## UNIVERSITY OF WISCONSIN - EAU CLAIRE STUDENT SENATE
### INFORMATIONAL GUIDE

University of Wisconsin - Eau Claire Student Senate

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About Student Senate:
The UW-Eau Claire Student Senate represents the best interests of the students of the University of Wisconsin-Eau Claire by authoring and passing legislation to better improve student life and the overall quality of the University. We offer advice and opinions to the University faculty, University of Wisconsin System administration, Eau Claire City Council, as well as the state and federal governments.

Student Senate has the annual responsibility of allocating over $4 million in segregated fees to organized activities such as Student Legal Services, Athletics, Student Health Services, and numerous other deserving organizations. In addition, Student Senate annually allocates the over 1 million dollars in Student Technology Fees and the 13 million dollar Differential Tuition (Blugold Commitment) budget. The Information and Technology Budget controls laptop rentals, general access labs, wireless Internet and much more. Differential Tuition funds access to bottleneck courses, reduces class sizes, and helps create high impact practices including but not limited to immersion experiences, student/faculty collaborative research, internships, and capstones.

Aside from budgets and advocating, Student Senate provides several direct services for students and plans events throughout the year. Events include House Day, Don't Dump It Donate It Day, Take Back the Night, Turn Off Your TV Week, and numerous others. Student Senate direct services include Legal Services, the Readership Program, and more. Student Senate also oversees the approval of all new student organizations on campus.

Get Involved:
Any student can be a contributing member within Senate by either being elected or appointed to a Senator seat, being appointed to a chair or director position, participating as a commission member or simply showing up at any commission or general Senate meeting and giving valuable input and feedback. Students are welcome to come to our weekly Senate meetings and speak during open forum. If you are interested in joining Student Senate or any of its commissions or committees, simply stop in our offices at Davies 220 and ask how. Contact Commission Directors for specific meeting times and places or e-mail us with general questions. Student Senate's general meetings are typically held at 6:00 p.m. on Monday evenings in Davies. Please check the meeting schedule for any changes to the date, time or location.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/about/index.htm
http://www.uwec.edu/StudentSenate/getinvolved/index.htm
http://www.uwec.edu/StudentSenate/getinvolved/meetings.htm
http://www.uwec.edu/StudentSenate/about/contact.htm
Introduction:
This informational sheet briefly summarizes the general form, procedures and practices of
general Student Senate meetings so that Students may understand the processes of Student
Senate and how to interact in those processes.

Applicable Constitutional Student Rights:
Student Senate complies with Wisconsin Open Meetings law meaning all meeting agendas are
posted 24 hours in advance and are accessible to the public. Students may petition the Senate for
redress of a grievance which should be presented to the Vice President or any Senator. The
Senate may not discriminate against any person or group on any non-merit basis.

Senate Sessions:
A session of the Senate runs annually from the start of the first executive board meeting after the
Student Senate elections to the executive board meeting after the Student Senate elections the
following school year. General meetings are held each Monday at 6 p.m. in the Davies Student
Center - see schedule for room number:
http://www.uwec.edu/StudentSenate/getinvolved/meetings.htm

Meeting Order of Business:
The order of business for a general meeting is: I. Call to order by presiding officer; II. Pledge of
Allegiance to the Flag; III. Roll Call by the Secretary; IV. Open Forum for 15 minutes; V.
Approval of Minutes; VI. Report of President; VII. Report of Vice President; VIII. Report of
Treasurer/Chief of Staff; IX. Departmental Reports; X. Special Business; XI. Unfinished
Business; XII. New Business; XIII. Personnel Matters; XIV. Announcements and; XV.
Adjournment. No members of the gallery, non-members, may speak, debate, introduce motions,
or vote during any portion of the meeting except during the 15 minute open forum. Members of
the Gallery can speak during other portions of the meeting if called upon directly be the presiding
officer or if a speaking turn is transferred to them from a member of the Student Senate.

Legislation and the Legislation Process:
Legislation is considered in the unfinished and new business sections of the general Senate
meetings. Legislation is either a Resolution which express the opinion of the Senate or Bills
which establish binding policy and/or require the expenditure of time, labor, and/or money. Bills
must be introduced one week and wait until the following meeting for consideration while
resolutions may be introduced and considered in the same meeting.
Introduction:
This informational sheet briefly summarizes key state statues and court cases in Wisconsin history which define shared governance rights within the University of Wisconsin-System.

Wisconsin State Statue 36.09(5):
Wisconsin State Statue 36.09(5) allows the students of each institution or campus, subject to the responsibilities and powers of the board of regents, the president, the chancellor and the faculty, shall be active participants in the immediate governance of and policy development for such institutions. Students shall have the responsibility for the formulation and review of policies concerning student live, services and interests and for the disposition of those student fees which constitution substantial support for campus student activities. Students have the right to organize themselves in a manner they determine.

UW-Milwaukee Student Association v. Baum (1976):
This court case interpreted the legislative intent of state statue 36.09(5) finding that students may organize themselves as they see fit and participate in institutional governance. The right to organize and select student representation must be seen as one right, which must be free of administrative interference. The rights of students are subject to the responsibility of the Board of Regents because they have primary governing responsibilities per statue 39.09(1).

Student Association of UW-Oshkosh v. Board of Regents (1979):
This case established that UW-System is a system and not an institution as defined under statue 36.05. Institutions refer to any university or an organizational equivalent designed by the board of regents and system means the University of Wisconsin system. This case expanded student government involvement but restricted student government involvement and shared governance at the system level. Student retain the right to appoint representatives to UW-System committees only on topics pertaining to a single campus, i.e. search and screen committees.

Kaye v. Board of Regents (1990):
This case classifies student governments as official administrative bodies of a Wisconsin state agency requiring that they adhere to all laws and regulations that state agencies follow. These laws and regulations include Open Meetings Law, Open Records Law and the prohibition of obtaining a lawyer without approval from the governor.

Spoto v. Board of Regents (1994):
This case clarified that the “subject to” clause within § 36.09(5) does not mean subordinate to. §36.09 creates a scheme of shared governance and an administrator cannot outright overrule a shared governance body.
Introduction:
This informational sheet briefly summarizes Student Senate’s compliance with Wisconsin Open Meetings Law (WOML) and State Statue 19.92(1).

Wisconsin Open Meetings Law:
Wisconsin's Open Meetings Law (WOML) embodies the principle that the public is entitled to the greatest possible information about government affairs. WOML requires most government bodies to conduct official business in open meetings and to post in advance public notices of the meetings. WOML applies to the meetings of "governmental bodies" as defined in Wis. Stat. § 19.82 (1). The definition includes the Board of Regents and its committees; campus bodies that the Board creates, such as faculty senates, academic staff assemblies, departments and executive bodies; and most campus subunits created by formal action of these bodies, including campus personnel committees and tenure review committees. WOML applies to every "meeting" of a government body whose purpose is to engage in government business if the number of members is sufficient to determine the government body's cause of action.

Requirements of WOML:
Open session. WOML requires each meeting of a government body whose purpose is to conduct official business to be in "open session," which WOML defines to mean a meeting held in a place reasonably accessible to members of the public and open to all citizens at all times. Public notice. WOML requires each meeting of a government body to be preceded by public notice. The notice of the meeting must give the time, date and subject matter of the meeting, including any matter intended for consideration at any contemplated closed session. The chief presiding officer or chairperson of the campus body or their designee must give notice of the meeting to the public. To achieve this end, the Department of Justice recommends posting the notice in at least three different locations on campus. The chief presiding officer or his or her designee must provide notice of every meeting at least 24 hours before the meeting begins.

Student Senate Compliance with WOML:
The Student Senate including all commissions and committees publicly posts agendas 24 hours in advance of meetings. Commission agendas are posted in the Student Senate office and the general Student Senate meeting agendas are posted in the Student Senate offices, outside the Offices and on the Student Senate Website.
Introduction:
This informational sheet briefly summarizes the Student Body Constitution which establishes the governance structure of the University of Wisconsin - Eau Claire Student Senate.

Purpose:
The constitution is established to maintain and ensure, pursuant to the federal and state constitutional and statutory rights of students, self-government in student affairs and to promote the interest of students in all aspects of university operations.

The Student Body and Rights:
The student body of UW-Eau Claire consists of all students officially enrolled at the university. All such students are eligible to vote in all student government elections and referendums. The Student Senate is the preeminent governing body representing the student body. Student Senate complies with Wisconsin Open Meetings law meaning all meeting agendas are posted 24 hours in advance and are accessible to the public. Students may petition the Senate for redress of a grievance which should be presented to the Vice President or any Senator. The Senate may not discriminate against any person or group on any non-merit basis.

Student Senate Membership and Elections:
Voting members of the Student Senate consist of 30 Student Senators and 2 executives; the Student Body President and Student Body Vice President. Any candidates for office and all students in service to the Senate must maintain a minimum cumulative GPA of 2.0 and must be enrolled at a minimum half-time status. Senators represent either on-campus or off-campus communities which are reapportioned annually based on the number of officially enrolled university students residing in each community. General elections for voting members are held annually each spring during the second or third week of April. Vacant seats during the year are filled with the advice and consent of the Senate by the Vacancies Committee of the Senate. Members may be recalled from office pursuant to Section 1G of the Student Body Constitution.

Officers and Duties:
The officers of the Senate are the Student Body President, Student Body Vice President and Treasurer/Chief of Staff. The President and Vice President are elected by the student body at large during the general elections and the Treasurer/Chief of Staff is appointed by the President. The President is the chief executive and legislative officer of the student government and is responsible for the proper execution of the constitution, bylaws and Senate legislation. The Vice President may negotiate and, with the advice and consent of the Senate, sign executive agreements on matters of interest to the Senate in the absence of the President. The Treasurer/Chief of Staff keeps financial records of the Senate and serves as a member of the Student Senate Finance Commission. Other officers created by the Student Senate Bylaws may be appointed by the President with the advice and consent of the Senate.

Senate Meetings and Legislation:
The Senate meets every school week at a time and place designated by the Senate. A majority of the membership of the Senate must be present to meet quorum and conduct business. Senate legislation is be one of two forms. Bills are pieces of legislation which establish binding policy and/or require the expenditure of time, labor, and/or money. Resolutions are pieces of legislation which express the opinion of the Senate.

Commissions, Committees and Representatives:
The Senate may constitute any Standing Commission by specifying its name, membership, powers and duties in the bylaws. Special and Select Committees may be constituted by specifying powers, duties and term of existence in a bill. Commission and committee membership shall be appointed, removed or replaced by the President with the advice and consent of the Senate. Student representatives to all university committees shall be appointed by the President with the advice and consent of the Senate.

Amendments:
Amendments to the constitution shall be initiated by any Senator or upon written petition by at least 100 members of the student body. A proposed amendment must be approved by two-thirds vote of the Senate and ratified by a majority vote of the student body during a referendum at the next general election or at a special election called by at least a two-thirds vote of the Senate.

Authority:
The Student Body Constitution has precedence over the bylaws, the bylaws over the parliamentary authority and the parliamentary authority over regular legislation. The Senate may, in its bylaws, extend the privileges of introducing motions and debating, but not voting, to such persons or positions as it deems appropriate. The Senate, and all of its subordinate bodies, will abide by the latest edition of Robert’s Rules of Order, Newly Revised.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/constitution.htm
Introduction:
This informational sheet briefly summarizes the Student Senate Bylaws which establishes the rules of operation for the Student Senate.

Advisor:
The Dean of Students or his/her designated representative is the advisor of the Student Senate. The advisor advises the Senate on student activities and confers with the officers as necessary.

Observance of Rules:
The Senate and its officers must properly observe the rules and regulations established by the University. The Senate and all commissions and committees must comply with the provisions of the Wisconsin Open Meeting Law which requires the posting of agendas 24 hours in advance and public access to all meetings. The Senate may enter closed session if personnel issues or legal issues are being discussed.

Definition of Process of Senate Confirmation or Advice and Consent:
The Student Body President appoints all member of the Student Senate, officers, commission directors, committee and commission members by placing their name on the appointments list for each Senate meeting. When the appointments list has been read by the President, only Senators can motion to object. Once a motion to object has been made, the Senator is given one minute to state the reasoning of the objection. The Senate then votes as to whether the objection will be heard with a majority vote in the affirmative. A speakers list is then opened and exhausted at which time a 2/3 vote in the affirmative is required to uphold the objection and negate the appointee form receiving the position.

Removals:
Removals may be initiated by any Senator or by the President. The President may remove any appointed Director or Executive during a session by including the removal, reasoning and vacancy in his or her report. The President may not remove Senators, Chairs or Commission members without the same process that a Senator would need to facilitate. A Senator wishing to remove another member needs to draft a resolution which requires a simple majority to pass and is debated in closed session. Senators may be removed by the President if they have not met the attendance obligation as outlined in sections 5.03 and 5.04. A Senator may object to this removal.

Duties of a Senator:
Senators are required to attend all Senate meetings, service hours, commission and committee meetings and the annual Student Senate retreat. A Senator is allowed five unexcused absences. Each Senator must join at least one commission and one administrative committee. Senators must also perform a service hour once per week. Senators must also meet with the Finance Director, Information Technology Director and Academic Affairs Director annually prior to the...
passage of the Organized Activities Budget, Student Technology Fee Budget Ranges and Differential Tuition Budget bills.

Executive Board:
The Executive Board functions as the primary advisory body to the president, hears ethics complaints, apports Senate seats between the on-campus and off-campus communities prior to scheduled elections. The Executive Board consists of the President, Vice President, Treasurer/Chief of Staff, Secretary, Web Coordinator, Parliamentarian, commission directors and Senate Advisor. Executive Board members are required to maintain two regular office hours per week between 8 a.m. and 5 p.m. on a weekday. Executives who are also Senators are not be required to maintain a service hour. The office hours are posted on the Student Senate website and publicly outside the Student Senate Offices. No member of Student Senate may hold more than two executive positions at once.

Executives and Responsibilities:
The President is the presiding officer and chief representative of the Student Senate and the student body. The President makes all appointments, is non-voting member of every Senate commission or committee, and has budgetary authority over the Student Senate General Operations and Foundation accounts. The President holds regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor. The Vice President is the second highest ranking representative of the student body and the Student Senate who assists the President in running the general Student Senate meetings, and has $50 budgetary discretion from both the General Operations and Foundation accounts. The Treasurer/Chief of Staff must have held an office in the previous session and is responsible for formulating the Student Senate General Operations, Legal Services and Readership Program budgets. The Treasurer/Chief of Staff also reviews financial records of the Student Senate, serves on the Finance Commission, has a budgetary discretion for purchases at or below $50 from the General Operations budget and Foundation accounts, monitors attendance of Senators, plans Senate social events, holds weekly meetings with the President and Vice-President, and arranges regular meetings between the executives and individual directors.

