
Lock	6.00
Basketball	30.00
Volleyball	25.00
Racquetball racquet	25.00
Tennis racquet	50.00
Weight training belt	25.00

Service Fees, Energy Research Laboratory	
Exercise Stress Test	160.00
Hydrostatic Weighing	25.00
Aerobic Capacity Determination	50.00
Forced Expiratory Volume in 1 second	25.00
Exercise Prescription	20.00
Cholesterol test, per test	5.00
Cholesterol, triglyceride, glucose, per test	10.00
Computer diet analysis, per analysis	15.00
Weight loss program	35.00
Speech Pathology and Audiology	
Diagnostic Evaluations	
Speech-Language	
Articulation evaluation	50.00
Dysphagia evaluation	60.00
Fluency evaluation	50.00
Language evaluation	50.00
Phonological evaluation	50.00
Re-evaluation	30.00
Speech/Language Screening	15.00
Voice evaluation	50.00
Audiology	
Auditory Assessment with personal aid	60.00
Auditory brainstem (ABR)	100.00
Basic audiometric evaluation	40.00
Central auditory process	60.00
Ear impression	5.00
Hearing aid evaluation	
HAE	60.00
HAO	50.00
Hearing aid analysis	20.00
Industrial audiogram	12.00
Screening	12.00
Special tests	20.00
Therapy Services	
Speech and Language	
Individual, per hour	20.00
Group, per hour, each	12.00
Speech and Language Remediation	
Charges determined on sliding scale based on income for 30, 45 and 60 minutes time periods	

#### School of Human Medicine

##### Fees, Charges and Deposits (methodology)

The Family Practice Centers maintain a formal fee schedule for physician services based on a relative value scale. A relative value guide correlates the difficulty of performing a certain procedure and the time it takes and then assigns a unit value to the procedure. There are over 7,000 procedures listed in the Relative Value Scale and each procedure has a unique code associated with it as well as a unit value. The fee to be charged for the procedure is obtained by multiplying the unit value by a conversion factor. The conversion factor used at the Family Practice Centers is updated once a year by reviewing the charges of other family practice physicians in the community. The average conversion factor for the family physicians is calculated and the fees are adjusted to correspond with the median office fees in the community. In the past, the current economic condition of the community and the impact of raising fees would have on the indigent and lower income patients have been taken into consideration.



School of Nursing, Nursing Center

Clinic Services

History, physical exam, developmental screening, maximum	35.00
Dipstick urinalysis	3.00
Hematocrit	2.00
TB skin test	4.00
Pap smear	11.00
Rubella, Rubeola screen	direct cost plus fee of 5.00
Wet prep	4.00
Screening, school-aged children (vision/Scoliosis)	
One-half day	65.00
One day	125.00
Parenting classes (7 - 2 hour sessions), per series	80.00
Early periodic screening/development testing (EPSDT) (Medicaid-eligible children - sliding fee scale) as listed under clinic services	
Education/Consultation	
Groups (7 contact hours), per person	50.00
Individual, per day	125.00

Division of Extended Credit Programs - Television

(Overtime hours incurred performing any service will be paid by the initiating agency.)

Television Production

Research/Institutional

Production, per hour (full studio with engr.)	155.00
Production (single camera studio)	100.00
Remote Unit (one camera)	65.00
Pre-production (2-person crew)	30.00
Editing, per hour	40.00
Dubbing, per hour, plus tape cost	20.00
Planning, per hour	15.00
Administration, per hour	15.00
AMIGA graphics computer animation, per hour	30.00

Commercial

Production, per hour (full studio w/engr.)	260.00
Production (single camera studio)	130.00
Remote Unit (one camera)	70.00
Pre-production (3-person crew)	75.00
Editing, per hour	70.00
Dubbing, per hour, plus tape cost	25.00
Planning, per hour	35.00
Administration, per hour	15.00
AMIGA graphics computer animation, per hour	40.00

Television Library, stock footage

Commercial, Institutional

Search fee, per hour	30.00
Dub fee, per hour, plus tape	35.00
Minimum fee, per request	50.00

