COMPLIANCE WITH FEDERAL REGULATIONS

2009 SELF-STUDY ADDENDUM
HIGHER LEARNING COMMISSION

University of Wisconsin
Eau Claire
CREDITS, PROGRAM LENGTH, AND TUITION

Higher Learning Commission Policy and Expectations

The Commission expects an affiliated institution to be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

The institution demonstrates that it has credit hour assignments for each class it offers, overall credit hour requirements for each degree program, and that its credit hour allocations and requirements are within the range of good practice in higher education. The institution sets its tuition consistently across its programs, avoiding program-specific charges unless such charges are justified. The institution must justify any program-specific tuition it charges based on the costs and expenses for offering that particular degree as well as on the length of the program and its objectives.

Institutional Response

The lengths of our academic programs at UW-Eau Claire are comparable to similar programs in other accredited institutions of higher education, and we follow a semester credit system that is standard for institutions of higher education in the United States. Only two of our programs require program-specific tuition, and these costs are justified by the cost of program delivery, program length, and program objectives. We describe the details of these aspects of our compliance below.

The University of Wisconsin–Eau Claire follows a semester credit system. The University Graduation Requirements are summarized below (2009-2010 Catalogue, page 39).
The University of Wisconsin System adheres to a general policy that assesses student tuition evenly across all programs offered by an institution. Variance from this policy requires Board of Regents approval and must be warranted by extraordinary program-specific expenditures that do not directly benefit the general student population.

DEFINITION OF PROGRAM SPECIFIC DIFFERENTIAL TUITION

Program specific differential tuition is defined as tuition that is added to the institution’s base tuition level set by the Board of Regents for a specific program to supplement academic and other student services above and beyond existing activities supported by GPR and PR funding. This definition does not apply to Board of Regents initiated program specific differential tuition initiatives.

PROGRAM SPECIFIC DIFFERENTIAL TUITION PROCEDURES

1. Students will be advised through their student government organizations of all planned program specific differential tuition initiatives before proposals are submitted to the Board of Regents.

2. To the extent possible, UW System institutions will consult with students directly affected by proposed program specific differential tuition initiatives which affect solely a single campus.

3. When student involvement is required, program specific differential tuition proposals presented to the Board of Regents will include a section on the student consultation process and outcome, as well as any official stance forwarded by the student government organization.

4. Program specific differential tuition proposals must clearly state their purpose(s) established by the institution in conjunction with students (if required) when brought forth to the Board of Regents.

5. Program specific differential tuition proposals must describe any oversight, evaluation, and/or consultation process for the initiative. The format of this oversight, evaluation, and/or consultation process will be part of the discussion with students prior to bringing the initiative to the Board of Regents for approval.

6. The Chancellor of the UW System institution, in consultation with the President of the UW System, will make the final determination whether a program specific differential tuition initiative is submitted to the Board of Regents for approval.

7. Systemwide program specific differential tuition initiatives approved by the Board of Regents do not require student involvement.

8. Spending decisions related to the funds generated by the program specific differential tuition are ultimately the responsibility of the Chancellor of the UW System institution as indicated in s. 36.09 (3) Wis. Stats.

The only two programs at UW-Eau Claire which require program-specific differential tuition from participating students are the Master of Business Administration (MBA) Consortium and the accelerated Bachelor of Science in Nursing (BSN) program.

The online MBA program was approved by the Board of Regents as an additive program, completely separate from existing campus-based programs. As such, it receives no general purpose revenue subsidy from the State of Wisconsin. All costs for the program must be recovered from tuition, which is set independently and includes, in addition to faculty salary and benefits, additional costs such as marketing, program management and online technology support. Prospective students interested in enrolling in the online MBA program receive clear notification of the tuition costs for participation via the College of Business website [EVIDENCE].

The additional tuition for the accelerated BSN has been approved by both the UW Board of Regents and by State government because some of the funding support for this program comes from the State of Wisconsin. Summarized information about how tuition is computed for the accelerated nursing program is available on the compact disc that accompanies this report (General Description of Tuition Computation for Accelerated BSN). Tuition information is clearly provided to prospective students via a Fact Sheet, also available for review on the accompanying compact disc (Accelerated BSN Fact Sheet). Once a student is accepted to the accelerated BSN program, he or she signs an acceptance form that includes a statement about the tuition (Accelerated BSN Acceptance Admission Form).
STUDENT COMPLAINTS

Department of Education and Higher Learning Commission Expectations

The Department of Education expects evaluation teams to be aware of major complaints or categories of student concerns. To comply with federal regulations, the Commission expects an affiliated organization to provide a comprehensive evaluation team with an organizational account of the student complaints it has received and their disposition. This account should cover the two years of operation preceding the comprehensive evaluation.

Institutional Response

At UW-Eau Claire, we have a documented process in place for addressing student complaints and we systematically process such complaints. We present here our Student Academic Grievance Procedures and a description of the grievance process. An accounting of student complaints and their disposition will be available in the physical resource room for review by our HLC Peer Reviewers during the campus visit.

At UW–Eau Claire, we are committed to providing students with instruction that is characterized by fairness and integrity. Toward this end, we afford students with a formal academic grievance process. The Faculty and Academic Staff Handbook contains the following excerpt concerning such a process (Chapter 7, page 13).

Our Student Services and Standards Handbook contains more detailed information on the student academic grievance process, as excerpted on the following three pages.
to Administrative Advisory Committees by the Chancellor, Provost/Vice Chancellor, or Vice Chancellor for Business and Student Services from nominees recommended by the student body president. However, membership may also be initiated by contacting the appointing officer or by faculty/staff nomination to such offices. An effort will be made to assure appointment of members of varying perspectives on each committee, men and women, underclass and upperclass students, on-campus and off-campus residents, and enrollees in different curricula.

The Student Senate has exclusive right to designate student representatives on all committees in the governance structure, i.e. designated in statute, Regent regulation, or the respective student or faculty constitutions approved by the Regents.

Student eligibility to serve on administrative advisory committees is determined as follows:

1. Cumulative grade point average of 2.0.
2. Current enrollment for at least six credits.
3. No concurrent service on another administrative advisory committee.

**GRIEVANCES**

**STUDENT ACADEMIC GRIEVANCE PROCEDURES**

**Part I—General Policies**

A. An academic grievance is an allegation by a student of substantial and unjustified deviation, to the student’s detriment, from any of the following:

1. Officially announced or published policies, procedures, and/or requirements regarding admission into programs, schools, or individual classes;
2. Officially published grading policies of the University;
3. The instructor’s requirements for a course as announced to the class at the beginning of the semester;
4. The instructor’s own grading policies as announced to the class or as demonstrably applied to other students in that same class.