Officers and Responsibilities:
The Secretary keeps and distributes the meeting minutes, bills, resolutions and reports. The Web Coordinator reports to the Public Relations Director and is tasked with maintaining and updating the Student Senate website and other web presences, maintaining email distribution lists, and coordinating office technology maintenance. The parliamentarian advises the president, senators and directors on proper parliamentary procedure based on the constitution, these bylaws and the latest edition of Robert’s Rules of Order Newly Revised and supervises Senate and Commission compliance with Wisconsin’s Open Meeting Law. The Parliamentarian only speaks and authors legislation on matters of parliamentary procedure and constitution or bylaw procedure and may not hold the position of Senator. The Parliamentarian also chairs Internal Affairs.

Directors and Responsibilities:
Each commission director serves as the chairperson of their respective commission responsible for the proper performance of the managerial functions of planning, organizing, directing and
controlling within the respective commission’s jurisdiction as outlined in the commission bylaws and retains the right to vote in their respective commission at all times. All directors must create, maintain and revise by the second Monday in February a director handbook.

**Stipends:**
The President shall receive a stipend for the full amount of an academic year’s tuition and fees at a full time credit level. This is for the equivalent of fall and spring semesters and for the level of Wisconsin resident tuition. This does not include course fees, housing fees, etc. The amount shall be set at the previous academic year’s tuition level. All stipends for other officers and directors shall be a percentage of the President’s stipend.

**Committees and Commissions:**
Each commission must meet at least twice a month during the Senate session during regularly set times as determined by the director. Members of all commissions must be appointed by the President subject to Senate confirmation. All commission members must meet the eligibility requirements for Student Senate; half-time status and 2.0 GPA. Attendance policies for each commission must be established in writing and distributed to members. Commission may form sub-committees within their jurisdiction. Standing Commissions of Student Senate include Academic Affairs, Finance, Information Technology, Intergovernmental Affairs, Organizations, Public Relations, Student Services, Student Office of Sustainability, and University Activities. The Senate may constitute any special or select committees by specifying its powers, duties and terms of existence in a bill. Refer to each commission’s internal bylaws for more information or to fact sheets summarizing each’s respective responsibilities.

**Referendum:**
An original referendum must be voted on by the Student Senate at least 30 days prior to campus-wide voting on the referendum. Referenda are considered binding upon Student Senate and its subunits subject to these bylaws and Constitution. Referenda may amend the bylaws and Constitution. Referenda that approve fees (not including United Council fees) are to be included in the appropriate budget as submitted to the Board of Regents. The Student Body Constitution may only be amended by the student body in a referendum. All non-constitutional referenda may only be undone or rejected by an affirmative vote of 22 voting members of the Student Senate.

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<th>Non-Federal Student Stipends - Student Senate</th>
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<td>Position</td>
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<tr>
<td>President</td>
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<tr>
<td>Vice-President</td>
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<tr>
<td>Treasurer/CoS</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Web Coordinator</td>
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<tr>
<td>Parliamentarian</td>
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<tr>
<td>9 Directors</td>
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<tr>
<td>4 Interns</td>
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Drafted: January 2013
Sources: [http://www.uwec.edu/StudentSenate/documents/bylaws.htm](http://www.uwec.edu/StudentSenate/documents/bylaws.htm)
UW-Eau Claire Student Senate Fact Sheet on:

STRUCTURE

OF STUDENT SENATE COMMISSIONS AND COMMITTEES

Definitions: S.O.S. (Student Office of Sustainability); U.A.C. (University Activities Commission); O.I.C. (Outreach and Inclusivity); I.T.C (Information Technology Commission).

Drafted: January 2013
Introduction:
This informational sheet briefly summarizes the General Operations Budget of the Student Senate. The General Operations Budget is formulated and submitted by the Student Senate Chief of Staff/Treasurer with the advice of the Student Body President and Student Body Vice President. The General Operations Budget is subject to the funding process as any Organized Activity at UW-Eau Claire and, as such, is submitted as a request to the Finance Commission for consideration.

General Operations Budget:
This Budget fund the internal operations of the Student Senate including the Program Assistant Salary, Executive Stipends, Travel Costs, Office Computers, and Services & Supplies. The General Operations Budget annually totals between $150,000 and $160,000 derived from student segregated fees.

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<th>2013-2014 Student Senate General Operations Budget</th>
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<tr>
<td>Program Assistant: $29,000</td>
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<td>Fringe Benefit: $31,000</td>
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<td>Non-Federal Student Stipends Total: $72,786</td>
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<tr>
<th>Position</th>
<th>% Stipend</th>
<th>Stipend:</th>
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<tbody>
<tr>
<td>President</td>
<td>100%</td>
<td>$8,489</td>
</tr>
<tr>
<td>Vice-President</td>
<td>75%</td>
<td>$6,367</td>
</tr>
<tr>
<td>Treasurer/CoS</td>
<td>50%</td>
<td>$4,245</td>
</tr>
<tr>
<td>Secretary</td>
<td>20%</td>
<td>$1,698</td>
</tr>
<tr>
<td>Web Coordinator</td>
<td>20%</td>
<td>$1,698</td>
</tr>
<tr>
<td>Parliamentarian</td>
<td>25%</td>
<td>$2,122</td>
</tr>
<tr>
<td>9 Directors</td>
<td>50% ea.</td>
<td>$4,245 ea.</td>
</tr>
<tr>
<td>4 Interns</td>
<td>25% ea.</td>
<td>$2,122 ea.</td>
</tr>
<tr>
<td>Hourly Wages</td>
<td>-</td>
<td>$1,480</td>
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| Services & Supplies: $16,500 |
| Postage: $1,300               |
| Telephone: $1,400             |
| Senate Travel: $7,000         |
| Computer Fund: $0             |

Total Expenditures: $158,986
UW-Eau Claire Student Senate Fact Sheet on:

PROCESS TIMELINE
FOR THE STUDENT SENATE GENERAL OPERATIONS BUDGET

Finance Commission Distributes Budget Instructions
September

Budget Hearing Times Provided by Finance
Six Weeks Prior to Finance Hearings

Provide Finance Preferred Hearing Times
Four Weeks Prior to Finance Hearings

Budget Consultations with Finance Member
Four Weeks Prior to Finance Hearings

General Operations Budget Request is Submitted
Two Weeks Prior

Final Hearing Time and Rules Set
One Week Prior to Finance Hearings

Twenty Minute Oral Budget Presentation
At Finance Hearings

Finance Budget Deliberations, Tentative Allocations Sent
Following Hearings

Appeals to Finance

Appeals to Student Senate

Student Senate Approval of Organized Activities Budget
Bill and Notification of Results
February

Appeals to the Chancellor

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/bylaws.htm
http://www.uwec.edu/StudentSenate/commissions/fin.htm
Introduction:
This informational sheet briefly summarizes the policies for Student Senate Elections outlined in the Elections and Campaign Procedures document. All candidates are responsible for the knowledge of and observance of all official Election and Campaign Procedures as given to the prospective candidate as well as other university policies. These policies ensure that all candidates have a fair and equal opportunity in attaining an elected position and further serve as a guideline in resolving any conflicts.

Candidate Requirements:
Voting members of the Student Senate consist of 30 Student Senators and 2 executives; the Student Body President and Student Body Vice President. Each candidate shall run for either an on- or off-campus position corresponding to the community in which he/she will reside during the following semester. Candidates must maintain a minimum cumulative GPA of 2.0 and be officially enrolled at half-time status. Each candidate must fill out a petition for office provided by the Student Senate Program Assistant. Students who are in Study Abroad or National Student Exchange and other off-campus programs are not prohibited from running. Candidates may campaign and file a petition for both a Student Senator position and an executive ticket. Executive tickets will consist of a Presidential and Vice Presidential candidate only requiring one petition. The petition for President/Vice President requires 125 signatures and the petition for Senator requires 50 signatures. Students may also be elected as Write-In candidates on the day of the election. Write-in candidates are responsible to know and adhere to all election and campaign rules and must complete a petition for office with signatures after their election to office. Name order on ballots are selected at random by the Student Senate Advisor. Candidates for executive positions will be placed distinctly together on the ballot by ticket.

Campaigning:
Campaigning is defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or official candidate or a referendum question on the ballot. Campaigning may not begin until after the completed petition for office is returned. The Student Senate offices may not be used for any campaigning or visible storage of campaign or referendum related materials. Student Senate materials may not be used for campaigning. No campaign materials may be placed in university computer labs. The signing of petitions may occur in the Student Senate offices. If paper ballots are used, no campaigning is permitted during the days of voting within a 50-foot radius of the polling place. If online voting is used no personal campaigning is allowed inside any classroom space or University computer lab during the days of voting. No candidate shall interfere with another candidate’s right to campaign.

Campaign Materials:
All candidates must follow university regulations regarding promotional materials on campus including but not limited to posters, literature drop, chalking and yard sign policies. All candidates must submit one copy of each poster, yard sign, table tent, and leaflet for approval to the Program Assistance. Online materials, bridge signs, buttons, stickers and t-shirts do not need...
to be approved. Submitted items containing inappropriate material as determined by the Chair of the Elections Committee will not be valid for display. Students may display material on their own property, such as residence hall doors or the side of one’s house, without approval by the Chair of the Elections Committee, unless produced or distributed by a campaign. Refer to the Elections and Campaign Procedures document for additional regulations regarding Posters, WebPages, the use of E-mail, Veranda Banners, Bridge Signs, Yard Signs, Table Tents and Bulletin Board Space in Davies Center. Rooms may not be reserved in Davies Center in Student Senate’s name or by individual candidates for campaign use. Referendum campaigns and those involved must also follow applicable election rules and university policies.

**Elections Committee:**
A five-person Elections Committee is established as the primary review committee for all elections procedures, grievances and issues. The committee is chaired by the Parliamentarian and consists of two executives, one senator, and one additional student who may or may not be a member of Senate. The Elections Committee shall be responsible for overseeing all aspects of the elections process: including, but not limited to, setting up the polls and finding poll workers, investigating any grievances and making Reports and Recommendations regarding those grievances and counting and verification of ballots. The committee will also be responsible for producing non-partisan advertisements including the location and dates of the elections. Campaign violations shall be defined as any activity committed by or given prior approval by a candidate contrary to the Election and Campaign Procedures, which are given to prospective candidate at the time a petition is taken out for an election position, as well as any and all university policies. All complains concerning elections and violations of the Elections and Campaign Procedures or campus shall be submitted in writing to the Student Senate Program Assistant no later than three school days after the alleged violation. The complaint must include a description of the evidence, and the names of witnesses of the alleged violation. The Elections Committee will investigate all written complaints and submit a written, signed recommendation and report to the Senate regarding the alleged violation or complaint pursuant to the Grievance Procedures and Penalties section of the Elections and Campaign Procedures document.

**Voting:**
Currently enrolled students at UW-Eau Claire are eligible to vote one for representatives running for seats on Student Senate. Students shall cast a cumulative ballot, casting up to eighteen votes for off-campus senators and up to twelve votes for on-campus senator positions. Students will only be allowed to vote for one Presidential ticket. The candidates with the most votes for an open seat will be declared the winners. All votes are taken by secret ballot. Upon finalization by the Elections Committee, the results will be posed outside of the Student Senate office and will include vote totals for all candidates appearing on the ballot and all write-in candidates. Recounts may only take place within one week of the exact time the polls close for the election.
Introduction:
This informational sheet briefly summarizes the legislative process within Student Senate.

Beginnings of Legislation:
Legislation comes from various sources ranging from constitutionally mandated bills such as budget bills to legislations resulting from constituent contacts from the general student body. Often legislation changes bylaws within Student Senate changing how the Student Government operates. Most legislation is derived from the Executive Committee, Board of Directors and various commissions of Student Senate. Members of the Executive Committee, Board of Directors and Student Senators can draft legislation for Student Senate’s consideration.

Drafting Legislation:
Once legislation is discussed with constituents or deliberated and voted on by a commission, a Senator, Director, or Executive drafts the legislation to be introduced to Student Senate. Legislation is in one of two forms. Bills are pieces of legislation which establish binding policy and/or require the expenditure of time, labor, and/or money. Resolutions are pieces of legislation which express the opinion of the Senate. The person introducing the legislation places his or her name on the bill or resolution as the principle author. Cosigners may also have their names placed on the legislation often as a show of support. Attachments may also be added to the legislation such as budgets or bylaws language. The legislation then must be submitted to the Student Senate Program Secretary by Thursday at noon so it can be placed on the agenda, put into a standardized form and disseminated to the Senate and public.

Floor Introduction, Debate, and After Passage:
At the next meeting the bill or resolution is introduced by the principle author during the new business section of the meeting agenda. Resolutions may be debated and voted on the same night while bills must wait a week before any debate or vote unless the Senate rules are suspended with a 2/3 vote. After introduction the legislation is debated on the floor allowing Senators, Directors and Executives a chance to discuss the merits of the legislation, make amendments or changes and ultimately vote. Most legislation passes with a majority vote but some legislation has special rules attached. If the vote fails the legislation is not adopted. If the legislation passes it is forwarded to the Program Secretary with any amendments for finale posting and filing. Any changes to bylaws are immediately made, posted and disseminated to the Senate.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Academic Affairs Commission of Student Senate.

Purpose:
The Academic Affairs Commission is responsible for representing student academic interests relating to academic polices to the faculty, administration and UW-System. The Commission works closely with administrators to ensure that student interests and needs are being heard during all decision making processes. The Commission reviews and examines how academic polices proposed by the University Senate Academic Policies Committee and the University of Wisconsin System Regents affect students and the commission takes appropriate action. The Commission has a strong hand in guiding the Blugold Commitment process which allocates millions of student dollars to reduce class sizes, increase access to bottleneck classes, and provide high impact practices. The Director serves on the Funding Analysis Committee working collaboratively with the Provost and Academic Affairs Staff to evaluate the previous year’s Differential Tuition expenditures. Members of the Commission may serve as chairpersons for Graduate Affairs, General Education, Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.

Organization:
The Academic Affairs Commission consists of a minimum of 3 members at all times and the commission has no cap on membership. Quorum must be present to conduct business within the commission. The Director retains the right to vote. Advisors to the commission may not vote but serve in an advisory capacity. All members are appointed by the Student Body President with the advice and consent of the Senate. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All meetings are in accordance with Wisconsin Open Meetings Law.
Introduction and Purpose:
This informational sheet briefly summarizes the Blugold Commitment and Differential Tuition (BCDT) Bylaws which were established to ensure the transparent, including and orderly implementation of the BCDT Program. The bylaws govern the processes to be used and the decision-making authority for each party involved in the BCDT Program. The Blugold Commitment is funded with a $1,200 per student Differential Tuition increase.