Television Satellite Reception

Reception, per hour

Research/Institutional	30.00
Commercial	40.00

Campus cable distribution

Research/Institutional

8:00 a.m.-5:00 p.m.	30.00
After hours, per hour	45.00

Commercial

8:00 a.m.-5:00 p.m.	40.00
After hours, per hour	60.00

Radio Production and Recording	
Production room self-use, per hour	
Research/Institutional (minimum of 1 hour)	6.00
Commercial	12.00
Production room plus technical, per hour	
Research/Institutional	12.00
Commercial	18.00
Dubbing charges	
Instructional	
Cassettes, each, plus tape cost	0.50
Reel-to-reel	0.50
Service charge, per hour	4.00
Research/Institutional	
Cassettes, each, plus tape cost	0.50
Reel-to-reel	0.50
Service charge, per hour	4.00
Commercial	
Cassettes, each, plus tape cost	0.75
Reel-to-reel	0.50
Service charge, per hour	4.00
Environmental Health and Safety Office	
Film Badge Exchange, late return	
First late badge, calendar year	0.00
Second late badge, calendar year	6.00
Third late badge, calendar year	10.00
Wyoming Water Research Center	
Publications:	
In stock	
Out-of-print, per page	0.00
Water Resources Data System	0.10
Data retrieval and analysis will be provided on a cost recovery basis	
University of Wyoming-National Park Service	
Research Center	
Living facilities, restricted to investigators whose research is based at the Research Center, and to their associates, assistants and immediate families.	
Less than 1 week (1-2 people per unit), per day	15.00
1 week but less than 4 weeks (1-2 people per unit), per day	13.00
Longer than 4 weeks (1-2 people per unit), per day	11.00
Additional occupancy over 2 people, per person, per day	3.00
Unit Cleaning and Repair Fee	25.00
Boat use fee (research purposes only)	
Canoe, rowboat, rubber raft, per day	10-20.00*
Outboard motor boat (less than 20 HP), per day	10-20.00*
Monarch (19 foot research boat), per hour	25-40.00*
Facility use fees	
Meeting rooms	
One to three rooms	
University	0.00
Others	20-125.00**
* Depends on amount of special research equipment required.	
** Depends on room size, University affiliation, educational, research or governmental unit.	

Department of Intercollegiate Athletics,  
Facilities use fees

Fieldhouse		
University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)		direct costs
Non-University		
Non-profit organization		
No admission, per day	direct costs plus fee of 330.00	
Admission charged, per day	direct costs plus fee of 550.00	
Commercial		
No admission, per day	direct costs plus fee of 550.00	
Admission charged, per day	direct costs plus fee of 825.00	
Practice Gymnasium		
University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)		direct costs
Non-University		
Non-profit organization		
No admission, per day	direct costs plus fee of 100.00	
Admission charged, per day	direct costs plus fee of 150.00	
Commercial		
No admission, per day	direct costs plus fee of 150.00	
Admission charged, per day	direct costs plus fee of 200.00	
Football Stadium		
University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)		direct costs
Non-University		
Non-profit organization		
No admission, per day	direct costs plus fee of 550.00	
Admission charged, per day	direct costs plus fee of 1,100.00	
Commercial		
No admission, per day	direct costs plus fee of 1,100.00	
Admission charged, per day	direct costs plus fee of 2,750.00	
Arena-Auditorium		
University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)		
Arena		direct costs
Concourse		direct costs
Non-University		
Non-profit organization, no admission		
Arena, per day	direct costs plus fee of 550.00	
Concourse per day	direct costs plus fee of 275.00	
Non-profit organization, admission charged		
Arena, per day	direct costs plus fee of 1,100.00	
Concourse, per day	direct costs plus fee of 550.00	
Commercial, no admission		
Arena, per day	direct costs plus fee of 1,100.00	
Concourse, per day	direct costs plus fee of 550.00	
Commercial, admission charged		
Arena, per day	direct costs plus fee of 2,750.00	
Concourse, per day	direct costs plus fee of 750.00	
Tailgate Park		
University events (including ASUW and Cultural Affairs, but excluding Athletics)		direct costs
Non-University		
Non-profit organization		
No admission, per day	direct costs plus fee of 50.00	
Admission charged, per day	direct costs plus fee of 100.00	
Commercial		
No admission, per day	direct costs plus fee of 100.00	
Admission charged, per day	direct costs plus fee of 150.00	