B. Students shall have the right to file academic grievances under the provisions and according to the procedures established herein.

C. A respondent in an academic grievance is the individual or body of the University whose alleged deviation from an established policy, procedure, and/or requirement forms the basis of the grievance.

D. An “established” policy, procedure, or requirement is one which has been officially announced or published as specified in I-A, 1-4.

E. If a review committee finds for a student, the committee is empowered to direct the named respondent to remedy the matter in compliance with the established policies of the respondent. If a respondent refuses to remedy the matter as directed, then the committee is authorized to take all necessary and appropriate action to remedy the grievance, in accordance with the established policies, procedures, and/or requirements of the respondent, including, but not limited to, assigning a grade.

F. All time limits specified in days in these procedures apply to the academic year, excluding official holidays and recesses. A time limit may be extended:

1. By mutual consent of the contending parties; or
2. By the Vice Chancellor of the University if either party is unable to participate because of prolonged or permanent absence from the campus or because of extenuating medical circumstances.

G. If the grievance should occur during the summer session, every effort should be made by all parties to adhere to the time limits set forth below. Further, if the appropriate parties are in the immediate vicinity of UW-Eau Claire at this time, it is expected that the above time limits shall be adhered to.

**Part II—Initial Procedures For Resolving Academic Grievances**

The initial procedures are designed to facilitate resolution of a grievance through informal discussion. A student shall follow applicable initial procedures as established herein, in the order designated before filing a Formal Grievance. (Note that formal grievances must be filed within one calendar year of the action which forms the basis of the grievance.)

**A. Initiating a Grievance**

To initiate a grievance, a student shall write a letter to the individual department or functional equivalent, committee, or college responsible for the action which forms the basis of the grievance. The letter shall contain a clear and concise statement of the grievance, the remedies sought, and a request for a meeting with the person or persons involved.

**B. Grievances Involving Courses/Department Programs**

If the grievance involves an action in a course or a departmental program:

1. The student shall obtain the UNEC Initial Academic Grievance form from the office of the College in which the course is offered. The form shall be completed by the student and signatures of the appropriate parties shall be obtained following each meeting as indicated on the form.

2. The respondent shall schedule a meeting with the student within 15 calendar days of receipt of the written grievance to discuss the matter. At this and all succeeding steps in Part II, the student may be accompanied by one other person to serve in an advisory capacity to the student.

3. If the student is not satisfied with the results of the discussion with the respondent and wants the grievance to be considered further, the student shall consult with the department chairman to seek a resolution. This consultation must begin within 15 calendar days after the conclusion of the discussion with the respondent. Or, if the department has established its own internal grievance procedure, then the student shall follow that procedure.

4. If the student is not satisfied after seeking conciliation at the departmental level and wants the grievance to be considered further, the student shall consult with the Dean of the College to seek a resolution. This consultation must begin within 15 calendar days after the department has completed consideration of the grievance. Or, if the College has established its own internal grievance procedure, the student shall follow that procedure.

5. If the student is not satisfied after seeking conciliation at the College level and wants the grievance to be considered further, the student shall file a Formal Grievance in accordance with the procedures in Part III of this procedure. The formal grievance must be filed within 15 calendar days after the College has completed consideration of the grievance.

**C. Grievances Involving Departments, Equivalents, And Interdepartmental Committees**

If the grievance involves an action of a department or functional equivalent or interdepartmental committee (referred to as “department” in this subsection):

1. The chairman of the department shall schedule a meeting with the student within 15 calendar days of receipt of the written grievance to discuss the matter. Or, if the respondent has established its own internal grievance procedure, then the student shall follow that procedure. At this and all succeeding steps in Part II, the student may be accompanied by one other person to serve in an advisory capacity to the student.
2. If the student is not satisfied with the results at the departmental level and wants the grievance to be considered further, the student shall consult with the Dean of the College to seek a resolution. This consultation must begin within 15 calendar days after the department has completed consideration of the grievance. Or, if the College has established its own internal grievance procedure, then the student shall follow that procedure.

3. If the student is not satisfied after seeking conciliation at the College level and wants the grievance to be considered further, the student shall file a Formal Grievance within 15 calendar days after the College has completed consideration of the grievance.

D. Grievances Involving Colleges

1. The Dean of the College shall schedule a meeting with the student within 15 calendar days of receipt of the written grievance to discuss the matter. Or, if the College has established its own internal grievance procedure, then the student shall follow that procedure. The student may be accompanied by one other person to serve in an advisory capacity to the student.

2. If the student is not satisfied with the results at the College level and wants the grievance to be considered further, the student shall file a Formal Grievance within 15 calendar days after the College has completed consideration of the grievance.

Part III—Procedures For Formal Student Academic Grievances

If the student is not satisfied with the results obtained by following all applicable procedures in Part II and wants the grievance to be considered further, the student shall file a Formal Grievance according to the procedures established herein.

A. Filing A Formal Grievance

The Formal Grievance shall be filed:

1. Within 15 days following the failure to resolve a grievance through informal discussion as outlined in Part II above. Failure to do so will result in the grievance being considered satisfied;

2. With the Office of the Dean of the College with which the respondent is affiliated;

3. On the official form provided by the University (through the Office of the Dean of the College) for that purpose, and supported by the following information:
   (a) Certification that all applicable steps in Part II have been followed;
   (b) A copy of the original grievance letter which initiated the steps in Part II;
   (c) A statement of the student’s allegations;
   (d) A statement of the specific resolution which the student desires.

B. Notification To Other Parties

Upon receipt of a properly filed Formal Grievance, the Dean’s Office shall:

1. Forward a copy to the respondent and a copy to each of the other persons who participated in the initial procedures under the provisions of Part II;

2. Obtain the signature of each recipient, certifying that the recipient is aware of the filing of the Formal Grievance, but without thereby implying any concession to any of the allegations in the Formal Grievance;

3. Forward the Formal Grievance, within 15 calendar days of

C. Selection Of The Review Committee

Upon receipt of a Formal Grievance from a Dean’s Office, the Vice Chancellor shall select a Review Committee according to the conditions and procedures established herein.

Duration: Each Review Committee will function on a one time (ad hoc) basis.

Eligibility: The Review Committee shall consist only of tenured faculty members holding at least a 50 percent appointment with total assignment in teaching. Department chairmen and faculty members holding limited administrative appointments shall not be eligible for Review Committee appointment.

Composition:

1. The Review Committee shall consist of five members and one alternate.

2. If the grievance involves an action in a particular course or departmental program, the committee shall include at least one member from the respondent’s department or function equivalent. The other members of the committee shall be faculty-at-large. If the composition of the respondent’s department or function equivalent does not permit the seating of a tenured teaching faculty member as specified under Eligibility, the Vice Chancellor may nominate a tenured teaching faculty member from a related discipline.