Criteria and Call for Proposal:
The Student Senate may establish a list of criteria and expected outcomes for the differential tuition program. These criteria and expected outcomes would serve as guidelines for the Categorical Committees’ rankings and the Funding Analysis Committee’s allocation decisions. The Academic Affairs Director, in conjunction with the Academic Affairs Commission, would establish and approve a list of criteria. The list would then be submitted to the Student Senate for approval. Senate approval of any established criteria would take place in the spring semester and would apply to the following year’s funding cycle. At the beginning of the fall semester, the Office of the Provost issues a Call for Proposals to all faculty and academic staff. All proposals may request to be categorized in one of three funding categories: one year, multi-year, and base. Multi-year or base funding proposals are expected to submit a three year budget plan. Multi-year proposals will be granted funding for three years at which point they must re-apply for funding. Multi-year proposals will be subject to annual assessment. Proposals granted base funding will have guaranteed funding for three years, at which time they will also be subject to assessment and either be placed on probationary status or renewed.

Proposal Evaluation:
After the proposals are submitted the deans of each college, the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, and the Assistant Chancellor for Budget and Finance shall rank the proposals for their respective college or division and provide sufficient feedback to Categorical Committees. Rankings are to be conducted either through quartiles or straight numerical ranking. After the proposals have been ranked by the deans or appropriate administrators and organized by the Provost’s staff all proposals will be placed into a particular category. The Categorical Committees will be formed to evaluate proposals in the following program areas: Research and Scholarly Activity, Immersion Experiences, Internships/Practicum, Learning and Teaching Enhancements, and Innovative Projects. Each committee ranks all proposals. Each Categorical Committee consists of three students, two faculty or academic staff members and at most one administrative representative who will be a non-voting member. Students who meet the Student Senate participation requirements are eligible to serve on the committees. The Student Body President will appoint all student members with the advice and consent of the Student Senate. The Provost will appoint two members of the faculty and/or academic staff to each Categorical. The Provost may also appoint staff to the Funding Analysis Committee as necessary. The committees rank the proposals and provide rationale behind rankings for each proposal.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/dt.htm
http://www.uwec.edu/BC/index.htm
Funding Analysis Committee:
The Funding Analysis Committee (FAC) determines the allocation of funding to the proposals within the program array approved by the Student Senate. The committee shall take the input and feedback from the deans, administrators and the Categorical Committees when making funding decisions on proposals. FAC includes up to four student representatives including the Academic Affairs Director and four representatives from the Office of the Provost. The Student Body President will appoint the student members with the advice and consent of the Student Senate.

Provost Initiatives:
Based on the Centennial Plan, historical evidence, and the mission of UW-Eau Claire, the Provost shall develop and implement Provost initiatives during each differential tuition budget cycle. Provost Initiatives are limited to implementing prototypes for a revised General Education program, improved freshmen and transfer student advising, and course availability. The Provost’s Office presents to the Student Senate a detailed description of these Provost Initiatives, complete with departmental participation and proposed budgetary information. Provost initiatives shall not exceed 25% of the total programmatic funding for any given tuition cycle without simple majority roll call bill by Student Senate. The Provost Initiatives are submitted to FAC for consideration.

Student Oversight:
At the conclusion of the FAC, the Academic Affairs Director submits a bill for Student Senate’s consideration containing a list of funded proposals, the amount requested by the proposal author, the amount granted by the FAC and any other relevant or requested information. The bill also outlines the items on the provisional status list and details if applicable about those specific proposals. The Bill includes the following list of proposals funded, amounts requested and amounts rewarded by FAC; funding plan, including total available funds, total amounts spent and expected carryover; funding plan for the provost initiatives; amount allocated to financial aid; report detailing expected coverage of the proposed financial aid amount.

Assessment:
Proposals that receive multi-year funding will be expected to submit an annual progress report to continue to receive funding. FAC will then meet to assess progress of the proposals in early March. Proposals that have been granted base-funding must submit a progress report in their third year of funding which is also reviewed by FAC in March. FAC determines whether or not the proposal has adequately achieved the necessary outcomes to justify continued funding. Base-funded programs will either be given an additional five fiscal years of funding or placed on probationary status. Funding increases, if any, must be brought before the Student Senate.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/dt.htm
http://www.uwec.edu/BC/index.htm
Student Senate sets Priorities and Outcomes
Spring Semester

Proposal Guidelines Released and Proposal Preparation
September - October

Proposals Due
October

Members Appointed to Categorical Committees
October

Proposal Review Training for Categorical Members
October

Rankings from Deans, Vice Chancellors, etc.
October

Categorical Committees Rank Proposals
October - November

Proposals to Funding and Analysis Committee
November

Student Senate Reviews Proposals
December - February

F.A.C. Assesses Funded Programs for Outcomes
March

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/dt.htm
        http://www.uwec.edu/BC/index.htm
Introduction:
This informational sheet briefly summarizes the University of Wisconsin-System Regent 32-7 Student Involvement in Differential Tuition Initiatives.

Differential Tuition:
Section 36.27(1), Wis. Stats., restricts the ability of the Board of Regents to set tuition rates for resident undergraduate students. An exception is provided, however, for differential tuition approved by the Board of Regents. Differential tuition is tuition added to the base tuition level for the purpose of supplementing services and programming for students within an institution. Differential tuition can be assessed to undergraduate students, graduate students, or both. Differential tuition can be implemented in a variety of ways, including within an individual program, on an institution-wide basis, or on a systemwide basis. The Board of Regents has full authority to establish tuition levels for all student groups and classes other than resident undergraduates.

Student Involvement:
Students shall be advised and consulted, directly or through their student government organizations, of all planned differential tuition initiatives before proposals are submitted to the Board of Regents. Differential tuition proposals presented to the Board of Regents shall include a description of the student consultation process and outcome, as well as any official position taken by the student government organization, if one has been provided, and the results of any student surveys, referenda, and other solicitations of student input and opinion that were undertaken. The Board of Regents may ask for additional student consultation before approving a differential tuition proposal. Spending decisions related to the funds generated by an approved differential tuition are the responsibility of the Chancellor of the institution, in accordance with s. 36.09 (3) Wis. Stats, but shall be consistent with the information and procedures described in the proposal submitted to, and approved by, the Board of Regents.

Blugold Commitment Differential Tuition at UW-Eau Claire:
UW-Eau Claire’s Blugold Commitment consists of a $1,200 Differential Tuition increase which was approved by the Board of Regents on February 5, 2010. This increase was supported by the Student Senate on December 7th, 2009 with a vote of 17-15. Despite the substantial fee increase UW-Eau Claire’s cumulative cost remains comparable to other Midwestern Public Universities.

Drafted: January 2013
Sources: http://www.uwsa.edu/bor/policies/rpd/rpd32-7.htm
http://www.uwec.edu/newsreleases/09/dec/1208StudentSenateAction.htm
http://www.uwec.edu/newsreleases/10/feb/0205BlugoldCommitmentRegents.htm
http://www.uwec.edu/BC/Compare.htm
Introduction:
This informational sheet briefly summarizes the course absence policy and procedures for UW-Eau Claire.

Class Attendance and Authorized Absence Policies:
Instructor's Responsibility: University Senate action provides as follows: Instructors will maintain student attendance records. The instructor will keep such records and student course-related work for reference during the session and for at least one year following the end of the session. At the beginning of each course, the instructor must provide students in class a written copy of his/her policy specifying the role of attendance in the instructor's method for evaluation of student achievement. In the event a student is found by an instructor to be absent without explanation for an extended period, usually in excess of one week, this absence is to be reported directly to the Dean of Students Office. The absentees will be contacted immediately in an effort to determine the cause(s) of the absence. The instructor will be informed of their findings. In matters of student absence, the Dean of Students Office is available to assist instructors where there is concern regarding the excessive absence of a student. The Dean of Students Office can be of greatest assistance when concerns are brought to his/her attention early in a semester.

Student’s Responsibility: Because class participation is an integral component of the development of a successful learning community, all students are expected to attend all class sessions of courses in which they are enrolled. While attendance is expected, it is recognized that absences are at times unavoidable. If an absence is necessary, the student should take responsibility for contacting her/his instructor(s) as soon as possible to discuss the ramifications of being away from class. In some instances, significant personal issues result in the need to seek additional assistance [see Authorized Absences below]. It is important for the student to realize that when classes are missed she/he may be at a disadvantage as it is often impossible for the instructor to reconstruct activities that took place in the classroom, laboratory, or field during the absence. Additionally, missing any classes may result in lower grades because the student may miss foundational material needed to succeed in the course. Even under the best of circumstances, extended absences can be problematic, with the real possibility that the student may not be able to complete the course successfully.

Authorized Absences:
The determination of what constitutes an authorized absence involves a joint effort between the offices of the College Dean and the Dean of Students. Authorized absences include: (1) participation in an approved field trip listed in the catalogue as a requirement for a course in which the student is enrolled; or (2) participation in an authorized extra-curricular activity on the regularly approved calendar of university events [such absences are reported by the Dean to each Department at least 48 hours in advance of the trip or event]; or (3) Labor Day employment; or (4) active military service; or (5) accommodation of students’ religious beliefs [see Accommodation of Students’ Religious Beliefs policy below]; or (6) illness, injury, or...
emergency of such severity as to prevent the student from being able to attend class. In the case of severe illness, injury, or emergency, instructors should be kept apprised of the situation through direct communication with the student and/or via the Dean of Students Office which will assist students and communicate with instructors as needed. When absences are authorized, instructors are obligated to work with students to determine the best way for students to resume participation in the class without a penalty. If the absences are lengthy, the student, instructor, College Dean, and Dean of Students Office should work together to determine if it will be possible for the student to successfully complete the course.

Medical Excuses:
Excuses will not be issued by Student Health Services for course related activities. Specifically, Student Health Services will not provide “medical excuses” for missed classes, missed examinations, or the late completion of assignments. Faculty and students should together resolve the dilemmas resulting from an illness or injury based on the student’s own explanation of the problem. In some situations, clinicians at Student Health Services will give students specific advice impacting their ability to attend class or complete assignments. At the clinician’s discretion, written advice may be given. Students may wish to share this advice with instructors, but they are not required to do so. Student Health Services personnel will routinely inform the Dean of Students Office on the student’s behalf if an absence is expected to be three days or longer. That office will then inform the student’s instructors. Requests for illness verification may arise in certain specific situations. These requests will likely be granted if deemed to be in the student’s best interest. There are some situations in which verification from the Office of Student Health Services will be provided; they are listed below. Situations where verification is appropriate: 1. Health reason for termination of a housing contract. 2. Disability requiring handicap parking permit. 3. Health problem resulting in cancellation of an airline reservation or other reservation when required to obtain a refund. 4. Health problem causing withdrawal from the University after usual deadlines. 5. Required clearance for return to work. 6. Health problem leading to a student requesting an “incomplete” in a course.
Introduction and Academic Advising Philosophy:
This informational sheet briefly summarizes academic policies related to academic advising. Because academic advising is an important component of a student’s academic experience, the University has established a structure intended to bring each student into a friendly, helpful, collaborative relationship with a faculty or academic staff member who shares the student’s academic or professional interests. Advising is most effective when it is viewed as a developmental process in which the students and advisers work as partners. Students have the ultimate responsibility for monitoring their progress toward graduation and they should work closely with their advisers to develop a corresponding academic and career plan. Advisers should serve as a resource for students, providing accurate information and referring them to appropriate sources of help through the University.

Advising Structure:
Each student is assigned an adviser as part of new student orientation. Students who have not yet chosen a major (undeclared) are assigned an adviser in the Office of Advising and New Student Initiatives (Schofield 226). Special students and students admitted with a conditional status are also advised in this office. A student who has decided upon a major field of study is assigned to a faculty member from the appropriate Department. Students in pre-professional programs are given a faculty adviser familiar with the requirements in those areas. Students should also consult with an adviser in the Department of their minor.

Special Advisers:
Special advisers are available to provide additional assistance to specific populations: international students are helped through the Center for International Education; transfer students can find additional assistance through the Office of Advising and New Student Initiatives; returning students through the Nontraditional Student Services Office; multicultural students through the Office of Multicultural Affairs; students with disabilities through the Office of Services for Students with Disabilities; and first generation/low income students through Student Support Services, a TRIO program. The Academic Skills Center provides tutoring and developmental education courses for students, including those in negative academic standing.

When You Must be Advised:
All freshmen and sophomores, as well as juniors and seniors who are not in good standing, and all students with a major in the College of Business must consult with an adviser prior to registration. They receive a Personal Advising Code or PAC at this time. All new transfer students, regardless of classification must see an adviser prior to registering. This is done as part of the Orientation program. All students must see an adviser prior to withdrawing from a class. In addition, juniors and seniors in good academic standing are encouraged to continue meeting with an adviser at least once a semester.

Student Responsibilities:
It is the responsibility of all advisees to: Take the initiative in seeking advising and, with the aid of their advisers, develop a degree plan. Understand and fulfill all degree requirements. Understand academic policies and become familiar with important deadlines. Learn to read and use the degree audit. Meet regularly with an adviser to confer on educational matters, including long range academic and career planning, personal interests and abilities, course selection and choice of major(s), work load, withdrawing from class, and problems related to academic achievement. Prepare thoroughly for those appointments. Use appropriate student services: i.e. career planning, counseling, tutoring, services for students with disabilities, and other resources available at the University.

Adviser Responsibilities:
It is the responsibility of advisers to: Be available to their advisees, maintaining a reasonable number of office hours and communicating by other appropriate means. Initiate meetings with new advisees and to monitor closely freshman advisees and those who are experiencing academic difficulties. Meet with all advisees during the student’s freshman and sophomore years and with juniors and seniors in academic difficulty prior to registration and sign all course withdrawals throughout the student’s undergraduate career. Help their advisees to develop and implement a comprehensive, long-range academic and career plan and to understand the relationship between the curriculum and their future plans. Work with advisees to track their progress towards their degree and provide consultation for students on such matters as course selection, balancing work, and school, and academic achievement. Address advisees’ concerns by referring them to appropriate student services. Be knowledgeable about the requirements of a particular major, the General Education program, specific degree requirements, academic policies and regulations of the University. Help students understand the value of their liberal arts based education.
Introduction:
This informational sheet briefly summarizes policies and procedures regarding academic misconduct on the part of students. Student academic misconduct rules and procedures are contained in the Blugold Code.

Defining Plagiarism:
Plagiarism is the act of stating or implying that another person’s work is your own. The following is a list of possible ways you commit plagiarism: Submit a paper to be graded or reviewed that you have not written on your own. Copy answers or text from another classmate and submit it as your own. Quote or paraphrase from another paper without crediting the original author. Cite data without crediting the original source. Propose another author’s idea as if it were your own. Fabricating references or using incorrect references. Submitting someone else’s presentation, program, spreadsheet, or other file with only minor alterations.