Extra Services and Equipment Rental	
Chairs, each	0.25
Tables, each	1.75
Zeon Supertrooper spotlights, each	45.00
Forklift, with operator, daily rate	100.00
4,500 pounds, hourly rate	25.00
Floor covering, per square foot	0.05
Portable stage (maximum size 60 x 40, sound wings 12 x 16)	750.00
Towels, each	1.00
Sound system (Electro Voice with Yamaha P.M. 1000 console and one microphone)	50.00
Microphone, each	5.00
Music stands, lights, each	2.50
T-shirt security, per person, per hour	5.00
Police (required), per person, per hour	15.00
Medical staff (2 required), per person, per hour	15.00
Ushers, per person, per hour	5.00
Ticket takers, per person, per hour	5.00
Stagehands, per person, per hour	5.00
Technicians, per person, per hour	5.00
Electricians, per person, per hour	27.50
On-site commercial sales (%-age of gross)	20.0%
Tickets	
Men's Basketball	
Individual game	
Adults - above concourse	8.00
Below concourse	9.00
UW Faculty/Staff - above concourse	6.00
Child	3.00
Season (based on number of home games)	
Adult - above concourse	110.00
Below concourse	120.00
UW Faculty/Staff - above concourse	88.00
Below concourse	96.00
Knothole (based on number of home games)	40.00
Football	
Individual game	
Adult	13.00
Child	4.00
Season (based on number of home games)	
Adult	72.00
UW Faculty/Staff	58.00
Knothole (based on number of home games)	20.00
Baseball	
Double Headers	
Adult	3.00
Child	1.00
Season	
Adult	20.00
Child	10.00
Family (UW faculty/staff - 50% of face value)	40.00
Volleyball	
Single Match	
Adult	3.00
Child	1.00
Tournaments	
Adult	5.00
Child	2.50
Season	
Adult	24.00
Child	12.00
Family (UW faculty/staff - 50% of face value)	48.00

Women's Basketball	
Individual Game	
Adult	3.00
Child	1.00
Preliminary to Men's Game	
Adult	7.00
Child	3.00
Season (excluding preliminaries)	
Adult	16.00
Child	8.00
Family (UW faculty/staff - 50% of face value)	32.00
Wrestling	
Dual Meets	
Adult	3.00
Child	1.00
Tournaments	
Adult	5.00
Child	2.50
Season	
Adult	22.00
Child	11.00
Family (UW faculty/staff - 50% of face value)	44.00
Four Sports (Baseball, Volleyball, Women's Basketball, Wrestling)	
Season	
Adult	41.00
Child	27.00
(UW faculty/staff - 50% of face value)	
Auditorium and Classroom, Facilities Use Fees	
Arts and Sciences Auditorium	
Four hour minimum, per hour	30.00
Rehearsal, per hour	15.00
Agriculture Auditorium	
Four hour minimum, per hour	5.00
Additional charge, after 6p.m. per hour	1.50
Commerce and Industry Auditorium	
Four hour minimum, per hour	5.00
Additional charge, after 6p.m. per hour	1.50
Education Auditorium	
Four hour minimum, per hour	5.00
Additional charge, after 6p.m. per hour	1.50
Classrooms	
150-250 capacity	
Per hour	10.00
Per Day	60.00
77-150 capacity	
Per hour	7.50
Per Day	30.00
Under 77 capacity	
Per hour	5.00
Per Day	20.00



Information Technology	
Computer use (slack periods only)	
Microcomputer, by external parties	
Per CPU hour	100.00
Printers, by external parties	
Letter quality, per page	0.20
Daisy wheel, per page	0.10
Other non-letter quality, per page	0.10
Printer, high quality laser	
Students, faculty, staff, per page	0.25
VAX-8800 Computer	
University (Department allocation/non-billable)	
CPU time, per hour	275.00
Connect time, per hour	3.00
Disk use*, per day	0.06
Line printer, per page	0.005
Private Consulting (University faculty/staff)	
CPU time, per hour	330.00
Connect time, per hour	3.60
Disk use*, per day	0.072
Line printer, per page	0.006
Non-University	
CPU time, per hour	412.50
Connect time, per hour	4.50
Disk use*, per day	0.09
Line printer, per page	0.0075
Computer Manuals	
VAX User's Guide	5.00
A-1 Mail Manual	1.00
Computer Label Service	
Labels, each	0.015
Minimum charge	5.00
Computer Maintenance Contracts (annual charge)	
Apple II/III	50.40
Apple Imagewriter	12.60
Apple LS Personal Laserwriter	88.20
Apple Laserwriter	201.60
Macintosh Plus/SE	75.60
Macintosh II	126.00
*measured in thousands of blocks (1 block = 512 bytes)	

Miscellaneous		
Copy machines, per copy		
Minimum		0.05
Maximum, not to exceed cost		0.15
Key deposit		
Minimum		1.00
Maximum		10.00
Charge for lost key		
Regular key		
Minimum		1.00
Maximum		10.00
Outside door key		
Minimum		2.50
Maximum		25.00
Master key		
Minimum		50.00
Maximum		250.00
Wordprocessing, per hour, without operator		
Minimum		2.00
Maximum		10.00
Vistor Information Center		
Fax Service		
Transmitted message, per 5 pages	phone charge plus fee of	1.00
Received message, per 5 pages		1.00
Check Cashing		
Dishonored (insufficient) Check Service Charges		
1st through 15th day		10.00
16th through 30th day		50.00
After 30th day, face value but not less than		50.00
University General Bulletin		
New and transfer students, first copy		0.00
Per copy		2.00
Directory Information Fees		
Standard set-up (labor, packaging and mailing)		75.00
Charge per selection		10.00
Charge per list from same selection		10.00
Address labels, each		0.05
Phone charges, actual, minimum		10.00
Bicycle Registration (one-time charge for each bicycle; City of Laramie and University accept either's registration)		4.00