3. If the grievance involves an action of a department or functional equivalent, an interdepartmental or College committee, or a College, the members of the committee shall be University faculty-at-large.

Selection:

As administrative agent for the academic grievance Review Committee, the Vice Chancellor shall:

1. Obtain the consent of at least nine tenured faculty members to be nominated to the Review Committee;

2. Submit the list of nominees to the student and the respondent, each of whom may challenge individual nominees will cause;

3. Select the Review Committee of five members and one alternate from nominees not successfully challenged by the contending parties;

4. Submit additional consenting nominees if six names do not remain after challenges;

5. Within five calendar days after the selection of the committee, inform the Dean of Students Office of the committee membership.

D. Organizational Procedures

Organizational Meeting: Upon notification of the selection of the Review Committee, the Office of the Dean of Students shall call together the members of the committee and review with them their responsibilities. The committee shall elect a chairman for the review proceedings.

Logistical Assistance: The Office of the Dean of Students shall be responsible for providing logistical assistance to the Review Committee throughout its deliberations, including the scheduling of meetings, the tape recording of proceedings for future consultation by the committee, the providing of secretarial assistance for the preparation of written communications, and the maintaining of official records.

E. Review Procedures

Initial Meetings and Communications: Within 15 calendar days after the organizational meeting, the committee shall meet separately with the student and the respondent and receive from each party (1) a statement of the party’s contentions
contending parties, the committee shall forward to each party (1) a written summary of both parties' contentions and (2) the lists of witnesses for both parties. Within seven calendar days after receipt of the summaries, the student and the respondent shall forward to the committee copies of any and all documents which they wish to offer in support of their contentions. The Office of the Dean of Students shall prepare copies of all documents submitted for each committee member and for each of the contending parties. Formal Review Session: Within 21 calendar days after the initial meeting of the committee with the contending parties, the formal review shall be called into session.

Representation of Student and Respondent: The student and the respondent must represent themselves, although each may have advisers present. If the respondent cannot represent himself or herself, because of prolonged or permanent absence from the campus or because of extenuating medical circumstances, the Vice Chancellor shall attempt to consult with the respondent and shall appoint a University faculty member as proxy who will function as a genuine advocate for the respondent. Similarly, if the student cannot represent himself or herself, because of prolonged or permanent absence from the campus or because of extenuating medical circumstances, the student shall appeal to the Vice Chancellor to appoint a proxy from the University community to represent the student before the Review Committee. The Vice Chancellor shall make every effort to choose a proxy who will function as a genuine advocate for the student.

Hearing of Testimony: Testimony shall be heard in open session. The committee chairman shall be empowered to call for testimony and, in consultation with the rest of the committee, to rule on the appropriateness of witnesses and the admissibility of evidence. Each contending party shall be given the opportunity to challenge the allegations of the other.

Decision as to Substance of the Grievance: After hearing the contending parties' allegations and supporting testimony, the committee shall deliberate in open session and shall vote either to sustain or to reject the claim that the grievance has substance. This question shall be decided by majority vote. All proceedings, motions, and votes shall be recorded for the official record of the committee actions. If the committee finds that the grievance has no substance, it shall permanently dismiss the grievance and close the grievance file. Within seven calendar days of voting on the substance of the grievance, the committee shall report the result in writing to the Vice Chancellor, who shall proceed as follows:

1. If the committee reports that it cannot reach a decision by majority vote, the Vice Chancellor shall then appoint a new committee according to the specified procedures, and the review procedures shall begin anew.

2. If the committee reports that the grievance has no substance and has been dismissed, the Vice Chancellor shall transmit this finding to the student and the respondent.

3. If the committee reports that the grievance has substance, the Vice Chancellor shall transmit this finding to the student and the respondent.

Decision as to Resolution of the Grievance: Within seven calendar days of reporting to the Vice Chancellor that a grievance has substance, the committee shall reconvene in open session. Each of the contending parties may make a statement regarding possible resolution of the grievance. The committee shall then deliberate in open session and shall reach a decision by majority vote as to the resolution of the grievance. The records of all sessions shall be maintained in an official file of committee actions. Within seven calendar days of voting on the resolution of the grievance, the committee shall report the result in writing to the Vice Chancellor. A decision as to the resolution of the grievance shall be accompanied by a clear statement of the committee's reasons for its decision. The Vice Chancellor shall proceed as follows:

A. If the committee reports that it cannot reach a decision by majority vote, the Vice Chancellor shall then appoint a new committee to proceed with the deliberations, with the benefit of all records of the former committee's proceedings and deliberations.

B. If the committee reports a decision, within seven calendar days of its receipt the Vice Chancellor shall transmit the decision to the student and the respondent. This time limit may be extended if legal consultation is required, as provided below.

Consultation on Legal Problems: If it should appear that the committee's decision may be contrary to existing law or may result in legal problems, the Vice Chancellor may consult the committee, but only insofar as the legal implications are concerned. After consultation with the committee, the Vice Chancellor shall forward a statement of the committee's final decision to the student and the respondent.

Execution of Remedial Action: If the committee's decision is to require remedial action, the respondent shall be directed to apply the established policies, procedures, and/or requirements from which the grievable action had deviated. Within seven calendar days of being notified of the committee's directive, the respondent shall transmit the Office of the Vice Chancellor confirmation that the remedial action has been executed. If the Vice Chancellor has not received such confirmation within the specified seven calendar days, then by the authority vested in the committee by action of the Faculty Senate and the Chancellor of the University, the committee shall reconvene and determine the grade or other outcome in accordance with the respondent's previously established policies, procedures, and/or requirements.

The committee shall inform the Vice Chancellor of this outcome. The Vice Chancellor shall then direct the appropriate University administrative office(s) to execute the remedial action prescribed in the committee's directive. The administrative offices so directed shall confirm their action to the Vice Chancellor. The Vice Chancellor shall then certify the execution of the remedial action to the Office of the Dean of Students. The Office of the Dean of Students shall place this certification in the official record of the review proceedings.

Maintenance of records: The official records for each deliberation shall be maintained for at least three years.

Part IV—Effective Date

These policies and procedures shall become effective at the beginning of the first semester following the Chancellor's approval of the Faculty Senate action. Student academic grievances deriving from actions which preceded this effective date are not grievable under these procedures.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLAINT PROCEDURES

1. EQUAL OPPORTUNITY POLICY

The University of Wisconsin-Eau Claire is committed to a policy of providing equal educational and employment opportunities to all persons regardless of age, race, creed, color, sex, gender identity or expression, ancestry, national origin, age, marital status, family status, sexual orientation, disability, veteran's status, membership in the military forces, arrest or conviction record, political affiliation or other protected status. Discrimination or harassment based on any protected category that has the purpose and effect of adversely affecting any aspect or condition of a person's education, employment, housing, or participation in a university activity or program is prohibited.