Procedural Steps in Case of Academic Misconduct:
A. Instructor observes or receives report of alleged academic misconduct by student enrolled in his/her course. B. The instructor promptly offers to discuss the matter with the student. This offer may be oral or written (see sample). The purpose of the discussion is to permit the instructor to review with the student the basis for his/her belief that the student engaged in academic misconduct and to afford the student an opportunity to respond. C. If the instructor, following his/her discussion with the student, determines that academic misconduct did occur, and that one or more of the disciplinary sanctions listed under 14.04 (1) (a) through (h) should be imposed, the instructor must notify the student in writing (see sample)*. The instructor’s notification shall contain (1) a description of the misconduct; (2) a citation or specification of the disciplinary sanctions imposed; (3) notice of the student’s right to request a hearing before the Student Misconduct Hearing Committee. A copy of the letter should be sent to the Department Chairman and the Dean of Students Office. D. Reports of academic misconduct by a student not enrolled in the course in which the conduct occurred (i.e. taking an exam for another student or stealing an exam, etc.) are referred directly to the Dean of Students Office (Investigating Officer). Disciplinary sanctions that may be imposed for academic misconduct in accordance with procedures 14.05, 14.06, and 14.07 include: (a) An oral reprimand; (b) A written reprimand presented only to the student; (c) An assignment to repeat the work, to be graded on its merits; (d) A lower or failing grade on the particular assignment or test; (e) A lower grade in the course; (f) A failing grade in the course; (g) Removal of the student from the course in progress; (h) A written reprimand to be included in the student’s disciplinary file.

What to do if you’ve been Accused of Academic Misconduct:

Drafted: January 2013
Sources: http://www.uwec.edu/ AcadAff/upload/FASRP.pdf
http://www.uwec.edu/DOS/policies/ yrtk/integrity.htm
http://www.uwec.edu/DOS/policies/academic/index.htm
If you feel you have been falsely accused of academic misconduct, you have the right to a hearing within 10 days of the allegation. To request a hearing, contact the Dean of Students Office at 715-836-2325 or stop in Schofield 240. The office staff will take the necessary steps to convene the Student Misconduct Hearing Committee and shall schedule the hearing within ten days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, instructor, or investigating officer, and the members of the hearing committee. The Student Misconduct Hearing Committee is made up of students and faculty members. This committee will hear from both the instructor and the student, ask follow up questions, and then deliberate in private. The results of the committee’s deliberations will be sent to the student at their address of record. If suspension or expulsion is recommended, a student has the right to appeal to the Chancellor within ten days.
Introduction:
This informational sheet briefly summarizes the academic policy relating to accommodating students’ religious beliefs at UW-Eau Claire.

Accommodating Students’ Religious Beliefs:
“UWS Chapter 22 calls for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. The law requires written and timely notification to students and instructors of the rules and complaint process; provides that a student can conveniently and confidentially notify an instructor of potential conflicts; permits a student to make up an examination or academic requirement at another time or by an alternate means without prejudicial effect (provided the student notifies the instructor within the first three weeks of classes or the first full week of summer session); and a procedure for handling and resolving complaints. To address the requirements of the law, the following procedures shall be in effect:

1. The claim of a religious conflict shall be accepted at face value. To be granted an alternative means of meeting an academic requirement, students must notify their instructors within the first three weeks of classes (first week of summer session or summer session) of specific days or dates on which they will request relief from an academic requirement because of a sincerely held religious belief.
2. Any student with a scheduling conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement.
3. Instructors may schedule alternate non-conflicting requirements before or after the regularly scheduled examination or other academic requirement.
4. Students or instructors who have disagreements about the application of the law should seek an informal resolution through the Dean of Students Office.

Should the informal resolution fail, complaints of failure to provide reasonable accommodation of a student’s religious beliefs may be filed under procedures adopted pursuant to Chapters UWS 6 & 13.
Introducion:
This informational sheet briefly summarizes the academic policy relating to the accommodation of students with disabilities as UW-Eau Claire.

Accommodating Students with Disabilities:
Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), the University of Wisconsin has a legal responsibility to accommodate and provide access to student with disabilities. The Board of Regents of the University of Wisconsin System has recognized the mandates of the Rehabilitation Act and the ADA by adopting the System Policy and Guidelines Applying to Nondiscrimination on the Basis of Disability. Directly reflecting the requirements of federal law, the revised policy states the following: It is the policy of the University of Wisconsin System that no otherwise qualified individual is denied access to or participation in any program or activity offered by the University because of a disability. Individuals with disabilities have a right to request accommodations, and individuals will receive appropriate accommodations they need to fully participate in or benefit from the University’s programs, services and activities in a nondiscriminatory, integrated setting. UW-Eau Claire maintains an Office of Services for Students with Disabilities as a resource for students, faculty and staff. Students may document a disability and request auxiliary aids from this office; faculty and staff should use it as a source of expertise and assistance. Providing written documentation of disability and requesting an accommodation is the responsibility of the student. Neither the University nor instructional staff has the responsibility to provide any accommodation that is not requested. Nonetheless, it is important for an instructor to make known his/her willingness to provide reasonable accommodations. A general statement such as the following is recommended on syllabi: “Any student who has a disability and is in need of classroom accommodations, please contact the instructor and the Services for Students with Disabilities Office.” Classroom accommodations and academic access can include the following: Note takers; Exam accommodations; Sign language interpreters; Enlarged and taped materials; Taped classroom lectures; Classroom access and seating; Construction and use of accessible web-based materials; Lab assistance; Early availability of syllabus and course materials to be taped; Special accommodations for field trips. For additional information consult the University of Wisconsin-Eau Claire’s Faculty/Staff Resource Manual for Providing Accommodations/Services for Students with Disabilities, or contact Services for Students with Disabilities, Old Library 2136, 836-4542.
Introduction:
This informational sheet briefly summarizes the conditions for auditing a class at UW-Eau Claire.

Conditions for Auditing a Class:
An auditor registers to attend a course and participate in class activities without earning credit. Basic required textbooks for use in undergraduate courses are available from the Instructional Resource Rental Department of the University Bookstore. In all University courses, students registering for credit are given priority over auditors, but a wide variety of alternatives is available to the auditor each semester. There are no formal requirements concerning previous education. Audit enrollment is not permitted in some courses (see current Class Schedule for restrictions). The University of Wisconsin, Board of Regents policy makes it possible for students to audit courses at reduced costs, as follows:

- Wisconsin Residents under age 60: 30% of the normal per credit tuition.
- Wisconsin Residents age 60 or older: Normal per-credit tuition waived (as of first day of classes).
- Minnesota Reciprocity: 30% of the normal per-credit Minnesota Reciprocity Fee.
- Nonresidents: 50% of the normal per credit tuition.
- Tuition shall be removed for all disabled Wisconsin residents receiving disability benefits under the Social Security Disability Insurance (SSDI) or Supplemental Income Program (SSI).
- Individuals with questions regarding disability requirements should contact an adviser in Old Library 2136 for information.
- Individuals may audit six credits (or two courses, if credits exceed six) each semester, or may take one course for credit (at the normal per credit resident or nonresident fee) and another as an auditor during the same semester.
- UW - Eau Claire does require the payment of segregated fees by all auditors.
Drop and Add Policy:
Students may add a full-semester course without obtaining approval during the first week of classes. A full-semester course may be dropped with no record of enrollment and without obtaining approval during the first two weeks of the semester. Use MyBlugold CampS to complete drops in the first two weeks and adds in the first week. Students may add full-semester courses during the second week of the semester if both the instructor and the adviser agree. A “Change of Registration” form obtained from the Records and Registration Office (S-128) is required for course additions at this time. After the end of the second week, the Dean of the student’s college must approve a student adding a course. Students may add short courses starting later in the semester on MyBlugold CampS through the second day of a short class. Drop periods are pro-rated for courses shorter than 16 weeks.

Withdrawal Policy:
A student may withdraw from a full-semester class up through the end of the 10th week of the semester. The student must obtain a “Change of Registration” form from the Records and Registration Office and get both the instructor’s and the adviser’s signatures. The student will receive a “W” on their transcript. Be sure to consider the consequences for admissions, financial aid, athletic eligibility and insurance if you fall below full-time status. Refer to your insurance policy, the admissions office, the financial aid office or the athletics department for information. Students may remain in the residence halls as long as they are enrolled for at least one course. If a student stops attending a course and fails to withdraw officially the student may receive a temporary grade of ‘XF’ which may be converted to an ‘F’ on the student’s record. Assignment of the ‘XF’ for students who fail to officially withdraw is an important differentiator for financial aid purposes.

If a student withdraws from the University during the first two weeks of classes, no record of specific course enrollment will be made. Complete withdrawal from the third through tenth weeks yields W grades for each course. After the tenth week yields grade of F for each course, except in extenuating circumstances as determined by the Dean of the College in which the student is enrolled. Be sure to consider the consequences for admissions, financial aid, athletic eligibility and insurance when withdrawing from the University. First year students (Freshman and Transfer) must completely re-apply to UW-Eau Claire if they withdraw during their first year at UW-Eau Claire. Students wishing to withdraw from the University should be referred to the Office of the Dean of the college in which the student is enrolled to obtain the official form for withdrawing. In cases of illness or other emergency, the Deans of Students Office will initiate and process withdrawal.

Drafted: January 2013
http://www.uwec.edu/ AcadAff/policies/upload/InstructionalAcademicInfo.pdf
Introduction:
This informational sheet briefly summarizes the Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their education records.

Student FERPA Rights:
(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. To request to amend a record, students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, Housing and Residence Life staff and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Although parents of primary and secondary students hold the rights to inspect or receive information about their children's education records, at the postsecondary level these rights transfer to the students themselves. This means that the parents do not have inherent rights to access, and that no disclosure of such information may be made to parents without the written consent of the student.

The following information may be made available to the public unless you restrict its release by written notice to the Registrar’s Office. Forms for this purpose are available in Schofield 128. Release restrictions are effective until rescinded by the student.
• The following information will be published in the Campus Directory: Name, classification, telephone numbers, local and permanent addresses, and “username” (e.g., for electronic mail access).

• The following information may also be made public by the University: Date of birth, majors and minors, college, degrees, awards received, dates of attendance, full-time or part-time status, most recent educational institution attended, participation in officially recognized activities or sports, and weight and height of members of athletic teams.

Any information other than the items above will not be released without your specific written permission, except as provided by law. The submission of your social security number is voluntary. The University will not use the number, if supplied, for purposes other than routine record keeping, institutional statistics and Federal reporting requirements without your written permission.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office at the U.S. Department of Education located at 400 Maryland Avenue, SW Washington, DC 20202-4605

Notice of Non-Discrimination: The University of Wisconsin-Eau Claire does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, conviction record, or membership in the National Guard, State Defense Force, or any other reserve component of the military forces of the United States or the State of Wisconsin. Refer questions to the Affirmative Action Office, Schofield Hall 217.

UW-Eau Claire Statement on Confidentiality and the Use of Student Records: Electronic technology enables the University to provide expanded information services to students and faculty. The accessibility of this information necessitates an understanding of and adherence to Federal, State, and University rules and policies on the confidentiality and use of student records by users. The University will take prompt remedial or disciplinary action against individuals who are found to have violated this policy. This statement encompasses rules and practices under the Family Educational Rights and Privacy Act (Buckley), the Wisconsin Open Records Act, the UW-Eau Claire Student Records Policy, and prohibits unauthorized disclosure or alteration of student information or records and misuse of computer access.

University of Wisconsin Statement on Safety and Health Policy: The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University’s responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students’ personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.
Introduction:
This informational sheet briefly summarizes the final examination policies for UW-Eau Claire.

General Policies:
Every curricular offering bearing credit and a letter grade shall be concluded with a final examination unless an alternative method of evaluation is determined by the instructor. Faculty should be sensitive to the student time constraints when scheduling tests during the week prior to final examinations. Final examination week is part of the 34 weeks (170 scheduled days) defined in Board of Regents policy as days on which both faculty and students are required to be on campus. All classes are required to meet as shown in the official schedule for final examination week.

Change of Schedule by Instructor:
Administrative policy requires that any departure from the published examination schedule be approved in advance by the Department Chair and the Associate Dean of the College since changes initiated without proper clearance may result in conflicts between examinations or in unreasonably heavy schedules on a single day for some students. All changes must be coordinated through the Registrar's Office (S-128), so that there will be no room conflicts.

Change of Schedule by Student Request:
No student will be permitted to reschedule a final examination unless there are extraordinary circumstances over which the student has no control (e.g. hospitalization or military obligation). Verification of the circumstances must be furnished by the student. A student with three or more examinations scheduled for one day may request the change of an individual examination time. Changes are not allowed for reasons such as an already purchased plane ticket, leaving campus early, a family vacation, or conflict with employment, unless such work commitment existed prior to the publication of the examination schedule. A request for a change in the time of an individual final examination must be approved by the Instructor, the Department Chair, and the Assistant/Associate Dean of the College in which the course is offered. Make-up examinations must be scheduled during finals week or later and must be arranged by the student with the instructor.
Introduction:
This informational sheet briefly summarizes financial aid at UW-Eau Claire and the rights and responsibilities of students who receive aid.

Award Guide:
After all requested information is received and reviewed, your eligibility for financial aid will be determined and you will be notified by e-mail about reviewing and accepting your financial aid. To assist you in understanding your financial aid award, an Award Guide is available. If you continue to have questions after reviewing the Guide, please feel free to contact the Financial Aid Office.

Please see [http://www.uwec.edu/finaid/policies/guide.htm](http://www.uwec.edu/finaid/policies/guide.htm) for a detailed Financial Aid Guide.

Rights and Responsibilities of Students Receiving Financial Aid:
You have the right to: Information about how your aid award was calculated. Have your financial need reviewed through an appeal process if you or your family's circumstances change. Know that the information you give to the Financial Aid Office will be treated confidentially. Student consumer information. Please see the list of Student Consumer Information available through the Dean of Students Office. You have the responsibility to: Provide accurate information to the Financial Aid Office. Provide any additional information requested during the application process, which may include copies of income tax returns, verification worksheets, or other required information. Use financial aid for educational expenses only. Make satisfactory academic progress. Report any additional financial aid you receive such as scholarships, outside grants or other educational/tuition assistance. Repay all loans according to your established payment schedule. If you are in default on a loan, you are not eligible for additional financial aid. Repay any prior overaward of financial aid.
Introduction:
This informational sheet briefly summarizes academic policies related to all freshmen undergraduate courses.

Early Testing in Freshman Courses:
The faculty have voted to establish a uniform policy regarding early semester tests in all freshman courses in order to encourage the development of good study habits and to familiarize students with the type of testing used in each course. The faculty action requires that “examinations be given in all freshman courses at the end of the first four weeks of both semesters of the freshman year.” It is interpreted to include alternative forms of evaluation in courses to which a written test might not be appropriate.

Mid-Term Progress Reports for Freshmen:
University policy states all freshmen will be given mid-semester grades. These are submitted via My Blugold CampS. Freshman students receive a mid-semester grade report from each of their instructors, whatever the level of the course. Faculty submits these grades electronically, and they are e-mailed to the students. Advisers receive a copy of the grade report if the student receives a C- or lower.
Academic Affairs Commission Fact Sheet on the:
GRADING, INCOMPLETE AND S/U POLICIES
ACADEMIC POLICY AT UW-EAU CLAIRE

Introduction:
This informational sheet briefly summarizes the grading, incomplete and S/U policies at UW-Eau Claire.

