



Student Handbook

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The policies in this handbook apply to students enrolled in coursework and/or academic programs appearing in the University of Wisconsin-Extension Academic Catalog.

The handbook includes policies and requirements in effect at the time of publication. However, the University reserves the right to make changes in these regulations. When revisions are made, the changes take effect as soon as they are approved.

Noted abbreviations

The University of Wisconsin-Extension, in this document, is hereafter referred to as UW-Extension when grammatically appropriate.

The Division of Continuing Education, Outreach & E-Learning is hereafter referred to as CEOEL when grammatically appropriate.

UWS denotes “University of Wisconsin System” and in this context is used to reference System policy.

ACADEMIC MISCONDUCT & DISCIPLINARY PROCEDURES

Procedures described herein will be used to address complaints of academic misconduct under Chapter UWS 14 of the Wisconsin Administrative Code.

Sanctions Imposed by Instructor

Section 14.05 of Chapter UWS 14 specifies sanctions for student academic misconduct which may be imposed at the discretion of the instructor.

Additional Sanctions

Section 14.06 of Chapter UWS 14 specifies additional sanctions which may be imposed when those permitted under 14.05 are deemed insufficient. Use of this section includes the right of the student to a hearing before an Academic Misconduct Hearing Committee.

Personnel

The Director of Student Success for UW-Extension shall serve as the Student Affairs Officer and shall have all of the responsibilities assigned to this position under Chapter UWS 14 including:

- Receiving student requests for hearings before the Academic Misconduct Hearing Committee;
- Scheduling of hearings before the Academic Misconduct Hearing Committee as requested, or as mandated under UWS Sec. 14.07 (5) (c) 2.;
- Notifying the appropriate parties of the time, date, and place of the hearing;
- Receiving written reports of misconduct from instructors or the Investigating Officer.

The department chair, or designee, of the involved academic department shall serve as the Investigating Officer. The Investigating Officer shall have all of the responsibilities assigned to this position under Chapter UWS 14.

UW-Extension will institute an appeal process which utilizes both the Hearing Examiner and the Academic Misconduct Hearing Committee processes. UW-Extension Shared Governance shall annually recruit a pool of faculty, instructional academic staff, and non-instructional academic staff who wish to serve as a Hearing Examiner and/or member of the Academic Misconduct Hearing Committee. UW-Extension shall then make recommendations to the Chancellor for approval.

The Academic Misconduct Hearing Committee must have at least 3 members scheduled (including one student) to hear the appeal. Per UWS 14.15(1), the Hearing Examiner and one other member will constitute a quorum at any hearing. The student will be recruited from UW-Extension by the Director of Student Success Student Affairs Officer.

The Hearing Examiner will hear appeals where the sanctions are as listed in UWS 14.04 (1) (a-h).

The Academic Misconduct Hearing Committee will hear appeals where the sanctions are as listed in UWS 14.04 (1) (i-j).

Maintenance of Disciplinary Files

The Director or Student Success shall have responsibility for the maintenance of disciplinary files which shall include written reports prepared by instructors, the Investigating Officer, and/or the Academic Misconduct Hearing Committee.

Disciplinary files are maintained separately from academic files. The student, instructor involved, the Investigating Officer (if it was their case), and the Student Affairs Officer shall receive the final written determination of responsibility even if the decision is no misconduct occurred.

Suspensions and expulsions are recorded on the student transcript as required by Chapter UWS 14. If suspension or expulsion occurs, the Student Affairs Officer shall inform the registrar's office and University of Wisconsin System Institutions. Other sanctions such as the student receiving a mark of F because of academic misconduct will be noted on the transcript and will have implications for the student's academic progress.

Withdrawal Pending a Charge of Academic Misconduct

In the event the instructor and/or Investigative Officer and student would like to resolve the matter by project withdrawal, the student must first speak to an Academic Success Coach to learn of any potential conflicts a withdrawal may have, including, but not limited to financial aid. Upon completing this meeting, if the student would still like to enter into this resolution, it will go forward in writing. The instructor/Investigating Officer shall file a report and signed agreement with the Director of Student Success.