As a part of its continuing commitment to eliminate discrimination and harassment, the university has established procedures for providing prompt and fair resolution of complaints. A complaints, questions, or requests for information should be
The Dean of Students Office maintains a Grievance Log that documents the handling of formal student academic grievances and informal student academic complaints. The complete Grievance Log from 1999 to the present (our current HLC review period) will be available in the physical resource room during the HLC Peer Review Team’s visit to our campus.

TRANSFER POLICIES

Higher Learning Commission Policy and Expectation

The institution must demonstrate that it appropriately discloses its transfer policies to students and to the public. Transfer policies contain information about the criteria the institution uses to make transfer decisions.

Institutional Response

At UW-Eau Claire, we disclose our transfer policies to students and to the public, and our transfer policies contain information about the criteria we use to make transfer decisions.

Our statement of transfer policy, which appears on page 9 of the 2009-10 Catalogue, is presented below for ease of reference.

Transfer of Credits

Credit is awarded for college-level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Courses must be similar in nature, level, and content to course work in our undergraduate curriculum. Continuing education courses, graduate-level courses, and courses that are primarily remedial, technical, vocational, or doctrinal in nature are not transferable.

The more specific statement about criteria (presented immediately above) was not finalized in time for inclusion in our 2009-10 Catalogue, but it will appear in the 2010-11 Catalogue, and it already appears on the Transfer Information page of the Registrar’s web site: http://www.uwec.edu/registrar/Bulletin/tis.htm.

The Registrar’s Office makes transfer policies readily available on its web site (shown below as linked in the Frequently Asked Questions section of the Registrar’s site at http://www.uwec.edu/registrar/faq.htm#transferinfo).
The UW System Transfer Information System (http://tis.uwsa.edu/) provides an exhaustive list of transfer equivalencies for all institutions within UW System. The UW-Eau Claire Transfer Credit Information System (http://www.uwec.edu/registrar/Bulletin/nonuwscr.html) includes course-by-course equivalencies for an additional 40 non-UW System institutions in Wisconsin and Minnesota.

**VERIFICATION OF STUDENT IDENTITY**

**Higher Learning Commission Policy and Expectation**

The institution will demonstrate that it verifies the identity of students who participate in courses or programs provided to the student through distance or correspondence education.

**Institutional Response**

The University of Wisconsin–Eau Claire adheres to the philosophy outlined by the attendees at the joint United States Senate and United States House of Representatives concerning the implementation of the Higher Education Opportunity Act (see the JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE, excerpted from page 136, below).

All University distance education offerings require students to authenticate their identity (via an assigned University login ID and a personally-selected password) prior to accessing online educational materials or submitting materials for grading.

**COMPLIANCE WITH THE TITLE IV REQUIREMENTS OF THE HIGHER EDUCATION REAUTHORIZATION ACT**

**Higher Learning Commission Policy**

The Commission expects that its affiliated institutions comply if required with the Title IV requirements of the Higher Education Reauthorization Act as amended in 1998. Therefore, institutions will provide teams for review and consideration the most recent default rates (and any default reduction plans approved by the Department of Education) and any other documents concerning the institution’s program responsibilities under Title IV of the Act, including any results of financial or compliance audits and program reviews.

**Department of Education and Higher Learning Commission’s Expectation**

The Title IV Program and Related Responsibilities policy expects that institutions will provide to the Commission information about its compliance with Title IV requirements of the Higher Education Reauthorization Act as amended in 1998 for review.

**Institutional Response**

Copies of our Department of Education Eligibility and Certification Approval Report (ECAR) and our Program Participation Agreement (PPA) effective through 12/31/2013 will be included in the Federal Compliance binder in the physical resource room, for review by our HLC Peer Review Team during the campus visit. The ECAR and PPA document our approval for participation in the Federal Pell Grant Program, the Federal Direct Student Loan Program, the Federal Perkins Loan Program, the Federal Supplemental Educational Opportunity Grant Program, and the Federal Work-Study Program.
UW-Eau Claire complies with all Title IV requirements of the Higher Education Reauthorization Act as amended in 1998 and is fulfilling its obligations under the Program Participation Agreement.

All student financial assistance is awarded and disbursed in compliance with Title IV regulations. The following listing illustrates the scope of UW-Eau Claire students served through the financial aid and scholarship programs.

- In 2008-09, over 8,000 students received $66 million in the form of scholarships, grants, loans, and student employment.  
- Of the $66 million, $47 million (71%) was from federal resources; $4.7 million (7%) was from state resources; $8.9 million (13%) was from institutional resources; and $5.6 million (8.5%) was from other resources.  
- Nearly 2,700 scholarships were awarded through university and private donor sources for a total of $3.8 million in scholarship dollars. Of these total scholarships, 1,268 (representing $1.4 million) were university-funded scholarships.  
- A total of more than $2 million was awarded to 866 students in fifteen different tuition waiver programs.  
- Over 4,400 part-time student work experience positions were funded through work study and university-funded student employment. An additional 150 students earned over $300,000 through part-time off-campus employment positions developed through the Job Location and Development Program.

Our Financial Aid Annual Report for 2008-09 and our financial aid RECAP data can be viewed on the compact disc that accompanies this report (Financial Aid Annual Report Narrative) (Financial Aid RECAP Data).

### Default Rates

The tables below show the default rates in our Stafford Loan Program and Perkins Loan Program for the three most recent years for which definitive data are available.

**Stafford Loan Program**

<table>
<thead>
<tr>
<th>Year</th>
<th>Default Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>1.2%</td>
</tr>
<tr>
<td>2006</td>
<td>1.8%</td>
</tr>
<tr>
<td>2007</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

**Perkins Loan Program**

<table>
<thead>
<tr>
<th>Year</th>
<th>Default Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>6.3%</td>
</tr>
<tr>
<td>2006</td>
<td>5.9%</td>
</tr>
<tr>
<td>2007</td>
<td>7.4%</td>
</tr>
</tbody>
</table>

Our students’ default rates are well below the rate that would require that a corrective plan be implemented. If default rates should rise in the future, an appropriate corrective plan will be developed and implemented. Copies of our Department of Education letters regarding default rates will be included in the Federal Compliance binder in the physical resource room, for review by our HLC Peer Review Team during the campus visit.

### U.S. Department of Education Program Audits

The Department of Education has not conducted a review of our Title IV financial aid programs during this 10-year HLC review period. Therefore, there are no Department of Education audit findings to report.