**RESTATED ARTICLES OF INCORPORATION OF  
THE UNIVERSITY OF WYOMING RESEARCH  
CORPORATION**

**DRAFT**  
**12/01/92**

The undersigned, acting as the Board of Directors of a corporation under the Wyoming Nonprofit Corporation Act, adopt the following Restated Articles of Incorporation for such corporation.

**ARTICLE I**

The name of the corporation is the University of Wyoming Research Corporation (the "Corporation").

**ARTICLE II**

The period of the Corporation's duration shall be perpetual.

**ARTICLE III**

The objects and purposes for which the Corporation is organized are exclusively educational and scientific within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws (the "Code"), for the support of scientific activities and projects and to foster and encourage the advancement of scientific knowledge in all its aspects. The Corporation shall be operated exclusively for the benefit of the institution now known as the University of Wyoming, a Wyoming nonprofit corporation (the "University"), or the successors thereof, as long as all the assets and earnings shall be used exclusively for these purposes, including the payment of expenses incidental thereto.

The general nature of the purposes, powers, and activities of the Corporation shall include, but not be limited to the following:

- A. To further the educational, research, developmental, and public service objectives of the University by receiving and channeling gifts, grants, contracts, services, equipment, and income for the use and/or benefit of the University; to further the University's educational purpose by utilizing students; and to aid, directly or indirectly, the University in fulfilling its educational, research, developmental, and public service purposes.
- B. To conduct interdisciplinary research and development activities for government agencies, public and private foundations, other colleges and universities, and/or other entities or persons both corporate and individual.
- C. To complement the basic and/or applied research activities currently assigned to the University.
- D. To disseminate and exchange scientific knowledge and information through technical reports, journal publications, symposia, workshops, short courses, scientific meetings and licensing.
- E. To solicit, receive, and utilize funding from federal, state, and local government sources, as well as from the private sector, in support of the aforementioned research and development objectives.

F. To carry on scientific research for the purpose of aiding the State of Wyoming or the Rocky Mountain Region by attracting new industry to the State of Wyoming or the Rocky Mountain Region, or by encouraging the development of, or retention of, an industry.

G. To enter into such agreements with the University as may be mutually agreed upon to protect, through use of the patent system and by other means, certain inventions arising from research or development by the Corporation, and of its employees, such inventions including scientific discoveries, technology, know-how, trade secrets and processes.

H. To enter into such agreements with the University as may be mutually agreed upon to promote, through use of the patent system and by other means, the utilization of certain inventions arising from research or development activities of the University, and of its employees, by management or disposition of such inventions; experiment, test and develop such inventions; acquire, sell, license or otherwise transfer rights in and to such inventions; receive, collect and distribute royalties, or other consideration, for such inventions; and pursue appropriate legal remedies for infringement of any patent, copyright, trade secret or other intellectual property right in such inventions in which the Corporation owns or has an interest.

I. To receive independent donations, gifts, bequests, or assignments of inventions, applications for patent and/or the patents themselves, both foreign and domestic, and of rights, licenses and interests in inventions, processes and patents, and of money or other property as may be attached thereto or imposed thereon with respect to payment of royalties, application of income or proceeds, or otherwise, and to obligate itself to perform and execute, and to perform and execute, any and all such conditions and trusts.

J. To acquire and possess all the powers with respect to copyrights for such items as articles, reports, pamphlets, books, compositions, data, software, sound recordings, video tapes, and video discs, created, composed or edited under the direction of the Corporation or with its assistance, and any and all other such articles, reports, pamphlets, books, compositions, data, software, sound recordings, video tapes, and video discs as may be produced by others and come into the ownership of the Corporation. The Corporation shall possess, with respect to copyrights, the same powers and authorities to protect and promote copyrights as are enumerated in paragraphs G and H above with respect to patents.

K. To enter into agreements with any person, partnership, firm, corporation, or institution, public or private, relating to the physical plant (including real property or any interest therein) and appurtenant or necessary facilities, including research facilities and equipment of the University and on and for this purpose the Corporation may lend its credit and evidence the same by notes, bonds, debentures, or such other forms of indebtedness as may be approved by the Board of Directors.