Grading Policy:
UW-Eau Claire grading system: A, A- B+, B, B- C+, C, C- D+, D, D- F
Other potential grades: CP (credit by examination) FI (Transferred grade, calculates as an F until student submits a new grade) I (Incomplete — see below) NA (used as a place holder for Study Abroad coursework; has no GPA value) NR (no report received — used rarely when a grade is not turned in) PR (progress): used primarily for student teaching and some graduate courses UV (unsatisfactory audit) S or U (Satisfactory/unsatisfactory — see below) V (audit) W (withdrawal) WV (withdrawal audit) XF (unofficial withdrawal: this grade should be used when a student stops attending class entirely but does not officially withdraw; it is computed in the grade-point average as an “F” — a last date of attendance is required)

Incomplete Policy:
“An incomplete may be granted when, for reasons accept- able to the instructor, a student has been unable to complete a portion of a course in the normal time period.” (See Page 33 of the UW-Eau Claire Catalogue.) Procedure: It is the student’s responsibility to initiate a request for an INC with instructor. If the request is approved, the instructor will indicate the conditions for the removal of the incomplete, including the date for submitting all work due. The instructor also will submit a default grade to be recorded as the permanent grade for the course in case the incomplete is not removed. If a default grade is not submitted by the faculty member the default grade will be an F. A computer-generated form will be emailed to instructors for any incomplete grade assigned. The form/s can serve as a reminder of outstanding incompletes. Emergency incompletes: When a student is prevented by illness or other emergency from completing a course, the instructor may wish to grant an incomplete. Verification of the emergency may be obtained from the Dean of Students Office. Instructors assigning incompletes which were not initiated by students should make every effort to contact the student to discuss the grade and its terms of removal. Removal of incompletes: The deadline for an instructor to report the removal of an incomplete for an undergraduate is the end of the 10th week of classes of the first regular semester following the granting of the incomplete, regardless of whether the student is en-rolled in the university at the time. If the instructor does not submit a grade by that deadline, the default grade submitted on the incomplete form will become permanent. An extension until the 10th week of the following semester may be granted. If the incomplete is not removed by this time, the default grade will be permanent. NOTE: A student’s transcript will show the mark of IN until the final grade is posted with an Incomplete Removed date noted.

S/U Policy:
Undergraduate students with sophomore standing or above and a resident GPA of 2.0 or above may take courses on an S/U basis. S/U registration must be designated no later than the end of the period allowed for dropping with no record of enrollment. The grade of S is equivalent to a
grade of C or higher. A C- or lower constitutes a U; the student receives no credit for the course. An instructor will not be notified that a student is taking a course S/U. The instructor submits a standard grade that will be converted by the Office of the Registrar. For courses designated by the department as S/U only, the instructor must submit an S or a U grade.
Academic Affairs Commission Fact Sheet on the:
REFUND REPAYMENT SCHEDULE
FOR WITHDRAWAL FROM COURSES OR THE UNIVERSITY

Introduction:
This informational sheet briefly summarizes tuition refund repayment schedule for withdrawals from courses or the university.

State Fee Adjustment for Tuition and Fees:
If you cancel prior to the first day of classes, you will receive a full refund (Exception: The $100 admission confirmation fee will not be refunded to new freshmen). If you withdraw in the 1st week, you will receive a refund for all but $50 (Note: The 1st week ends at 4:00 p.m. on the 5th class day). If you withdraw in the 2nd week, you will receive a refund for all but $100. If you withdraw during the 3rd or 4th week, you will receive a refund of 50% of your tuition and fees. If you withdraw after the 4th week, you will not receive a refund. Exception: Refunds for short courses will be prorated.

Return of Financial Aid Funds:
If you withdraw from the University before 60% of the semester has been completed, you and the University may be required to repay a portion of the financial aid funds awarded to you. When you withdraw completely from the University before finishing the semester, federal regulations require that the University determine whether a portion of your federal financial aid (other than work-study) must be returned. The amount of aid you may keep when you withdraw is in direct proportion to the length of time you remained enrolled during the semester. If you were enrolled for 20% of the semester before you withdraw, 80% of your federal financial aid must be returned to the aid programs. If you stay through 50% of the semester, 50% of your aid must be returned. Once you complete at least 60% of the semester, however, you may keep 100% of the aid you received. This means that if you withdraw before you have completed at least 60% of the semester, you may owe a repayment after you withdraw. You will be billed for any balance owed as a result of returning the financial aid funds. The University will notify you of the dollar amount you owe.

Credit Drop (but not withdrawal from the university):
If your enrolled credits change your aid will be adjusted, if necessary, to correctly reflect your current enrollment statues (i.e., full-time, three-quarter time, half-time). You will be held to the financial aid academic progress standards based on your total enrolled credits.

Drafted: January 2013
Sources: http://www.uwec.edu/DOS/policies/yrtk/refund.htm
Introduction:
This informational sheet briefly summarizes the academic policy relating to repeating courses.

Policy:
Students are permitted to repeat courses taken at UW-Eau Claire for which they received a grade only and only if the grade is C- or lower. Additional repeats must be authorized by a dean of the College.

Explanation and Causes:
When a grade can be replaced: If the initial course grade was C- or lower, the course may be repeated once for a replacement grade. The second grade replaces the first in the grade point average, even if the second grade is lower. If the student repeats a course in which he/she has received a passing grade and receives an "F," the student will no longer receive the credit. Grade basis: A course must be repeated on the same grading basis (S/U or a letter grade) as the initial enrollment. What appears on the transcript: All grades, both initial and repeat, will appear on the student's transcript. However, the PeopleSoft degree audit will go back to the semester of the first attempt and take the credits away from the semester total and recalculate the semester G.P.A. without that course. Courses taken elsewhere: Courses taken at another institution for which a grade of C- or lower was received may be retaken here. The grade received here will replace the first grade in the total grade point average. Academic Distinction: A student whose semester grade point average includes a repeated course is not eligible for inclusion on the Vice Chancellor's Academic Distinction list or the dean's list for that semester. Financial Aid implications: Repeated courses count toward making a student full time for financial aid purposes. However, repeating courses can have implications for financial aid eligibility for the following year. Athletic eligibility: A repeated degree credit course counts toward full-time status for athletic eligibility, but not toward the 24 credits needed for eligibility the following year (unless the course was failed the first time).
Introduction:
All candidates for the baccalaureate degree at the University of Wisconsin-Eau Claire must satisfactorily complete 30 or more hours of approved service-learning activity. This requirement is intended to provide students with an opportunity to serve their community, apply knowledge gained in the classroom, enhance their critical thinking skills and become informed, active, responsible and ethical citizens. This informational sheet briefly summarizes the Service Learning graduation requirement at UW-Eau Claire and describes the procedures for its completion.

Fulfilling the Service-Learning Requirement:
Students can meet the service-learning requirement in two ways: (1) through academic courses with service-learning project components (the Credit Option), or (2) through non-course activities conducted through the Center for Service-Learning (the Non-Credit Option). Students may pursue both options in combination to fulfill the graduation requirement if permitted by requirements set for individual academic majors. The student must also go through several procedural stages to complete the requirement including preparation, conduct the project, reflection and evaluation.

For a more detailed guide with project ideas, specific requirements, and guidelines see the Service Learning guidebook at: http://www.uwec.edu/SL/about/guidebook.htm
Introduction:
This informational sheet briefly summarizes the student academic grievance procedures for UW-Eau Claire.

Academic Grievance:
An academic grievance is defined as "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, 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; or 4) the instructor's own grading policies as announced to the class or as demonstrably applied to other students in that same class." Students are required to seek resolution through informal discussion with the respondent(s) before filing a formal grievance.

How to File a Grievance:
Summary of steps in filing a grievance: 1. Student seeks resolution through informal discussion with the respondent (i.e. instructor) before filing a formal grievance; 2. Student writes a letter to the respondent and the department; 3. Respondent meets with student to try to resolve the issue; 4. If resolution is not reached, student meets with the department chair; 5. If a resolution is not reached, student meets with dean; 6. If resolution is not reached, student files a grievance with the Dean of Students. For a full description of the grievance process see: http://www.uwec.edu/DOS/policies/grievances.htm

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Sources: http://www.uwec.edu/AcadAff/upload/FASRP.pdf
http://www.uwec.edu/DOS/policies/grievances.htm
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the the Student Senate Finance Commission. The Finance Commission is a standing commission of the University of Wisconsin-Eau Claire Student Senate and annually recommends to the Senate a plan for the distribution of the allocable portion of the Segregated University Fees (SUF) budget. The Student Senate is the Segregated University Fees Allocations Committee (SUFAC) of this University under Section 36.09(5) of the Wisconsin Statutes and UW System Policy F37 and will annually approve an allocations budget for submission to the Chancellor, basing its decision on the recommendations of the Finance Commission. Allocable Segregated Fees may only be used to support various student services and organizations that meet the criteria defined in these by-laws and that serve to promote the mission of the University and the spirit of the Institution, among other stipulations. As Wisconsin State Statute 36.09(5) states, students shall have the primary responsibility of allocating student segregated fees (around four million dollars). The Finance Commission's main responsibility is to determine where and how these fees are allocated. Recommendations from the Finance Commission go to the full Student Senate for approval. The public is encouraged to attend the Budget Hearings which typically take place the last week in October. After hearings and deliberations (usually set for early November), the Finance Commission submits a bill for the Student Senate to vote on in mid-February.

Organization:
Voting members of the Finance commission are the Finance Director, Student Senate Organizations Director, up to seven Student Senators, up to six students who are not Senators, and the Student Senate Treasurer. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All members are appointed by the Student Body President with the advice and consent of the Student Senate. All meetings are in accordance with Wisconsin Open Meetings Law and quorum must be met to conduct business. The board conducts business using the latest edition of Robert’s Rules of Order. The campus Chief Business Officer and Chief Student Affairs Officer will serve as advisors to the Finance Commission with no voting rights. All funding decisions are made in a Viewpoint Neutral manner. The Commission also retains a Finance Intern for the purpose of researching and auditing Organized Activities that receive SUF monies. See Organized Activities Auditing Policies and Procedures for more information.

SUF Budget Process:
The Finance Commission develops a SUF allocation recommendation for consideration by Student Senate by following a strict SUF Budget Process. Budget instructions are sent to each Organized Activity and Commission members are assigned to serve as budget consultants for each Organized Activity. Consultants meet with a representative from each activity about budget plans and report back to the full Commission. The Finance Commission then designates a tentative funding target and fee rate for the total Organized Activities Budget for the next year to use as a guide during budget deliberations. Each activity then submits a budget and narrative to

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/commissions/fin.htm
http://www.uwsa.edu/audit/segfees.pdf
the Finance Director and commission. The Commission then establishes and publicizes a schedule for budget hearings where each activity presents their budget to the Commission and members ask questions. After the hearings, the Commission deliberates and votes on a tentative budget level for each activity and reviews budget recommendations relative to the tentative funding target and fee level adjusting if necessary. Each activity is then notified of its tentative budget recommendation and of the deadline for filing an appeal request.

Appeals Process:
Upon receipt of notification of the Finance Commission’s tentative allocation recommendation, an Organized Activity may request reconsideration of the tentative recommendation for that activity by submitting a written appeal request to the Finance Director within five business days, unless the Commission provides in advance for a longer response period. The Director acknowledges each appeal request and notifies the activity of the format, date, time, and location of their appeal. Each activity has the opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. After the appeal hearings the Commission reconsiders its tentative allocation recommendations and notifies each activity of reconsideration results. Each activity may then appeal to the Student Senate by providing written notification to the Student Body President. Following an unsuccessful appeal to the Student Senate, an Activity may appeal an allocation decision to the Chancellor. Such appeal must be submitted in writing within ten days of the Activity’s receipt of notice of the Senate’s action on the appeal to the Senate.

Funding Criteria of Organized Activities:
SUF funding may not be used on any type of philanthropic activity or event. Travel monies must be of benefit to those other than solely the traveler(s). Student Organizations must be considered in “good standing” as defined by the Organizations Commission bylaws. All expenditures must be in accordance with System Financial Policy F-50.

Special Allocations:
Occasionally, an Organized Activity may have an unexpected circumstance occur which will change the level of funding needed for a program during the course of a fiscal year. An unallocated portion of the Organized Activities Budget may be held in reserve to enable the Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary. These special allocations of funds to Organized Activities are not to be recurring in nature. The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community. This event or activity must be determined to be an extraordinary item, shall not be funded via a special allocation on a recurring, yearly basis and primary consideration will be given to groups that attempt to economize on expenses. The Student Senate approves all Special Allocations.
UW-Eau Claire Student Senate Fact Sheet on:
**PROCESS TIMELINE**
FOR THE ORGANIZED ACTIVITIES BUDGET

**Budget Requests Submitted**
Two Weeks Prior

**Hearing Schedule Distributed**
One Weeks Prior

**Organized Activities Budget Bill Presented and Voted at Student Senate**

**Appeals to Finance and Student Senate**

**Budget Deliberations Held and Tentative Allocations Made**

**Appeals to Chancellor**

**Each Organized Activities Provides Preferred Hearing Date**
Two Weeks Prior

**Organized Activities Notified of Tentative Allocations**

**Finance Director Makes Hearing Accommodations Reservations March**

**Finance Commission Adopts Tentative Funding Target**
Two Weeks Prior

**Appeals to Finance**

**Budget Consultations**
Four Weeks Prior

**Budget Hearing Dates Distributed**
Six Weeks Prior to Hearings

**Finance Commission Distributes Budget Instructions**
September

**Sources:** [http://www.uwec.edu/StudentSenate/commissions/fin.htm](http://www.uwec.edu/StudentSenate/commissions/fin.htm)

Drafted: January 2013
Introduction:
This informational sheet briefly summarizes key state statutes and court cases in Wisconsin history which define student government segregated fees rights within the University of Wisconsin-System.

Wisconsin State Statue 36.09(5):
Wisconsin State Statue 36.09(5) allows the students of each institution or campus, subject to the responsibilities and powers of the board of regents, the president, the chancellor and the faculty, shall be active participants in the immediate governance of and policy development for such institutions. Students shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. Students have the right to organize themselves in a manner they determine.

This case applies the first amendment to the U.S. Constitution rule of viewpoint neutrality to the process of allocated student fees at public universities. The rule requires that institutions that promote freedom of speech must do so in a manner that does not arbitrarily discriminate against any particular viewpoint. This case states that a public university cannot deny an organization funds based upon the views of that organization.

Board of Regents of the UW-System v. Southworth (2000):
This case, in addition to the appeal Southworth v. Board of Regents and Fry v. Board of Regents (2000), further elaborated the viewpoint neutrality rule as it applies to the allocation of student fees. The government can require university students to pay a student activity fee regardless of their beliefs towards the funded programs as long as the program funded is viewpoint neutral. Universities may create a set of funding criteria prior to the funding process as long as the set criteria are applied equally to all groups. Established criteria include written statements for reasons of denial, appeals process within student government and appeal to the chancellor.