### Results of Recent Legislative Audit Bureau (A-133) Reviews

As part of an agreement between the Department of Education and the University of Wisconsin System schools, our Title IV programs are periodically audited by the Wisconsin Legislative Audit Bureau. (These audits are commonly referred to as A-133 audits/reviews.)

#### 2007-08: No findings

Our most recent A-133 audit by the Wisconsin Legislative Audit Bureau was completed in March, 2009, and covered Fiscal Year 2007-08. The resulting report contains no findings for UW-Eau Claire. It should be noted that the Wisconsin Legislative Audit Bureau reviews all State of
Wisconsin entities and prepares a single report. The way this report is prepared, an institution does not appear in the report at all unless there are significant findings indicating the existence of problems. Therefore, UW-Eau Claire is not mentioned in the report for Fiscal Year 2007-08 because there were no significant findings.

The U.S. Department of Education reviews our annual A-133 reviews as prepared by the Wisconsin Legislative Audit Bureau. As evidence of our successful review for 2007-08, we provide correspondence from the U.S. Department of Education, noting the absence of problems. Although the letter categorizes UW-Eau Claire in a group of UW System schools that had “no deficiencies or it (was) determined that the findings cited in the audit (were) satisfactorily resolved.” We wish to be specific in noting that the audit for UW-Eau Claire yielded no findings at all. A copy of the letter from the Department of Education to UW System President Kevin Reilly (dated August 7, 2007) will be provided in the Federal Compliance binder in the physical resource room during the HLC Peer Review Team’s visit to our campus.

**2005-06: Single finding directly related to Title IV participation**

During the present HLC review period, UW-Eau Claire has had only one finding (for Fiscal Year 2005-06) that was directly related to our participation in the Title IV program. This finding pertained to the return of student financial aid funds. Specifically, the audit found that “UW-Eau Claire staff incorrectly determined the amount of financial aid earned for students who withdrew during the 2006 spring semester by including a 9-day institutional break period in the return calculation. Turnover of staff in the Business Office may have contributed to this error. As a result, incorrect amounts were calculated to be returned to the financial aid programs” (Report of the Wisconsin Legislative Audit Bureau for 2005-2006, pp. 57-58). The auditors recommended that we “take steps to ensure that institutional break periods are considered when completing student financial aid return calculations” (Report of the Wisconsin Legislative Audit Bureau for 2005-2006, p. 58).

The Legislative Audit Bureau’s report includes the following description of our response and correction plan, noting that all corrections and procedural modifications were completed while the audit was still in progress.

“UW-Eau Claire concurs with the comments and recommendation (by the Legislative Audit Bureau). The concerns result from a one-time institutional error when a University staff member incorrectly used the wrong (sic.) refund/return calculation worksheet. When notified of the error, the University conducted a 100 percent review of the applicable refunds and corrected any erroneous return adjustments for the term. Procedural modifications were implemented utilizing Department of Education internet software to verify and confirm return of Title IV aid calculations. In the future, a second staff member will review calendars each term to confirm that refund/return worksheets correctly incorporate institutional breaks. **Corrections and procedural modifications were completed while the audit was still in progress** (emphasis ours).”

The full-text segment of the Legislative Audit Bureau’s report regarding UW-Eau Claire for 2005-06 (from which the above quotes were excerpted) is available for review on pages 57–59 at the following link: [Evidence].

**2006-07: Single finding that may be considered relevant to “Related Responsibilities”**

For the 2006-07 year, the Wisconsin Legislative Audit Bureau reported one finding for UW-Eau Claire. That finding was not directly related to our Title IV participation. Rather, it was regarding our compliance with one type B grant program – our GEAR UP program. Although the finding was not directly related to Title IV, we err on the side of caution by including it here, in case our HLC Peer Reviewers consider the finding relevant to our “related responsibilities.”

The Legislative Audit Bureau found that “overall, UW-Eau Claire’s internal controls appear adequate to ensure compliance with grant requirements for the GEAR UP grant” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, p. 57). However, the auditors identified concerns with the match reporting.
UW-Eau Claire administers a GEAR UP partnership grant which we receive directly from the U.S. Department of Education. These grant funds are used to provide early intervention (e.g., counseling, mentoring, academic support, outreach services, and information about obtaining and funding a college education) to middle-school students who are at risk for dropping out of school. The U.S. Department of Education awarded us a six-year partnership grant for our GEAR UP program; awards are received by UW-Eau Claire annually. UW-Eau Claire is required to provide matching funds for each year of the six-year grant period, and to report match expenditures in an annual performance report. UW-Eau Claire must make “substantial progress each year toward meeting the total match requirement of the six-year grant” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, p. 58). By the end of the six-year grant period, we must provide the full match amount (as set by the U.S. Department of Education).

In their audit of 2006-2007, the auditors found that “the amounts reported for match in the Annual Performance Report did not agree with UW-Eau Claire’s supporting documentation” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, p. 58). The full audit report describes three specific ways in which the information did not agree (please see excerpt of report at the link to be provided momentarily).

The Legislative Audit Bureau noted that “it is important that match expenditures are accurately reported and monitored to ensure match requirements are met at the end of the six-year grant period.” The report continues, “When we brought these issues to the attention of UW-Eau Claire GEAR UP staff, they indicated that they now have a better understanding of how match should be reported, and they agreed to improve procedures to appropriately report match amounts and maintain match documentation” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, pp. 58-59).

The Legislative Audit Bureau recommended that UW-Eau Claire “ensure that it reports actual match amounts appropriately for each award period within the Annual Performance Report, which includes ensuring amounts reported for all prior years are accurate; and maintain documentation of the match amounts being reported in the Annual Performance Report” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, p. 59).

After the auditor completed the fieldwork, our GEAR UP project director located additional documentation that confirmed that our total matching commitments were met or exceeded. Because some of the difficulty resulted from an error in the time period used for reporting, it was agreed that “in the future, the project director will ensure matching contribution amounts are reported in the correct budget period” (Report of the Wisconsin Legislative Audit Bureau for 2006-2007, p. 60), and the audit report specifies the specific strategies that will be used to accomplish accurate reporting in the future. The full-text Legislative Audit Bureau Report addressing this concern can be found on pages 57-60 at the following link: [ EVIDENCE ].