L. To invest in, acquire, hold, mortgage, pledge, hypothecate, resell, exchange, transfer or otherwise dispose of securities of any nature and exercise all the rights, powers, and privileges of ownership thereof, including the right to vote thereon for any and all purposes.

M. To act as trustee of trusts or otherwise act in a fiduciary capacity when so designated in any intervivos or testamentary gift and to become the beneficiary of insurance policies and annuities.

N. To enter into such agreements with the University as may be mutually agreed upon for either party to provide the other with administrative, scientific and supportive services in support of their respective programs of research and public service.

O. To the extent not inconsistent with the above purposes, the Corporation shall have all powers prescribed by the nonprofit corporation law of the State of Wyoming, including all powers necessary or incidental to the fulfillment of the purposes of the Corporation, and may engage in any activity not prohibited by the laws of the United States or the State of Wyoming.

#### ARTICLE IV

A. No part of the income or net earnings of the Corporation shall inure to the benefit of, or be distributable to, any director or officer of the Corporation or any other private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes, and reimbursement may be made for any expenses incurred for the Corporation by any officer, director, agent or employee, or any other person or corporation, pursuant to and upon authorization of the Board of Directors); and provided further that no director or officer of the Corporation, or any other private individual shall be entitled to share in any distribution of any of the Corporation assets on dissolution of the Corporation or otherwise. No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, except as otherwise provided in Sections 501(c)(3) and (h) of the Code. The Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

B. Notwithstanding any other provision of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Code, or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

#### ARTICLE V

Upon the dissolution of the Corporation, the Board of Directors, after paying or making provisions for the payment of all the liabilities of the Corporation, shall dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, literary, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code or to an organization the contributions to which are deductible under Section 170(c)(1) or (2) of the Code. In disposing of such assets, priority as to distribution shall be given to the University, provided that the distributee is an exempt organization as defined in the immediately preceding sentence. Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE VI

The Corporation shall have no members and all business affairs of the Corporation shall be conducted by its Board of Directors.

#### ARTICLE VII

The address of the registered office of the Corporation is \_\_\_\_\_  
\_\_\_\_\_, and the name of its registered agent at such address is \_\_\_\_\_.



## ARTICLE VIII

The affairs and management of the Corporation shall be under the control of the Board of Directors consisting of not less than five (5) nor more than fifteen (15) members, as the Bylaws of the Corporation may from time to time provide. All members of the Board of Directors shall be selected by the Board of Trustees of the University of Wyoming.

## ARTICLE IX

The Corporation reserves the right to amend, alter or repeal any provision contained in these Articles of Incorporation in the manner authorized by law provided that such amendment, alteration or repeal is adopted by the affirmative vote of two-thirds (2/3) of the Board of Directors at any duly constituted meeting thereof, provided that written notice of the proposed amendment, alteration or repeal is given at least two weeks in advance of such meeting; and provided further that no such amendment, alteration or repeal may be filed with the Secretary of State of the State of Wyoming nor will otherwise become effective unless and until ratified by a majority of the Board of Trustees of the University. No such amendment, alteration or repeal shall be made which would so change the nature of the business to be transacted or carried on or the objects or purposes to be promoted as to include any business, object or purpose which would not be exclusively scientific, educational or otherwise charitable, or which would permit any part of the income or net earnings of the Corporation to inure to the benefit of, or be distributable to, any director or officer of the Corporation or any other private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes, and reimbursements may be made for any expenses incurred for the Corporation by any officer, director, agent or employee, or any other person or Corporation, pursuant to and upon authorization of the Board of Directors), or which would permit the Corporation to carry on propaganda or otherwise attempt to influence legislation, except as otherwise provided in the Code, or to participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Dated \_\_\_\_\_, 1992.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF WYOMING )

)ss

COUNTY OF ALBANY )

I, \_\_\_\_\_, a Notary Public, hereby certify that \_\_\_\_\_  
\_\_\_\_\_ known to me to be the persons whose names are subscribed to the  
within Restated Articles of Incorporation, appeared before me this day in person and being by me first duly  
sworn, acknowledged and declared that they signed said Restated Articles of Incorporation as their free and  
voluntary act and deed of the uses and purposes therein set forth and that the statements therein contained  
are true.

WITNESS MY HAND and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 1992.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

**AMENDED BYLAWS OF THE  
UNIVERSITY OF WYOMING RESEARCH CORPORATION  
(a Wyoming nonprofit corporation)**

**DRAFT  
12/01/92**

**ARTICLE I  
Offices**

1. Business Offices. The principal office of the corporation in the State of Wyoming shall be located in Laramie, Wyoming. The corporation may have such other offices, either within or without the State of Wyoming, as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

2. Registered Office. The corporation shall have and continuously maintain in the State of Wyoming a registered office, and a registered agent whose office is identical with such registered office, as required by the Wyoming Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Wyoming, and the name of the registered agent and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE II  
Members**

The corporation shall have no members.