Roman Catholic Foundation v. Board of Regents of the UW-System (2008):
This case, in addition to the appeal Badger Catholic v. Walsh and Hastings Christian Fellowship v. Martinez (2010), further defined the viewpoint neutrality application by universities by providing examples of permissible criteria which do not violate the equal application rule. Segregated fees are available to all organizations that meet the prerequisite requirements.
Introduction:
This informational sheet briefly summarizes the University of Wisconsin-System Regent 30-5 Policy and Procedures for Segregated University Fees.

Allocable and Non-Allocable Segregated Fees:
Students have the responsibility for the disposition of allocable portions of the revenue received from student fees. Chancellors, in consultation with the students, shall define the allocable and non-allocable portions of the student fee. Students have the right to review and offer advice concerning the budget of each activity and program that is funded with non-allocable segregated fees.

Regent Policy 30-5
UW-System Regent Policy 30-5 reaffirms that the institutions are responsible for defining the allocable and non-allocable portions of the student fee and that only allocable fee disputes may be brought before the Board of Regents for resolution. Students must be given the opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with non-allocable segregated fees. Every effort should be made by institutions to provide sufficient time for students to formulate allocable segregated fee budgets and to review non-allocable segregated fee budgets as provided in institutional policies. Each campus administration must, in consultation with its student governance groups, develop specific procedures to ensure that there is an opportunity for the Segregated University Fee Advisory Committee (SUFAC) to conduct a timely and meaningful review of the non-allocable segregated fee budget. A format for presenting non-allocable segregated fee funded budgets to SUFAC that is standardized within an institution to the greatest extent possible should also be developed. Any proposed remodeling or major new construction project that will increase the non-allocable portion of the segregated university fee on any campus must be reviewed by the Chancellor with appropriate student representation. When debt service is no longer required, the related segregated fee shall cease. The status of all major capital projects for which fee collection has begun, but construction has not, shall be explicitly discussed by campus administrators with SUFAC when non-allocable fee budgets are presented for review. All ad hoc system-wide committees and task forces formed to deal with issues of segregated fee support shall have student membership. Any appeals to the Board for resolution of irreconcilable difference between the students and the chancellor on the recommended disposition of allocable segregated fees should be filed in the Office of the System President by April 1st.

Drafted: January 2013
Sources: http://www.uwsa.edu/bor/policies/rpd/rpd30-5.htm
Introduction:
This informational sheet briefly summarizes UW-System Financial Policy 50 (F-50) which sets forth legal and policy principles applicable to the administration of student fees.

Segregated University Fees:
Segregated university fees (SUF) are charges, in addition to instructional fees, assessed to all students for student services, activities, programs and facilities that support the mission of University of Wisconsin System institutions. There are two categories of SUF, as follows: (1) Allocable. Allocable SUF are those SUF that provide substantial support for campus student activities and services and that are allocated by students, in consultation with the chancellor and subject to the final confirmation of the Board of Regents. The student group organized at each UW institution for the purpose of engaging in the allocation process is referred to in this policy as the Student University Fee Allocation Committee or "SUFAC." (2) Non-allocable. Non-allocable SUF are those SUF that are used to support long-term commitments for fixed financial obligations, ongoing operating costs of university owned or controlled buildings, and similar commitments for student unions, health centers, child care centers and recreational sports centers. Chancellors, following consultation with students in accordance with Regent Policy 30-5 are responsible for the development of budgets and expenditures of non-allocable SUF.

Limitations on SUF Expenditures
For limitations of SUF Expenditures including permitted SUF expenditures, prohibited SUF expenditures, conditions related to special policies, appropriate expenditures of allocable and non-allocable SUF, and deposit of SUF in State Treasury please see Financial Policy 50.
Introduction:
This informational sheet briefly summarizes the Student Senate Finance Commission’s policies and procedures regarding auditing organized activities.

Auditing Organized Activities:
An audit is the examination and verification of accounts and records of an Organized Activity that receives SUF monies distributed by the Organized Activity budget or during Special Allocation. Audits of Organized Activities will be conducted randomly via a queue system established by the Finance Director. The Student Body President or Finance Director can initiate audits of a specific Organized Activity. The use of audits are to verify that SUF monies are used for the allocated purpose, and to verify organizations have maintained their Organized Activity status. The audit queue will rotate every academic year to ensure all Organized Activities are audited at least every two years. When conducting an audit the auditor will follow the stated guidelines, polices and procedures. The Finance Director of the Finance Intern will conduct the audit. The auditor will request any documents and receipts necessary to complete the audit from the Organized Activity being audited. The auditor may only request records as far back as the length of time records must be maintained in accordance with University records retention standards. During the course of the audit, the auditor will maintain a detailed report of all findings. A written report will be submitted to the Finance Commission upon completion of the audit. The report will be forwarded to the Executive Board of Directors and full body of the Student Senate if any discrepancies are found in the course of the audit.

Discrepancies and Consequences:
During the course of the audit if discrepancies are found between an Organized Activity’s budgetary records and receipts and the budget presented before the finance Commission, then the Finance Commission can determine that the Organized Activity has not demonstrated competency and responsibility in its records management as stated in 7.03.02 of the Finance bylaws and take appropriate action. If in the course of an audit evidence is found that invalidates an organization’s Organized Activity status, that the Finance Commission will immediately review the organization’s status per their bylaws and take appropriate action.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Information Technology Commission (ITC) of Student Senate.

Purpose:
ITC is a standing commission of the Student Senate and annually recommends to the Senate a plan for the distribution of the Student Technology Fee budget. The Student Senate is the Student Technology Fee Committee of this University under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (F49) and will annually approve budget ranges for submission to the Chancellor, basing its decision on the recommendations of the Information Technology Commission.

Budgetary Responsibility:
The commission makes all funding decisions in a viewpoint neutral manner and with funding criteria outlined in Policy F49. Funded programs should provide student with additional services and not replace existing funds. Programs should also visibly benefit all students and be consistent with campus information technology plan. The funding process begins with UW-Eau Claire’s Information Technology Management (ITM) unit submitting recommended budget ranges to the Commission. The commission then establishes and publicizes a date, time and location for budget range hearings. Hearings are held followed by budget deliberations and votes. ITM is notified of the tentative budget and deadline for filing an appeal. Special allocations can also be funded throughout the year subject so strict criteria as outlined in section 10.02 of the ITC bylaws.

Organization:
The commission is composed of one Director, any number of Student Senators and any number of students at large with a minimum of four members at all times. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All members are appointed by the Student Body President with the advice and consent of the Student Senate. All meetings are in accordance with Wisconsin Open Meetings Law and quorum must be met to conduct business. The board conducts business using the latest edition of Robert’s Rules of Order. Advisors include the Director and Associate Director of UW-Eau Claire’s ITM unit. Members are expected to be at all regular meetings, budget hearings, budget deliberations and budget appeals. In the event of two unexcused absences members are subject to removal by the Director. Board members must comprehend budgetary processes, adhere to viewpoint neutrality, contribute to the work of the Board, complete all duties assigned by the Director, contribute to weekly meetings, and aid in the execution of projects.
UW-Eau Claire Student Senate Fact Sheet on:

**PROCESS TIMELINE**

FOR THE STUDENT TECHNOLOGY FEE BUDGET

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**Drafted:** January 2013

**Sources:** [http://www.uwec.edu/StudentSenate/commissions/itc/index.htm](http://www.uwec.edu/StudentSenate/commissions/itc/index.htm)
Introduction:
This informational sheet briefly summarizes UW-System Financial Policy 49 (F-49) which sets forth legal and policy principles applicable to the administration of student technology fees.

Background:
In the 1993-95 biennium, the University of Wisconsin-Madison proposed, and the Legislature approved, a 2.5% tuition increase, of which 1.7% was for technology. The technology fee was then applied to all campuses during the 1995-97 biennium at a rate of 1% in the first year and 2% each year thereafter. This fee is designated as the Student Technology Fee (STF). The STF is a tuition surcharge, which is part of UW System’s GPR/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. It is not a Segregated Fee. The STF is intended to provide students with additional services. STF should not replace existing funds intended to support student technology. Students at all campuses pay the STF.

Policy:
Each UW System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. At UW-Eau Claire this committee is the Student Senate Information Technology Commission. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor's designee. This committee shall be advisory to the Chancellor or the Chancellor's designee. Plans developed for the allocation of the Student Technology Fee shall be consistent with the campus IT Plan and the campus overall strategic plan. If there are major changes in STF plans during the year, the new plans shall be reviewed by the Committee. Furthermore, any significant changes in STF plans for fixed costs, especially personnel expenses, from one year to the next, must consider potential contractual obligations/implications.

Guidelines:
The STF should concentrate on areas that visibly benefit all students. Appropriate expenditures include expenses related to general access computer laboratories such as adding staffing to help desks and other support services, upgrading workstations, adding hardware, and adding or upgrading software. Permitted expenditures related to student access include implementing higher speed access for students off-campus, upgrading networking, on-line resources for students, and general access equipment for student class presentations. Permitted expenditures also include expenses related to training the student population as a whole to better enable them to utilize computer hardware, software, and new technologies and expenses related to improving the level of technology for students with disabilities.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Intergovernmental Relations Commission (IGA) of Student Senate.

Purpose:
IGA is a standing commission of the Student Senate tasked with analyzing and researching the public policy priorities of UW-Eau Claire Students, and organizing advocacy of these issues on behalf of the Student Senate through direct governmental relations at the local, county and state level. Further, the IGA Commission shall develop and support civic engagement opportunities for students on the UW-Eau Claire campus.

Organization:
The Commission is composed of one Director voting, one IGA Intern non-voting, and 11 voting members which must be a majority Student Senators. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All members are appointed by the Student Body President with the advice and consent of the Student Senate. All meetings are in accordance with Wisconsin Open Meetings Law and quorum must be met to conduct business. The board conducts business using the latest edition of Robert’s Rules of Order. Under the Commission also exists the Committee on Policy Formulation for the purpose of annually drafting the Student Senate’s Legislative Priority Summary. Membership of this sub-unit include the President, Vice-President, Chief of Staff, IGA Intern,and IGA Director.

Legislative Priority Summary and Direct Government Relations:
Annually the Committee on Policy Formulation and IGA will draft the Legislative Priority Summary outlining the issues and policies at the local, county and state levels affecting UW-Eau Claire Students and the Student Senate’s official policy positions on those issues. The summary also serves as a coordinating guide for the lobbying priorities of the Student Senate. The IGA Director must submit an Agency Liaison to the Legislature form to the Wisconsin Government Accountability Board by the second Student Senate meeting of each new session indicating those individuals from the Senate that will advocate on behalf of the Senate and Student Body. These individuals utilize the Legislative Priority Summary to communicate to members of the legislature and other administrative bodies the interests of the UW-Eau Claire Student Body.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/commissions/iga.htm
Introduction:
This informational sheet briefly summarizes Intergovernmental Affairs Legislative Priority Summary.

Purpose:
The Legislative Priority Summary is a comprehensive document of the issues and policies at the local, county and state levels affecting UW-Eau Claire Students, as well as Student Senate’s official policy positions on those issues. The Legislative Priority Summary shall also serve as a coordinating guide for the lobbying priorities of Student Senate officials to various applicable governing authorities.

Organization:
The Legislative Priority Summary must be formulated by the Committee on Policy Formulation and submitted to Intergovernmental Affairs Commission for approval by simple majority no later than the third Student Senate meeting in September. A revised and updated Legislative Priority Summary must be formulated by the Committee and submitted to the Intergovernmental Affairs Commission for simple majority approval no later than the second Student Senate meeting in February. Before submission of the Legislative Priority Summary to the Intergovernmental Affairs Commission, the Committee on Policy Formulation will solicit advisory input from administration and student government officials. These officials shall include the Chancellor of UW-EC, the University Senate of UW-EC, the Presidents of other UW System student governments, and UW System administrative leadership. Following passage by the Intergovernmental Affairs Commission, the IGA Director shall submit the Legislative Priority Summary in the form of a resolution for introduction at the next possible Student Senate meeting. Following UW-EC Student Senate’s passage of the Legislative Priority Summary, the Committee on Policy Formulation shall seek endorsements from parties who provided advisory input. Each Legislative Priority Summary shall remain in effect from the time of its passage by the UW-EC Student Senate until the passage of the new Legislative Priority Summary by the UWEC Student Senate. Prior to the drafting of a new Legislative Priority Summary, the Committee on Policy Formulation shall assess the success and weaknesses of the current Summary, and present to the IGA Commission on anticipated revisions for the next. Following the assessment presentation by the Committee on Policy Formulation, the IGA Director shall present the findings and anticipated revisions to the full Student Senate at the next possible meeting.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Organizations Commission of Student Senate.

Purpose:
Organizations recommends to the Senate policies regulating the formation and structure of campus organizations. In conjunction with the University Office of Activities and Programs, Organizations defines, grants, and when necessary revokes status which extends to certain temporary privileges to campus organizations in the process of forming. The commission reviews and recommends to the Senate action on campus organization constitutions and amendments thereto. The commission advises and monitors existing campus organizations concerning compliance with applicable Senate policies and disseminates information through workshops, visiting organizations, and any other means necessary.

Budgetary Responsibility:
Organizations is responsible for recommending allocation amounts of segregated fee money to individual organizations as outlined in the Finance Commission Bylaws. The commission receives the budget request for each organization applying for segregated fee money and hears presentations relating to those requests. The commission then creates a recommended budget and the Director presents the allocation decisions of the commission to Finance.

Organization:
The Organizations Commission consists of a minimum of 3 members at all times and no more than 13 members during the budgetary period, no more than seven members shall be Student Senators and no more than six non-senators. During non-budgetary times, the commission has no cap on membership. Quorum must be present to conduct business within the commission and all members who have an association with any organization applying for money must abstain from any vote regarding that organization. The Director retains the right to vote. Advisors to the commission may not vote but serve in an advisory capacity. All members are appointed by the Student Body President with the advice and consent of the Senate. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All meetings are in accordance with Wisconsin Open Meetings Law.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Public Relations Commission of Student Senate.

Purpose:
The Public Relations Commission (PR) is a standing commission of the Student Senate tasked with promoting awareness of and participation in Student Senate and Student Senate’s commissions, as well as monitoring student feedback and enhancing the channels of communication.

Budgetary Responsibility:
All marketing, advertising and promotional costs will be paid out of the General Operations Budget (subject to approval by the executive board) with the exception of those for Student Office of Sustainability Projects which will be paid out of the SOS Budget.