Results from Reviews/Analyses of Financial Ratios

We have not received notification of any concerns or potential concerns regarding the financial health of UW-Eau Claire that would have arisen from analyses of our financial ratios by the U.S. Department of Education, the Higher Learning Commission, or any other entity monitoring our Title IV participation. Detailed information about our efforts to plan strategically for future needs can be found under Criterion Two of our Self-Study document. A copy of the worksheet for our most recent financial ratio computation is presented below.
## Financial Ratios

### Primary Reserve ratio calculation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data</th>
<th>Str</th>
<th>Wt</th>
<th>CFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution unrestricted net assets</td>
<td>+ 8,568,161</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution expendable restricted net assets</td>
<td>+ 33,978,737</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. unrestricted net assets</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. temp restrict net assets</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. net investment in plant</td>
<td>- 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numerator—Total</td>
<td>42,546,898</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional operating expenses</td>
<td>+ 133,877,413</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional non-operating expenses</td>
<td>+ 5,966,353</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elimination of inter-entity amounts</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. total expenses</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denominator — Total</td>
<td>139,843,766</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary reserve Ratio</td>
<td>÷</td>
<td>0.304</td>
<td>2.29</td>
<td>0.35</td>
</tr>
</tbody>
</table>

### Net Operating Revenue ratio calc:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data</th>
<th>Str</th>
<th>Wt</th>
<th>CFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution operating Income (loss)</td>
<td>+ -40,286,726</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution net non-operating revenues</td>
<td>+ 38,675,713</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. change in unrestricted net assets</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elimination of inter-entity amounts</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numerator—Total</td>
<td>-1,611,013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution operating revenues</td>
<td>+ 93,590,687</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution non-operating revenues</td>
<td>+ 44,642,066</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. total unrestricted revenues</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elimination of inter-entity amounts</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denominator — Total</td>
<td>138,232,753</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Revenue Ratio =</td>
<td>÷</td>
<td>-0.012</td>
<td>-1.00</td>
<td>0.1</td>
</tr>
</tbody>
</table>

### Return on Net Assets ratio calculation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data</th>
<th>Str</th>
<th>Wt</th>
<th>CFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in net assets plus C.U. change in net assets</td>
<td>-2,449,407</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elimination of inter-entity amounts</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divided by total net assets + C.U. total net assets</td>
<td>149,872,314</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return on Net Assets Ratio =</td>
<td>÷</td>
<td>-0.016</td>
<td>-0.82</td>
<td>0.2</td>
</tr>
</tbody>
</table>

### Viability Ratio calculation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data</th>
<th>Str</th>
<th>Wt</th>
<th>CFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerator — Expendable net assets</td>
<td>42,546,898</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution long-term debt (total project-replated debt)</td>
<td>+ 13,768,446</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.U. long-term debt (total project-replated debt)</td>
<td>+ 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denominator — total Long-term debt (total project-related debt)</td>
<td>13,768,446</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viability Ratio</td>
<td>÷</td>
<td>3.090</td>
<td>7.41</td>
<td>0.35</td>
</tr>
</tbody>
</table>

### TOTAL — Composite Financial Indicator Score (CFI)

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL — Composite Financial Indicator Score (CFI)</td>
<td>3.1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the strength factor score for any ratio is greater than or equal to 10, the strength factor score for that ratio is 10. If the strength factor score for any ratio is less than or equal to -1, the strength factor score is -1.

### Additional Information:

- **2008 Ending month of fiscal year**: June
- **Last Audit Year**: 2007-2008
- **Received audit within 6 months of close of fiscal year**: yes
- **Unqualified Opinion**: yes
Results from Reviews of Campus Crime Incidence, Consumer Information, and Other Mandated Compliance Activity

Reporting of Campus Crime Incidence

The Student Right to Know and Campus Security Act became effective on November 8, 1990. The law requires disclosure of criminal activity on campus during the previous year. We have not received notification of any concerns or potential concerns regarding the incidence of crime on the UW-Eau Claire campus.

Our University Police Department keeps detailed records of all of its investigations and service calls. The most recent formal record of this nature that is available at the time of this writing is the report for 2008, which can be accessed via the following link: [Evidence]. The U.S. Department of Education annually posts a report on the crime statistics for each institution. This report for 2008 can be accessed via the following link: [Evidence]. We post our crime statistics and sex offender information, and submit a report of our sexual assault data to the UW System each year. The most recent report is available for review on the compact disc that accompanies this report (2008 Narrative Report on Sexual Assault). The actual sexual assault statistics are in the accompanying Excel file (2008 Statistical Report Form Sexual Assault). The UW System, in turn, includes these data in its federal report. The Drug Free Schools and Communities Act requires educational institutions to conduct a biennial review of their program to determine its effectiveness and to ensure that the disciplinary sanctions described are consistently enforced. A recent example of such a report for our campus is available for review on the accompanying compact disc (Drug Free Schools and Communities Report).

Provision of Consumer Information

We provide a wealth of consumer information to our students, prospective students, their families, and the general public. Two key avenues through which we accomplish transmission of consumer information are our annual publications titled Your Right to Know and the Student Services and Standards Handbook. We cover information from these publications during summer orientation sessions with new students and their parents. The information is shared numerous additional times with students, including when they pick up their textbooks in the fall, in an email letter sent on the first day of class, and in a student newsletter on the first day of class. The information is also covered during “Phase II Orientation,” which occurs once students arrive on campus to begin the fall semester. The Your Right to Know publication is provided to all students, staff members, and faculty members each year (formerly both in print and online, but effective in AY 2009-10, the publication will be provided only electronically). It is available for review online via the following link: [Evidence]. Our 2008-09 Student Services and Standards Handbook is also accessible online; the Consumer Information segment can be found on page 23 [Evidence].

According to Title IV requirements, our publication titled Your Right to Know includes a segment that directs students to information sources through which they can obtain detailed consumer information about such issues as financial aid, costs of attendance, completion and graduation rates, and many other key issues of importance to students. That referral segment of the publication is presented on the following page for ease of review.
STUDENT CONSUMER INFORMATION from Your Right to Know

Federal regulations require that the University provide enrolled and prospective students with specific consumer information about the University and available financial aid programs. The following list tells you the information that must be disclosed and explains how to access that information on the Web. If you would prefer to get the information in writing, you may request it from the Financial Aid Office.