**ARTICLE III  
Board of Directors**

1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. Directors need not be residents of the State of Wyoming.

2. Membership.

A. The Board of Directors of the corporation shall initially consist of nine (9) Directors. The Board of Directors shall, at any one time, consist of not less than five (5) nor more than fifteen (15) members, all of whom shall be selected by the Board of Trustees of the University of Wyoming.

B. The number of Directors may be increased or decreased from time to time by resolution of the Board of Directors, which action shall not take effect unless and until ratified by the Board of Trustees of the University of Wyoming, provided that there shall be no less than five members of the Board of Directors.

C. At all times a majority of the Board of Directors shall consist of persons who are not coterminously serving as Trustees of the University of Wyoming.

3. Terms. The term of office of Directors shall be one year, generally beginning on July 1 of the year elected and expiring June 30 one year hence. Members of the Board of Directors shall serve until the expiration of their terms or their removal, and until their successors have been duly elected by the Board of Trustees of the University of Wyoming and have qualified. Directors may be re-elected to an unlimited number of additional one-year terms.

4. Resignation and Removal. Any Directors may resign by filing a written resignation with the Secretary, such resignation to take effect on the date specified therein and no acceptance of the same shall be necessary to render the same effective. Any Director may be removed at any time, with or without cause, by the vote of a majority of all remaining members of the Board of Directors at a regular meeting or at a special meeting called for that purpose, provided that such action shall not take effect unless and until ratified by the Board of Trustees of the University of Wyoming.

5. Vacancy. In the event a vacancy shall occur in the Board of Directors by reason of expiration of term, resignation, removal, death, incompetency, increase in the number of Directors, or any other cause, the Board of Directors may provide to the Board of Trustees of the University of Wyoming for their consideration the names of one or more candidates to fill each vacancy; provided, however, that the Board of Trustees of the University of Wyoming shall have full discretion in electing, by majority vote, an individual to fill such vacancy, and such individual need not be drawn from those proposed by the Board of Directors.

6. Regular Meetings. An annual meeting of the Board of Directors shall be held annually as soon as convenient in July of each year after the annual meeting of the Board of Trustees of the University of Wyoming. The Board of Directors may provide by resolution the time and place, either within or without the State of Wyoming, for the holding of additional regular meetings of the Board.

7. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Wyoming, as the place for holding any special meeting of the Board called by them.

8. Notice of Meetings. Notice of each meeting of Directors, whether annual, regular or special, shall be given to each Director. If such notice is given either (a) by personally delivering written notice to a Director or (b) by personally telephoning such Director, it shall be so given at least three days prior to the meeting. If such notice is given either (a) by depositing a written notice in the United States mail, postage prepaid, (b) by transmitting a call or telegram, (c) by facsimile or (d) any other electronic means including computer electronic mail, and in all cases directed to such Director at his or her residence or place of business, it shall be so given at least seven days prior to the meeting. The notice of all meetings shall state the place, date and hour thereof, but need not state the purpose or purposes thereof unless required under the restated articles of incorporation, these bylaws, or otherwise by law; except that in the case of special meetings, the notice shall include a statement of the purpose of the meeting.

9. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

10. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required under the restated articles of incorporation, these bylaws or otherwise by law.

11. Compensation. Directors as such shall not receive any stated salaries for their services but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in some other capacity and receiving compensation therefor. The corporation shall report such compensation to the University of Wyoming Board of Trustees annually, such report to include the name of any Director receiving compensation, the amount of compensation paid during the preceding year, and the capacity in which paid.

12. Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

13. Meetings by Telephone. Members of the Board of Directors or any committee designated thereby may hold or participate in a meeting of the Board of Directors or such committee by means of conference telephone or similar communication equipment provided that all such persons so participating in such meeting can hear each other at the same time.

#### ARTICLE IV Officers

##### 1. Officers.

A. The officers of the Board shall be the Chairman of the Board, Vice Chairman of the Board, Secretary of the Board, and such other officers of the Board as the Directors may elect in accordance with the provisions of this Article.

B. The officers of the corporation shall be the President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

C. Any two or more offices may be held by the same person, except the offices of President and Secretary.

##### 2. Election and Term of Office.

A. The officers of the Board shall be elected annually by the Board of Directors from among the members of the Board of Directors at the annual meeting of the Board, and may be elected to successive terms.