Organization:
PR is comprised of a Director, Two Interns and Commission Members. The Director is appointed by the Student Body President with the advice and consent of the Senate and is tasked with chairing the PR Commission; recruiting Student Senators and Commission Members; promoting awareness of Student Senate elections; promoting and advertising Student Senate events, programs and services; enhancing communication between Student Senate and campus and local media; and issuing press releases and communication weekly of the Student Senate agenda items to campus, local media and the News Bureau. The Web Coordinator Intern is tasked with maintaining and updating the Student Senate website; operating social media outlets; maintaining email distribution lists; working closely with the secretary to keep all minutes, agendas, bills, resolutions, and documents up to date on the website; and any other duties assigned by the PR Director. The PR Graphic Design Intern is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats and any other duties assigned by the PR Director. A maximum of 9 voting members may serve on the PR Commission a majority of which must be Student Senators. The Director retains the right to vote. Advisors to the commission may not vote but serve in an advisory capacity. All members are appointed by the Student Body President with the advice and consent of the Senate. All members must maintain compliance with the Student Senate constitution. All meetings are in accordance with Wisconsin Open Meetings Law.
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Student Services Commission of Student Senate.

Purpose:
Student Services is a standing commission of the Student Senate tasked with designing and implementing high-impact programs to meet critical student needs.

Organization:
The commission is composed of one Director voting, a Tenant Affairs Intern non-voting, an Outreach and Inclusivity Intern non-voting, and a maximum of nine voting members a majority of which must be Student Senators. All members must maintain compliance with the Student Senate constitution. All members are appointed by the Student Body President with the advice and consent of the Student Senate. All meetings are in accordance with Wisconsin Open Meetings Law, and quorum must be met to conduct business. The board conducts business using the latest edition of Robert’s Rules of Order. In the event of three unexcused absences, the Commission member will be subject to removal by the Student Services Director.

Budgetary Responsibility:
Student Services currently has budgetary responsibility for the Readership and Legal Services Programs.
Introduction:
This informational sheet briefly summarizes the Student Senate Legal Services Program. This service is sponsored and managed by the Student Services Commission of Student Senate.

Goals and Objectives:
The Student Senate Legal Services offers legal counsel to all University of Wisconsin-Eau Claire students at an affordable rate. The fee assessed for legal counsel is $10 for an initial appointment and $5 for each subsequent appointment pertaining to the same issue. The legal advice is provided by a licensed attorney that consults with students for fifteen-minute appointments (and additional time if needed in the appointment). The attorney offers advice, instructions, and referrals on a number of legal questions. The most common issues addressed within Legal Services are landlord/tenant issues, alcohol-related citations, small crimes, contract questions, and traffic disputes.

Appointments:
Appointments must be made in person at the Student Senate Office, Davies 220, beforehand. Just come in and speak with the program assistant to get a time reserved. Please remember to bring your Blugold Card.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/eventsservices/legal.htm
Introduction:
This informational sheet briefly summarizes the Student Senate Readership Program. This service is sponsored and managed by the Student Services Commission of Student Senate.

Goals and Objectives:
The UW-Eau Claire Collegiate Readership Program provides students with access to USA Today, the Eau Claire Leader-Telegram, and The New York Times in various convenient locations throughout campus. Students may select one or more of the papers daily for their reading enjoyment. The overall mission of the Collegiate Readership Program is to enhance the learning environment on campus by encouraging students to read newspapers, promoting critical thinking and the application of current events to theories and concepts learned in class.

Locations:
Newspapers can be found in the following locations: Towers Hall, Hilltop Center, Hibbard Hall, Schneider Hall, Phillips Hall, Davies Center, Haas Fine Arts, and McIntyre Library.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/eventsservices/newspapers.htm
Finance Commission Distributes Budget Instructions
September

Budget Hearing Times Provided by Finance
Six Weeks Prior to Finance Hearings

Provide Finance Preferred Hearing Times
Four Weeks Prior to Finance Hearings

Budget Consultations with Finance Member
Four Weeks Prior to Finance Hearings

Budget Requests are Submitted to Finance
Two Weeks Prior

Final Hearing Time and Rules Set
One Week Prior to Finance Hearings

Twenty Minute Oral Budget Presentation
At Finance Hearings

Finance Budget Deliberations,
Tentative Allocations Sent
Following Hearings

Appeals to Finance

Appeals to Student Senate

Student Senate Approval of Organized Activities Budget Bill and Notification of Results
February

Appeals to the Chancellor

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/commissions/fin.htm
Introduction:
This informational sheet briefly summarizes purpose, structure, and responsibilities of the Outreach and Inclusivity Intern of Student Senate.

Purpose:
The Outreach and Inclusivity Intern is a standing position under the Student Services Commission of the Student Senate tasked with organizing Safe Space, Peer Counseling, and Peer Conflict Mediation training for the members of the Student Services Commission and host or co-sponsor bi-monthly campus events targeting the issues and challenges faced by underrepresented students.

The Outreach and Inclusivity Intern:
The Outreach and Inclusivity Intern must meet weekly with the Student Services Director, attend all Student Services Commission meetings, and hold two office hours outside of those times. The Intern is a non-voting member of the Student Services Commission, and must maintain compliance with the Student Senate Constitution requirements for senator involvement.
Introduction:
This informational sheet briefly summarizes purpose, structure, and responsibilities of the Tenant Affairs Intern of Student Senate.

Purpose:
The Tenant Affairs Intern is a standing position under the Student Services Commission of the Student Senate tasked with creating and reviewing standards of student renting.

Tenant Affairs Intern:
The Tenant Affairs Intern must meet weekly with the Student Services Director, attend all Student Services Commission meetings, and hold two office hours outside of those times. The Intern is a non-voting member of the Student Services Commission, and must maintain compliance with the Student Senate Constitution requirements for senator involvement.
Introduction:
This informational sheet briefly summarizes the transportation services offered to UW-Eau Claire students.

Purpose:
Transportation Services consists of the Eau Claire City Bus Service, Resident Escort Shuttle Service, and the Campus Ride Conveyance Services. For additional information on transportation services, visit the UW-Eau Claire Parking Office website.

City Bus Service:
City Bus Service is available to all students, faculty, and staff at no charge, Blugold I.D. required. Service is available through the campus bus route serving Water Street and the lower campus area and the upper campus/Stein Blvd. area at 20 minute intervals, during the academic year, Monday through Friday, 7:00 a.m. - 5:00 p.m. Hourly service is available to these locations Monday through Friday, 5:00 p.m. - 11:00 p.m. On Saturday, this route operates on an hourly schedule to Oakwood shopping mall and the Target/Menard Stores. All buses are manual wheelchair equipped. Individuals who need door-to-door accommodations for wheelchair use may obtain services for an additional charge through Eau Claire Transit, 715-839-5111. The University, through the Office of Parking and Transportation Services, provides on-campus transit service for individuals who have special needs through injury, illness, or disability from 7:30 a.m. through 9:00 p.m., Monday through Thursday and until 5:00 p.m. on Friday, 715-836-2544.

Resident Escort Service:
The Resident Escort Service is provided to enhance resident safety when traveling on campus at the conclusion of the University bus route schedule. Residence hall students will be asked to present a current Blugold card. The schedule is posted online and in residence halls or contact Towers Hall front desk at 715-855-4727 for more information. For additional information, contact the Parking and Transportation Services Program at 715-836-2002.
Introduction:
This informational sheet provides the contact list for Emergencies and Non-emergencies for UW-Eau Claire students.

Emergencies:
University of Wisconsin-Eau Claire University Police, 911
Eau Claire Police Department (off-campus) or the Eau Claire Sheriff’s Department, 911

Non-Emergencies:
University Police
   Business hours: 7:30 a.m.-4:30 p.m, 715-836-2222
   After hours: Evenings and weekends, 715-577-9045
Eau Claire Police Department, 715-839-4972
Bolton Refuge House 24-hour Crisis Line, 715-834-9578
Sacred Heart Hospital 24-Hour Emergency Center, 715-839-4222
University Health Services, 715-836-5360
University Counseling Service, 715-836-5521
Dean of Students Office, 715-836-2325
Director of Human Relations & Affirmative Action, 715-836-2387
CASA Victim Services, 715-836-HELP (4357)
Introduction:
This informational sheet briefly summarizes the services and resources available to students in need of assistance.

Help Resources:
Where to go for Help lists resources for students on many different topics, from adding or dropping classes to finding a tutor.

2-1-1 Services
2-1-1 or 800-362-8255
Support Groups
Alcohol/Drug Abuse
Relationship Concerns
Suicidal Thoughts

Absence from class
Less than 3 days
Course Instructor
Over 3 days or emergency/funeral
Dean of Students Office, S 240; 715-836-5626
Submit an absence request online

Leave of Absence
Dean of Students Office, S 240; 715-836-5626

Academic Records
Registrar’s Office, S 128; 715-836-4524

Academic Requirements
Dean of College

Add Classes
Registration Office, S 128; 715-836-2425

Address Changes
Registration Office, S 128; 715-836-2425

Adviser
To obtain
Department Chair of Major
If undecided
Advising, S 226; 715-836-3487

Affirmative Action
Affirmative Action Office, S 217; 715-836-2387
http://www.uwec.edu/affirm

Appeals
Parking Tickets
Parking Office, SSS 106; 715-836-2002
Probation
Adviser
WHERE TO GO FOR HELP

Residency
Admissions
Suspension
Dean of College

Blugold Accounts
Blugold Card Office, Davies Center 110 156; 715-836-4070

Budget Planning
Financial Aid Office, S 115; 715-836-3373

Bus Schedules
Transit Boards
Davies, Hibbard, Brewer, Fine Arts, Hilltop, or outside Parking Office; SSS 106
Students with a Disability
Services for Students with Disabilities Office, Old Library 2136; 715-836-4542
Eau Claire Transit, 715-839-5111

Calendar Information & Procedures
Event Services, Davies Center 240; 715-836-3882

Cap and Gown Rental/Sales
University Bookstore, Davies Center 130; 715-836-2437

Car Registration
Parking Office, SSS 106; 715-836-2002

Career Plans/Counseling/Opportunities
Career Services, S 226; 836-5359

Catalogues—UW-Eau Claire
Continuing Students
Registrar’s Office, S 128; 715-836-4524

Catering
Blugold Dining Office, Davies Center 250; 715-836-2632

Check Cashing
Service Center, Davies Center 110; 715-836-3727

Chemical Dependency
Counseling Services, Old Library 2122; 715-836-5521

Class Schedules
Registration Office, S 128; 715-836-2425

Adviser (If Available)
Department Chair of Major

Commencement Information
Activities, Involvement and Leadership, Davies Center 222; 715-836-4833

Complaints (Where To File)
Affirmative Action Grievance Procedures
Affirmative Action Office, S 217; 715-836-2387
Dean of Students Office, S 240; 715-836-5626 or 715-836-2003
Residence Hall RA or Hall Director

Off-Campus Housing
Housing Office, Towers 112; 715-836-3674

University policies, departments, & functions
Dean of Students Office

Drafted: January 2013
WHERE TO GO FOR HELP

S 240; 715-836-5626
Affirmative Action Office, S 217; 715-836-2387
Student Senate Office, Davies Center 220; 715-836-4646

Conference Planning/Arrangements
Event Services, Davies Center 240; 715-836-3882

Counseling Services
Counseling Services, Old Library 2122; 715-836-5521

Crisis Call Center
2-1-1 or 800-362-8255
http://www.greatrivers211.org/
Support Groups, Alcohol/Drug Abuse; Suicidal Thoughts & Feelings; Relationship/
Family Concerns; Parenting Concerns

Cultural Activities
Activities, Involvement and Leadership, Davies Center 222; 715-836-4833

Curriculum Requirements
Dean of College

Dean's List
Dean of College by major

Directed Study Courses
(enrollment)
Department Chair

Directory Assistance
Campus Information Services, Davies Center 110; 715-836-2637

Students with a Disability
Services for Students with Disabilities, Old Library 2136; 715-836-4542

Drop Classes
Registration Office, S 128; 715-836-2425

Ecumenical Religious Center
(off campus) 110 Garfield Ave.; 715-834-7781

Emergencies (reporting of)
Residence Halls
Hall Director
On Campus/University
University Police, Crest Wellness Center 119; 911
Dean of Students Office, S 240; 715-836-2325 or 715-836-2003

Employment
While in school
Financial Aid Office, S 115; 715-836-3373
After graduation
Career Services, S 226; 715-836-5358

Enrollment Verification
Registration Office, S128; 715-836-3839

Escort Service
Escort
Resident Escort Shuttle Service
Posters in halls, RA, or Towers Hall front desk; 715-855-4727

Drafted: January 2013
WHERE TO GO FOR HELP

Conveyance (Campus Ride) Services
Parking and Transportation, 715-836-2544

Fee Payment
See Payment

Final Examination Changes
Instructor
Dean of College

Final Examination Schedules
Registrar’s Office, S 128; 715-836-4524

Financial Aid
Financial Aid Office, S 115; 715-836-3373

Foreign Students
International Education Office, S 111; 715-836-4411

Grades (Appeal)
Instructor;
Department Chairman;
Dean of College or School

Graduate School
Application to
Admissions Office, S 112; 715-836-4733
Information regarding Major
Dean of College or School

Graduation
Application for
MyBlugold
Status & Requirements
Registrar’s Office, S 128; 715-836-4524
Dean of College or School

Grants
Financial Aid Office, S 115; 715-836-3373

Hospital Admission
Student Health Service, Crest Wellness Center 150; 715-836-4311

Housing
Residence Halls
Housing Office, Towers 112; 715-836-3674
Off Campus
Housing Office, Towers 112; 715-836-3674

ID Cards (UW-Eau Claire)
Blugold Card Office, Davies Center 110; 715-836-4070

Illness or Injury
University Police, Crest Wellness Center 119; 911 or 715-577-9045
Student Health Service, Crest Wellness Center 150; 715-836-4311
Dean of Students Office, S 240; 715-836-5626

Immunizations
Student Health Service, Crest Wellness Center 150; 715-836-4311

Incompletes

Drafted: January 2013
Instructor of course  
Dean of Students Office; S240; 715-836-5626  

**Independent Study Courses**  
Obtain permission for enrollment  
Dean of College or School  
Return course description by end of the fifth week of the semester  
Dean of College or School  

**Information (campus)**  
Service Center, Davies Center 110; 715-836-3727  

**Instructional Resource Rental**  
University Bookstore, Davies Center 130; 715-836-2172  

**Insurance (Health)**  
Student Senate Office, Davies Center 220; 715-836-4646  

**International Studies**  
International Education Office, S 3; 715-836-4311  

**Intramurals**  
Recreation Office, HT 106; 715-836-3377  

**Keys (Residence Halls)**  
Hall Director  

**Leadership Development (student)**  
Activities, Involvement and Leadership, Davies Center 222; 715-836-4833  

**Leave Of Absence**  
Dean of Students Office, S 240; 715-836-5626  

**Legal Services**  
Student Senate Office, Davies Center 220; 715-836-4646  

**Loans (short term)**  
Financial Aid Office, S 115; 715-836-3373  

**Locker Rental**  
Semester  
Service Center, Davies Center 110; 715-836-3727  
Lost & Found  
Personal items  
Service Center, Davies Center 110; 715-836-3727  