Financial Aid Information and How to Find It

Information at the UW-Eau Claire Financial Aid Web site: www.uwec.edu/Finaid/

Under “Types of Financial Aid”
• Available financial aid programs and possible amounts
• How eligibility for aid is determined (See also Award “Estimator”)
• How aid is distributed among students
• The terms of loan repayment and exit counseling information (Loan Entrance Counseling)
• Loan deferments for Peace Corps or volunteer work (See Frequently Asked Questions — Student Loans)

Under “How to Apply”
• The application process (Application Process)
• How eligibility for aid is determined and criteria for continued eligibility (Eligibility Requirements)
• The availability of federal financial aid for study abroad (Eligibility Requirements)
• Standards for satisfactory academic progress (Eligibility Requirements)

Under “Award Guide and Policies”
• Rights and Responsibilities of financial aid recipients (Rights and Responsibilities)

Under “Student Employment” -FAQS
• Terms and conditions of Federal Work Study
• Availability of community-service FWS jobs

Under “Costs”
• Costs of attendance

For Financial Aid Office contact information, see the Financial Aid Home Page
For the National Student Loan Data Systems (NSLDS), www.nslds.ed.gov
For the Student Loan Ombudsman’s Office, www.ombudsman.ed.gov

General University Information and How to Find It

University Catalogue
• UW-Eau Claire degree programs
• List of the faculty and other instructional staff

Contact the Dean of Students Office
• Licensing and accreditation Class Schedule Bulletin

• Buildings associated with academic programs
• Procedures for withdrawing from school
• Institutional refund policy

“Your Right to Know”
• Return of Title IV aid and repayment policy
• Family Educational Rights and Privacy Act of 1974, as amended (FERPA)
• Information on preventing drug and alcohol abuse
• Completion or graduation rates
• Who to contact for information on general institutional issues

“Your Right to Know,” University Catalogue
• Facilities and services available to disabled students

Athletics Statistics
Request report from Kinesiology and Athletics Department
• Equity in Athletics Disclosure Report

Campus Crime Statistics
“Your Right to Know”, http://www.uwec.edu/dos/index.htm
• Security policies and procedures
• Crime prevention programs
• Campus crime statistics
During the current 10-year HLC review period, reviews of the above data have resulted in no findings. We are in compliance with all federal requirements.

**Absence of Limitation, Suspension, or Termination Actions by the U.S. Department of Education**

The U.S. Department of Education has not initiated any action of limitation, suspension, or termination toward UW-Eau Claire.

**Absence of Findings from U.S. Department of Education Inspector General Reviews**

UW-Eau Claire has not been reviewed by the U.S. Department of Education Inspector General during this HLC review period. Therefore, we have no findings to report.

**Other Academic Policies**

In order to maintain eligibility for federal financial aid, students are required to meet or exceed the requirements set forth in our Satisfactory Academic Progress policy. Satisfactory academic progress is defined as (1) a resident and semester grade-point average of at least 2.0 for undergraduate students and 3.0 for graduate students; and (2) successful completion of 67% of UW-Eau Claire enrolled credits. Undergraduate students may receive financial aid for up to a maximum of 180 enrolled credits, including transfer credits. This limit is based on the minimum credit requirement for a degree program of 120 credits. When enrolled in degree programs that have a published minimum credit requirement for graduation of greater than 120 credits, financial aid eligibility may be extended. The maximum number of credits (fundable through federal financial aid) for undergraduate students seeking a second degree is 90 credits, while graduate students are allowed a total of 54 credits, which represents three years of full-time enrollment. A full description of these academic policies can be accessed on our Financial Aid web site, via the following link: [EVIDENCE].

The UW-Eau Claire attendance policy and several types of related information are made readily available to students on the Dean of Students web site, which can be accessed via the following link: [EVIDENCE]. (This information is also available to students in several other locations.) A proposed revision of the attendance and absence policy is under review at the time of this writing, but has not yet been approved. This draft revision explicates the responsibilities of both the instructor and the student. The proposed draft also provides increased clarity about the absence policy and addresses active military service as a basis for excused absence. The Academic Policies Committee will be reviewing the proposed revision during the 2009-2010 academic year. Because the revised policy has not yet been approved, we are not posting the document on a searchable web site, but will make it available for review in the Federal Compliance binder in the physical resource room during the comprehensive visit.

**INSTITUTIONAL DISCLOSURES AND ADVERTISING AND RECRUITMENT MATERIALS**

**Higher Learning Commission Policy and Expectation**

The institution should be able to document that it provides accurate, timely and appropriately detailed information to current and prospective students and the public about its accreditation status with the Commission and other agencies, as well as about its programs, locations and policies.

**Institutional Response**

Following are two examples which document that we provide accurate, timely and appropriately detailed information to current and prospective students and the public about our accreditation status with the Higher Learning Commission and other agencies, as well as about our programs, locations and policies.

The UW–Eau Claire Catalogue, available to all current and prospective students, includes information on accreditation and memberships as shown below (excerpted from page 7, 2009-2010 Catalogue).
In addition, the Admissions Office includes a statement on accreditation in its monthly summer newsletter, the Blugold Banner, sent to all incoming freshmen students:

**Accreditations**
The University of Wisconsin-Eau Claire is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Click here to see a list of other accreditations for specific programs or individual units.

**RELATIONSHIP WITH OTHER ACCREDITING AGENCIES AND WITH STATE REGULATORY BOARDS**

**Higher Learning Commission Policy and Expectation**
The institution should be able to document that it discloses its relationship with any other specialized, professional or institutional accreditors and with all governing or coordinating bodies in states in which the institution may have a presence.