B. Officers of the corporation shall serve at the pleasure of the Board of Directors. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his or her successor shall have been duly appointed. Members of the Board of Trustees or employees of the University of Wyoming shall be eligible to serve as officers, employees or agents of the corporation. The corporation shall report annually to the Board of Trustees of the University of Wyoming the names of any University of Wyoming Trustees, officers or employees serving as officers, employees or agents of the corporation during the preceding year, the amount of compensation paid, and the capacity in which paid.

3. Resignation and Removal. Any officer of the Board of the corporation may resign at any time by giving written notice thereof to the Secretary. Such resignation shall take effect on the date specified therein and no acceptance of the same shall be necessary to render the same effective. Any officer elected or appointed by the Board of Directors may be removed by a vote of the majority of the entire Board of Directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.



4. Vacancy.

A. A vacancy in any office of the Board because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by the Board of Directors at any meeting thereof.

B. A vacancy in any office of the corporation because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors at any meeting thereof.

5. Chairman. The Chairman shall preside at all meetings of the Board of Directors and the Executive Committee, and shall perform such other duties as may be directed from time to time by the Board of Directors.

6. Vice Chairman. In the absence of the Chairman of the Board at any meeting of the Board of Directors, the Vice Chairman of the Board shall preside. In the absence of the Chairman and Vice Chairman of the Board at any such meeting, a temporary presiding officer shall be elected at the meeting. The Vice Chairman shall perform such other duties as may be prescribed from time to time by the Board of Directors.

7. Secretary. The Secretary, or an Assistant Secretary, shall give notice of each meeting of the Board of Directors and of such other committees of the Board of Directors for which notice is required in accordance with the provisions of these bylaws or as required by law; shall record all action taken at each such meeting in a book or books kept for that purpose; be custodian of the corporation records and of the seal of the corporation, and see that the seal is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws, unless some other officer or officers shall have been thereunto duly authorized; keep a register of the post office address of each Director which shall be furnished to the Secretary by such Director; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Board of Directors. In the absence of the Secretary and an Assistant Secretary at any meeting, a secretary pro tempore shall be appointed by the presiding officer.

8. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Board of Directors. The Board of Directors may authorize any one or more of the officers or employees of the corporation, in addition to the Treasurer, to draw checks and to disburse the funds of the corporation under such terms and conditions as may be specified.

9. President. The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. The President may sign, and, where necessary, with the Secretary or any other proper officer of the corporation, contracts or other instruments which the Board of Directors has authorized to be executed pursuant to Article VII, unless expressly delegated by statute to some other officer or agent of the corporation. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

10. Vice President. In the absence of the President or in event of his or her inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in the order of their election) shall perform the duties of the President, and when so acting, shall have all the

powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

11. Assistant Treasurers and Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President.

#### ARTICLE V Committees

1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist, except as specified elsewhere in this Article, of three or more Directors. Such committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the bylaws; electing, appointing or removing any member of any such committee or any Director or officer of the corporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of the assets of the corporation; or amending, altering or repealing any resolution of the Board of Directors. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Directors, of any responsibility imposed upon it, him or her by law.

2. Executive Committee. Consistent with the foregoing Section 1 of this Article, there shall be an Executive Committee, which shall consist of no less than three (3) Directors as elected by the Board of Directors. The Executive Committee shall meet as needed and shall have and may exercise all the powers vested in the Board of Directors, except as specified above, during the intervals between meetings, unless the Board of Directors shall otherwise determine, and carry out such other duties as may be assigned by the Board of Directors.

3. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such a manner as may be designated by resolution adopted by the Board of Directors. Except as otherwise provided in such resolution, the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such members whenever in their judgment the best interests of the corporation shall be served by such removal.

4. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Board of Directors of the corporation and until the member's successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

5. Committee Chairman. Except as otherwise specified in this Article, one member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

6. Vacancy. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments, except that in the case of appointments made by the Board of Directors, the Chairman may make an interim appointment in the interval between meetings of the Board of Directors, which appointment shall be subject to ratification at the next meeting of the Board of Directors.

7. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

8. Rules. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board of Directors.

#### ARTICLE VI Indemnification

1. Standard of Conduct. The corporation shall indemnify any person who was or is a party to, or is threatened to be made a party to, any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (including an action by or in the right of the corporation), by reason of the fact that he or she is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent or another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid or necessarily incurred, in settlement or otherwise, by him or her in connection with such action, suit or proceeding, except in relation to matters as to which any such director, officer, agent, employee, or person serving at the corporation's request, or former director, officer, agent, employee, or person serving at the corporation's request, shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability, unless, and only to the extent that, the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability and in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper; but such indemnification shall not be deemed exclusive of any other rights to which the director, officer, agent, employee, or other person serving agreement, or otherwise.