**ID Cards**  
Blugold Card Office, Davies Center 110; 715-836-4070  

**Maps, Campus/Community**  
Service Center, Davies Center 110; 715-836-3727  

**Meal Plan Contracts**  
Blugold Card Office, Davies Center 110; 715-836-4070  

**Meeting Room Reservations**  
Event Services, Davies Center 240; 715-836-3882  

**Minority Students**  
Multicultural Affairs Office, S 225; 715-836-3367  

**Motor Vehicle, Motorcycle, and Bicycle Registration**  
Parking Office, SSS 106; 715-836-2002  

**National Student Exchange**
Assistant Dean of Students, S 240; 715-836-2003

Newspapers
Reference Library, 715-836-3858

Notary Public
Service Center, Davies Center 110; 715-836-3727

Official Notices
News Bureau, S 201; 715-836-4741

Organizations (student)
Student Organizations Complex, Davies Center 220; 715-836-4020

Overloads (permission for 18+ credits)
Dean of College

Parking Appeals
Parking Office, SSS 106; 715-836-2002

Parking Permits
Parking Office, SSS 106; 715-836-2002

Payment
Cashier's Window, S 108; 715-836-5907
http://www.uwec.edu/payment

Overloads
Associate Dean of College
Late registration
Associate Dean of College
Incompletes
Instructor
Associate Dean of College

Personal Problems
Counseling Services, Old Library 2122; 715-836-5521
Dean of Students Office, S 240; 715-836-5626

Petitions (election)
Student Senate Office, Davies Center 220; 715-836-4646

Physicians (appointment with)
Student Health Service, Crest Wellness Center 151; 715-836-5360

Placement Services
Career Services, S 226; 715-836-5359

Police Services
University Police, Crest Wellness Center 119; 715-836-2222

Postal Services
Service Center, Davies Center 110; 715-836-3727

Poster Approval/Distribution
Service Center, Davies Center 110; 715-836-3727

Printing
University Printing Services, S 18; 715-836-5621

Pregnancy Tests
Student Health Service, Crest Wellness Center 151; 715-836-5360

Prescriptions
Student Health Service, Crest Wellness Center 151; 715-836-5360

Drafted: January 2013
WHERE TO GO FOR HELP

Publications
Campus Directory
Service Center, Davies Center 110, 715-836-3727
Telephone Services, S17; 715-836-3000
NOTA, HHH 410; 715-836-5993
Spectator, HHH 108; 715-836-4416
University Catalog for Continuing Students
Registrar, S 128; 715-836-4524
Your Right to Know
Dean of Students Office, S 240; 715-836-5626;
http://www2.uwec.edu/DOS/policies/yrtk/index.htm

Rank in Class
Registration Office, S 128; 715-836-3839

Recreational Activities & Intramural Programming
Hilltop Center; 715-836-3377

Registration (early/late)
Registration Office, S 128; 715-836-2425

Requirements for Graduation
Registrar’s Office, S 128; 715-836-4524
Associate Dean of College

Residence Halls
Housing Office, Towers 112; 715-836-3674

Resume Design & Printing
University Printing Services, S 18; 715-836-2155

Room Reservations
Academic use
Registrar’s Office, S 128; 715-836-3838
Non-Academic use
Event Services, Davies Center 240; 715-836-3882

Rules and Regulations
Student Senate Office, Davies Center 220; 715-836-4646
Dean of Students Office, S 240; 715-836-2325

Schedules
Class
Adviser
Registration Office, S 128; 715-836-2425
Local bus schedule
Services Center, Davies Center 110; 715-836-3727

Scholarships
Financial Aid Office, S 115; 715-836-3373

Section Changes
Registration Office, S 128; 715-836-2425

Service Learning
Director, HSS 205; 715-836-4649

Sexual Harassment

Drafted: January 2013
WHERE TO GO FOR HELP

Affirmative Action Office, S 217; 715-836-2387; http://www.uwec.edu/affirm

Short-Term Loans
Financial Aid Office, S 115; 715-836-3373

Social Events
Activities, Involvement and Leadership, Davies Center 222; 715-836-4833

Student Tenant Union
Student Senate Office, Davies Center 220; 715-836-4646

STD and HIV Testing
Student Health Service, Crest Wellness Center; 715-836-4311

Students
Minority
Multicultural Affairs Office, S 225; 715-836-3367
Students with a Disability
Services for Students with Disabilities, Old Library 2136 ; 715-836-4542

Substituting Courses
Your Adviser
Associate Dean of College of your major

Suspensions (appeal)
Associate Dean of College
Dean of Students Office, S240; 715-836-5626

Teacher Certification Form
College of Education and Human Services, B 153; 715-836-3671

Telephone Directories
Service Center, Davies Center 110; 715-836-3727
(some major cities) Library

Testing
Advising/New Student Initiatives, S 226; 715-836-5522

Tickets for University Events
Service Center, Davies Center 110; 715-836-3727

Tickets (parking)
Parking Office, SSS 106; 715-836-2002

Topical Minor (approval)
Associate Dean of College

Transcripts
Registrar’s Office, S 128; 715-836-2999

Transportation Services
Transit Boards
Davies, Hibbard, Brewer, Fine Arts, Hilltop, or outside Parking Office; SSS 106
Riders with a Disability
Services for Students with Disabilities, Old Library 2136; 715-836-4542,
Eau Claire Transit, 715-839-5111

Tutoring Services
Academic Skills Center, Old Library 2112; 715-836-5844
Academic departments

University News and Publications

Drafted: January 2013
WHERE TO GO FOR HELP

News Bureau, S 201; 715-836-4741
Publications, Old Library 2142; 715-836-3808

Verification of Enrollment
Registration Office, S 128; 715-836-3839

Veterans Assistance
Registration Office, S 128; 715-836-3839

Waiver of Requirements
Associate Dean of College

What’s Happening On Campus
Service Center, Davies Center 110; 715-836-3727

Withdrawal from University
Dean of Students Office; S 240; 715-836-5626

Work Study Checks
Payroll, Human Resources, S 220; 715-836-5260
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the Student Office of Sustainability (SOS) Commission of Student Senate as well as the Environmental Responsibility account.

Purpose:
The SOS is a standing subunit of the Student Senate tasked with funding and managing sustainable projects, monitoring policies, research and assess environmental issues, provide recommendations affecting issues of environmentalism, and spearhead the student movement of sustainability.

Environmental Responsibility Account:
The SOS receives a $200,000 budget annually from a $10 per semester fee on each student which is apportioned from the Finance Commission’s Organized Activities Budget. This fee was approved by a student-wide referendum and has been approved by the Board of Regents. This budget has funded dozens of sustainable projects and direct services for students at UW-Eau Claire. Any project that exceeds an expenditure of $6,000 must be approve by Student Senate.

Organization:
The SOS is made up of one Director, three Interns, the Board and advisors. The Board is composed of five to eleven students up to which 6 may be Student Senators and up to which 5 may be students at large. The Director is also a voting member, however the interns are not. Advisors serve in a non-voting capacity. All members must adhere to the Student Senate participation requirements; at least a 2.0 GPA enrolled as at least a half-time student. All members are appointed by the Student Body President with the advice and consent of the Student Senate. Board members must attend all regular meetings and a subject to removal by the Director if a member has two unexcused absences. Board members must comprehend budgetary processes, contribute to the work of the Board, complete all duties assigned by the Director, contribute to weekly meetings, and aid in the execution of projects. Advisors serve as a resource for institutional memory and formulate recommendations and suggestions for the Board. All meetings are in accordance with Wisconsin Open Meetings Law and quorum must be met to conduct business. The board conducts business using the latest edition of Robert’s Rules of Order.
UW-Eau Claire Student Senate Fact Sheet on:

PROCESS TIMELINE
FOR THE ENVIRONMENTAL RESPONSIBILITY BUDGET

Internal SOS Budget Compiled
Spring

SOS Budget Approved by Commission and Student Senate

SOS Budget Takes Effect on July 1 of each Year

Budget Consultations with Finance Member
Prior to Finance Hearings each Fall

Budget Requests are Submitted to Finance
Two Weeks Prior to Hearings

Final Hearing Time and Rules Set
One Week Prior to Finance Hearings

Twenty Minute Oral Budget Presentation
At Finance Hearings

Student Senate Approval of Organized Activities Budget
Bill and Notification of Results
February

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/commissions/sos/index.htm
http://www.uwec.edu/StudentSenate/commissions/fin.htm
Introduction:
This informational sheet briefly summarizes purpose, structure and responsibilities of the University Activities Commission (UAC) of Student Senate.

Purpose:
The University Activities Commission is the campus-wide events programming board at the University of Wisconsin - Eau Claire. Student programmers select, promote and produce a wide variety of cultural, educational and entertainment programs for the university community. An all-volunteer, award-winning commission of the Student Senate, the UAC receives part of the segregated student fee budget to support its activities, which means that UW-Eau Claire students may attend UAC programs at no charge or at significantly reduced cost.

Organization:
There are many commissions within the UAC each with specific and important duties regarding event planning for the student body. These commissions are as follows: Films, Exec Board, Cabin, Special Events, Concerts, Late Night Activities, and Festivals.

Drafted: January 2013
Sources: http://www.uwec.edu/StudentSenate/documents/bylaws.htm
UW-Eau Claire Student Senate Fact Sheet on:

**PROCESS TIMELINE**
FOR THE UNIVERSITY ACTIVITIES BUDGET

**Finance Commission**
Distributes Budget Instructions
September

**Budget Hearing**
Times Provided by Finance
Six Weeks Prior to Finance Hearings

**Provide Finance**
Preferred Hearing Times
Four Weeks Prior to Finance Hearings

**Budget Consultations with Finance Member**
Four Weeks Prior to Finance Hearings

**Budget Requests are Submitted to Finance**
Two Weeks Prior

**Final Hearing**
Time and Rules Set
One Week Prior to Finance Hearings

**Twenty Minute Oral Budget Presentation**
At Finance Hearings

**Finance Budget Deliberations, Tentative Allocations Sent**
Following Hearings

**Appeals to Finance**

**Appeals to Student Senate**

**Student Senate**
Approval of Tentative
Organized Activities Budget
Bill and Notification of Results
February

**Appeals to the Chancellor**

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Drafted: January 2013
Sources: [http://www.uwec.edu/StudentSenate/documents/bylaws.htm](http://www.uwec.edu/StudentSenate/documents/bylaws.htm)
Introduction:
This informational sheet briefly summarizes structure and purpose of the UW-System Student Representatives.

Membership:
Each campus and institution within the UW-System has two members. These two Student Representatives are the highest ranking students in the student government as selected by the students or student government on each Campus or his or her designee. The Student Body President and Student Body Vice President are UW-Eau Claire’s representatives.

Purpose:
Student Representatives gathers at least five times per year at varying campuses to represent all UW-System students by promoting shared governance, improving student advocacy, supporting the continuity of student governance and to further the mission of the University of Wisconsin System. Student Representatives is not constituted under the authority of § 36.09(5) and is only an advisory body.

Relationship with United Council:
Student Representatives may vote to approve or disapprove of United Council actions during any meeting. This vote is not binding on United Council but serves as a mechanism for student governments to express approval or disapproval of the actions of United Council. Student Representatives may also vote on recommendations for United Council. All correspondence from Student Representatives is passed on to the Board of Directors, officers and the executive director of United Council.
Introduction:
This informational sheet briefly summarizes United Council of University of Wisconsin Students and the mandatory refundable fee which funds the organization.

Mandatory Refundable Fee (MRF) at UW-Eau Claire:
UW-Eau Claire students each pay a $3 MRF to United Council of UW-Students each term. In 2011-2012, UW-Eau Claire students total MRF contributions to United Council totaled $65,070.25. UW-System-wide MRF contributions to United Council totaled $813,321.59 in 2011-2012. A referendum to initiate or terminate the MRF may be called see Regent Policy 30-4.

United Council’s Purpose:
The mission of United Council is to represent all University of Wisconsin System Students and advocate for them on issues of Higher Education pertaining to value, quality and the student experience. United Council has four purposes a. to ensure that students are heard, supported and enabled to affect change; b. to ensure that United Council of UW Students’ presence in government is respected and valued; c. to ensure the quality and value of both education and the student experience is continually improving and maximized; and d. to recognize and advocate for the University of Wisconsin System’s link to the prosperity of the State of Wisconsin.

Membership and Caucuses:
Members of the organization shall be all current MRF-paying students who have not had their dues refunded. Every member belongs to one of three caucuses determined by the type of campus they attend: the Research Institutions Caucus, the comprehensive Institutions Caucus, and the Colleges Caucus. UW-Eau Claire students are members of the comprehensive caucus.

Governance:
United Council is governed by a Board of Directors consisting of elected student representatives from each caucus and an elected student President, Vice President and Secretary. Members of the board and officers are elected during the Elections and Issue Choosing Convention each spring. United Council employs several non-student staff members including an Executive Director for organizational support.

Refund of MRF:
If you wish to receive a refund of the MRF, you must request it via written request from: United Council of UW-Students, Suite 212, 14 W. Mifflin St., Madison, Wi 53703. Refunds are limited to 45 days after the start of classes.
Introduction:
This informational sheet briefly summarizes mandatory refundable fee policies and procedures for student government organizations within the University of Wisconsin-System.

Regent Policy 30-4:
This policy applies to any student organization(s) with a UW-System inter-institutional governance support purpose that are funded or wish to be funded by the mandatory refundable fee (MRF) mechanism. This policy describes procedures for organizations that are funded and seek a change in the level of the MRF, or wish to be funded by the MRF. The policy also provides students with the opportunity to determine via referendum if the MRF will be used to fund student organizations with an inter-institutional governance support purpose or change the level of the MRF funding.

Mandatory Refundable Fee (MRF):
The MRF funds Board of Regents-recognized organizations such as the United Council of University of Wisconsin Students. The MRF is a fee collected by the university with tuition and segregated fees as a condition of enrollment, which may be refunded to students upon request. After the Board approves a MRF, the students may conduct referenda as to whether to begin such a fee, and once initiated, may conduct referenda on the question whether the fee should continue. A referendum to initiate or terminate the MRF may be called for by a majority of the campus student government body or by a petition with signatures representing ten percent of the enrolled student body. The result of the referendum is determined by a simple majority of students voting. Results of the binding referendum shall be implemented with the start of the next academic term, excluding summer session. Campus referenda are limited to one per academic year. Exact referendum language is provided in Regent Policy 30-4.

MRF at UW-Eau Claire:

Refund of MRF:
If you wish to receive a refund of the MRF, you must request it via written request from: United Council of UW-Students, Suite 212, 14 W. Mifflin St., Madison, Wi 53703. Refunds are limited to 45 days after the start of classes.

Drafted: January 2013