**Institutional Response**
Every accredited program at UW-Eau Claire includes specific language in the Catalogue citing its accrediting body and the status of its accreditation, as summarized in the table which follows.
<table>
<thead>
<tr>
<th>Accrediting Body and the Status of its Accreditation</th>
<th>2009-2010 Catalogue Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association to Advance Collegiate Schools of Business</td>
<td>Page 174: Undergraduate and graduate programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB International).</td>
</tr>
<tr>
<td>Accrediting Council on Education in Journalism and Mass Communication</td>
<td>Page 96: Students who choose a major with an area of emphasis in Advertising, Broadcast Journalism, Print Journalism, or Public Relations, must meet curriculum accreditation standards set by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC). Accreditation standards require that students complete 80 credits of coursework unrelated to their major, including 65 credits in Arts and Sciences courses unrelated to their major.</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td>Page 91: The Department of Chemistry is accredited by the American Chemical Society and certifies the degrees of those who graduate with the Comprehensive ACS Chemistry major.</td>
</tr>
<tr>
<td>American Speech-Language-Hearing Association</td>
<td>Page 224: The master’s degree program is accredited in speech-language pathology by the Council on Academic Accreditation of the American Speech-Language-Hearing Association and is approved by the Wisconsin Department of Public Instruction.</td>
</tr>
<tr>
<td>Commission on Collegiate Nursing Education</td>
<td>Page 238: The Commission on Collegiate Nursing Education granted accreditation for the undergraduate program and graduate program through December 2011.</td>
</tr>
<tr>
<td>Commission on Accreditation of Allied Health Education Programs (Athletic Training)</td>
<td>Initial accreditation in 2003-04; switched to Commission on Accreditation of Athletic Training Education (see below).</td>
</tr>
<tr>
<td>Commission on Accreditation of Athletic Training Education</td>
<td>Page 229: The Athletic Training major is accredited through the Commission on Accreditation of Athletic Training Education (CAATE). Successful completion of this major allows students to sit for the Board of Certification (BOC) examination to become a certified athletic trainer.</td>
</tr>
<tr>
<td>Computing Accreditation Commission of ABET, Inc.</td>
<td>Page 101: The B.S. degree program in computer science is accredited by the Computing Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).</td>
</tr>
<tr>
<td>Council on Social Work Education</td>
<td>Page 234: The bachelor’s degree in social work (B.S.W.) is accredited by the Council on Social Work Education. Graduates of the program are eligible for certification as social workers in the State of Wisconsin, and many schools of social work offer graduates advanced standing, which can substantially decrease the number of credits required for the Master of Social Work (M.S.W.) degree.</td>
</tr>
<tr>
<td>International Association of Counseling Services, Inc.</td>
<td>Page 22: The Counseling Service is an accredited member of the International Association of Counseling Services (IACS).</td>
</tr>
<tr>
<td>National Association for the Education of Young Children</td>
<td>Website: <a href="http://www.uwec.edu/children/accred.htm">http://www.uwec.edu/children/accred.htm</a>: The Children’s Center is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The Center has maintained this distinction since 1987.</td>
</tr>
<tr>
<td>National Association of Board of Examiners for Long Term Care Administrators</td>
<td>Page 195: The Health Care Administration program is accredited by the National Board of Examiners for Long Term Care Administration. The student spends six semesters and one summer session on campus. Following satisfactory completion of all required campus-based courses, including General Education, the student is eligible for enrollment in the practicum.</td>
</tr>
<tr>
<td>National Association of School Psychologists</td>
<td>Page 107 (Graduate Catalogue): Students must also register for and pass the National Association of School Psychologists Nationally Certified School Psychologist (NCSP) qualifying exam. This exam is usually taken during the second semester of the second year. Upon passing the NCSP exam and successful completion of all requirements during the first two years, except the thesis, students are recommended for the entry-level school psychology license and are eligible to enroll in Internship in School Psychology. …Upon satisfactory completion of the Internship, the student is eligible for application for national certification in school psychology (NCSP).</td>
</tr>
<tr>
<td>National Association of Schools of Music</td>
<td>Page 141: The University of Wisconsin-Eau Claire is an accredited institutional member of the National Association of Schools of Music. The Department of Music and Theatre Arts adheres to the code of ethics of the National Association of Schools of Music (NASM).</td>
</tr>
<tr>
<td>National Environmental Health Association</td>
<td>Page 252: The four-year B.S. degree program in Environmental Public Health is accredited by the National Environmental Health Science and Protection Accreditation Council.</td>
</tr>
<tr>
<td>Wisconsin Department of Health and Social Services</td>
<td>Website: <a href="http://www.uwec.edu/children/handbook.htm#InfantToddler">http://www.uwec.edu/children/handbook.htm#InfantToddler</a>. The Children’s Center was awarded a CCAMPIS (Child Care Access Means Parents in School) Grant in the fall of 2005. The grant is renewable on a yearly basis for four years to provide infant and toddler care for low income university student parents. …The program operates on a different license from the Department of Health and Family Services that allows the Children’s Center to care for fifteen children ages six weeks to two years. …The license is posted on the bulletin board in the hallway between the two child care classrooms. Any violations will be posted below or next to this license. The Wisconsin Rules for Licensing Child Care Centers is available on the table below the bulletin board. Parents record their child’s arrival and departure times on a check-in clipboard on the table.</td>
</tr>
</tbody>
</table>
| Wisconsin Department of Public Instruction | Pg 116: Wisconsin Department of Public Instruction content guidelines require that foreign language teachers demonstrate minimal oral proficiency at a level equivalent to Intermediate High according to the ACTFL Proficiency Guidelines.  
Pg. 204: The programs in teacher education offered in the College of Education and Human Sciences are fully approved by the following accrediting agencies: the North Central Association of Colleges and Secondary Schools and the Wisconsin Department of Public Instruction.  
Pg. 13 (Graduate Catalogue): The program for the Master of Arts in Teaching serves students who hold a liberal arts undergraduate degree with a major in a subject taught in the public school system and who wish to qualify as teachers as well as earn the master’s degree. The student should have acquired the equivalent of a “teachable major” as established by the University and by the Wisconsin Department of Public Instruction.  
Pg 224: The master’s degree program is accredited in speech-language pathology by the Council on Academic Accreditation of the American Speech-Language-Hearing Association and is approved by the Wisconsin Department of Public Instruction.  
Pg. 238: The College of Nursing and Health Sciences has approval by the Wisconsin Department of Public Instruction to offer to senior students in the nursing program, and to registered nurses with a B.S.N. degree, courses that qualify them for certification as school nurses. |
| Wisconsin State Accounting Examining Board | Page 185: COMPREHENSIVE MAJOR: ACCOUNTING (Code 720-006)  
This major provides an all-inclusive program which will enable the graduate to pursue entry-level accounting positions. Graduates with this major are eligible to take the examinations for the Certified Management Accountant (CMA) and Certified Internal Auditor (CIA) designations.  
In order to take the Certified Public Accountant (CPA) exam in Wisconsin, a graduate must have 150 credits which include an accounting major. All licensing jurisdictions also have laws requiring 150 credits in order to take the CPA exam. |
| Wisconsin State Board of Nursing | Page 238: The nursing programs are approved by the Wisconsin State Board of Nursing. |
PUBLIC NOTIFICATION OF AN EVALUATION VISIT AND THIRD PARTY COMMENT

Higher Learning Commission Policy and Expectations

The institution should make an appropriate and timely effort to solicit third party comments.

Institutional Response

UW-Eau Claire has made an appropriate and timely effort to solicit third party comments as demonstrated by the notice presented below, and the venues in which it was published. All notices were printed or distributed four weeks or more in advance of the August 10, 2009 comment deadline date.

- Print ad in Eau Claire newspaper, The Leader Telegram, appeared Sunday, July 12, 2009
- Public notice on University website homepage with link to announcement, appeared beginning June 25, 2009
- Release announcing public comment distributed to full regional media list June 24, 2009
- E-mail notice sent by Chancellor to all parents of UW-Eau Claire students June 25, 2009
- E-mail notice sent by Chancellor to all current UW-Eau Claire students, faculty and staff June 25, 2009
- E-mail notice sent by Chancellor to UW-Eau Claire Foundation and Alumni Board members June 24, 2009
- E-mail notice sent by Chancellor to State legislative representatives, June 24, 2009
- Article included in June 2009 issue of The e-View, the electronic newsletter for alumni and friends of the University

A copy of the actual notice appears below.
Samples of notices placed in all venues will be available in the Federal Compliance binder in the physical resource room, for inspection by our HLC Peer Evaluators during the comprehensive visit.

CONCLUSION

The information provided in this Federal Compliance Addendum demonstrates that we are in compliance with all federal regulations, to the best of our knowledge.