2. Determination. Any indemnification under Section 1 of this Article VI (unless ordered by a court) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the director, officer, employee, agent, or person serving at the corporation's request is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Section 1 of this Article VI. Such determination shall be made (a) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding; or, (b) if such a quorum is not obtainable, or even if obtainable, and a quorum of the disinterested Directors so directs, by independent legal counsel in a written opinion; provided, however, that if a director, officer, employee or agent of the corporation, or person serving at the corporation's request has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 of this Article VI or in defense of any claim, issue or matter therein, he or she shall automatically be indemnified against expenses (including attorneys' fees) actually and necessarily incurred by him or her in connection therewith without the necessity of any such determination that he or she has met the applicable standard of conduct set forth in Section 1 of this Article VI.



3. Payment in Advance. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors as provided in Section 2 of this Article VI upon receipt of an undertaking by or on behalf of the director, officer, employee, agent or person serving at the corporation's request to repay such amount if and when it should ultimately be determined that he or she is not entitled to be indemnified by the corporation as authorized in this Article VI.

4. Insurance. The Board of Directors may exercise the corporation's power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the corporation would have the power to indemnify him or her against such liability hereunder or otherwise.

5. Other Coverage. The indemnification provided by the Article VI shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the articles of incorporation, these bylaws, agreement, vote of disinterested Directors, the Wyoming Nonprofit Corporation Act, or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, agent or one serving at the corporation's request and shall inure to the benefit of the heirs and personal representatives of such a person.

#### ARTICLE VII

##### Contracts, Checks, Deposits, Gifts and Proxies

1. Contracts for Conveyances or Encumbrances. Contracts for conveyances or encumbrances of all or any part of the property of the corporation may be made under the authority of the Board of Directors or the Executive Committee; and the President or Vice Presidents and Secretary or Assistant Secretary are hereby authorized to execute the instruments of conveyance or encumbrance. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

2. Disclosure of Contracts with Interested Director or Officer. All contracts and agreements between the corporation and any director or officer or any business in which the director or officer has an interest must be approved prior to consummation by a majority of disinterested members of the Board of Directors or a majority of disinterested members of the Executive Committee.

3. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the corporation.

4. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

5. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

6. Proxies. Unless otherwise provided by resolution adopted by the Board of Directors, the President may from time to time appoint one or more agents or attorneys in fact of the corporation, to cast the votes which the corporation may be entitled to cast as the holder of stock or other securities in any other corporation, association or other entity any of whose stock or other securities may be held by the corporation, at meetings of the holders of the stock or other securities of such other corporation, association or other entity, or to consent in writing, in the name of the corporation as such holder, to any action by such other corporation, association or other entity, and may instruct the person or persons so appointed as to the manner of casting such votes or giving such consent, and may execute or cause to be executed in the name and on behalf of the corporation and under its corporate seal, or otherwise, all such written proxies or other instruments as he or she may deem necessary or proper in the premises.

#### ARTICLE VIII Books and Records

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the Board of Directors. All books and records of the corporation may be inspected by any Director or his or her agent or attorney for a proper purpose at any reasonable time.

#### ARTICLE IX Corporate Seal

The corporate seal shall be in such form as shall be approved by resolution of the Board of Directors. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise. The impression of the seal may be made and attested by either the Secretary or an Assistant Secretary for the authentication of contracts or other papers requiring the seal.

#### ARTICLE X Waiver of Notice

Whenever any notice is required to be given under the provisions of the Wyoming Nonprofit Corporation Act or under the provisions of the restated articles of incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### ARTICLE XI Amendments to Bylaws

These bylaws may be amended and new bylaws may be adopted by an affirmative vote of a majority of the Board of Trustees of the University of Wyoming or an affirmative vote of two-thirds (2/3) of the Board of Directors at any duly constituted meeting thereof, provided that the substance of each amendment to the bylaws shall be stated in the notice of the meeting at which it is to be considered, or in a duly completed waiver of notice of such meeting; provided that no amendment to any bylaw shall take effect unless and until ratified by an affirmative vote of a majority of the Board of Trustees of the University of Wyoming.

#### ARTICLE XII Fiscal Year

The fiscal year of the corporation shall be from July 1 to June 30 of the succeeding year.

End of Bylaws



### Contract Language

The parties (or licensee) acknowledge(s) and agree(s), that the University of Wyoming is not a party to this agreement and that any and all assets of the University of Wyoming shall not be subject to any claims of any nature made by all parties to this agreement.

Note: It is recommended that the above language be typed in bold and/or capital letters. It is further recommended that the other party to the agreement initial in the margin by this paragraph.