If a student withdraws from a project or the institution while charges in UWS 14 are pending, the case will still go forward, the process completed, and sanctions may still be imposed.

Conduct at Hearings

Under UWS Sec. 14.08 (3)(a), a student shall have the right to choose a representative to be accompanied by.

In appeals where the sanctions are as listed in UWS 14.04 (1) (a-h), the representative may counsel the student, but may not directly question witnesses, present information and witnesses, or speak on behalf of the student except at the discretion of the Hearing Examiner or Academic Misconduct Committee.

In appeals where the sanctions are as listed in UWS 14.04 (1) (i-j), the representative may question witnesses, present information and witnesses, and speak on behalf of the student; however, the student will not also be able to do so.

In accordance with the educational purposes of the hearing, the student is expected to respond to questions asked during the hearing.

The Hearing Examiner or Academic Misconduct Committee may admit evidence having reasonably probative value, but may exclude immaterial, irrelevant, or unduly repetitious testimony.

All recognized legal privileges will be honored.

The Hearing Examiner and Academic Misconduct Hearing Committee may impose a disciplinary sanction that differs from the recommendation of the instructor or Investigating Officer, including suspension and expulsion as allowed by UWS 14.08 (3).

Hearings by Audioconference or Videoconference

Hearings may be conducted by audio conference or videoconference, at the discretion of the Hearing Examiner or Hearing Committee chair, as applicable.

Written Reports

The original copy of any written report prepared by an instructor, the Investigating Officer, Hearing Examiner, or Academic Misconduct Committee shall be sent to the student either via personal delivery or through U.S. first class mail. UW-Extension defines personal delivery as ONE of the following: sent by electronic means to the student's official university email address or given personally to the student.

If the instructor is transferring a case to the jurisdiction of the Investigating Officer, the student will not receive copies of the information gathered as it is not an official report.

Instructors, Investigating Officers, Hearing Examiners, and the Academic Misconduct Hearing Committee shall submit copies of written reports and all relevant evidence to the Student Affairs Officer upon completion of the report(s).

Right of Appeal: Decisions of the Academic Misconduct Hearing Committee may be appealed to the Chancellor of UW-Extension, as provided in UWS Sec. 14.09. Decisions of the Chancellor may be reviewed by the Board of Regents at the Board's discretion, as provided in UWS Sec. 14.10.

Readmission Following Suspension or Expulsion

A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the Chancellor of UW-Extension. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The Chancellor shall, after consultation with elected representatives of the faculty, academic staff, and students, adopt procedures for determining whether such petitions will be granted or denied.

ACCOMMODATION OF RELIGIOUS BELIEFS

It is the policy Wisconsin State Administrative Code Chapter UWS 22 that a student's sincerely held religious beliefs shall be reasonably accommodated with respect to examinations and other academic requirements. This policy is intended to help meet the needs of students by reducing conflicts between educational requirements and the students' free exercise of religion. The purpose is to treat all students and all religions as fairly as possible.

In each project (or competency set where applicable) students shall be provided with a clearly defined link to the handbook and this policy.

The UW Flexible Option is a self-paced educational format. Students have flexibility in setting their own academic deadlines, allowing for accommodation of religious observances. Thus, the structure of this format removes the potential for any mandatory academic activity to be completed on a religious calendar observance.

Nevertheless, should a conflict between academic requirements and religious calendar observances arise, students must notify their instructors, within the first three weeks of a new subscription period, of the specific days or dates on which they will request relief from an academic requirement.

Complaints of failure to provide reasonable accommodation of a student's sincerely held religious beliefs as required by Wisconsin Administrative Code Chapter UWS 22 may be filed through the UW-Extension complaint and grievance process as outlined below.

Failure to provide reasonable accommodation of a student's sincerely held religious beliefs may constitute discrimination (Wisconsin State Statute §36.12). Students should contact the Office of Equity, Diversity, and Inclusion for more information or to file a formal complaint of discrimination.

UW Colleges and UW-Extension
Office of Equity, Diversity, and Inclusion
432 N. Lake St., Room 201
Madison, WI 53706
oedi@uwex.uwc.edu (email)
608-262-0277
608-890-0259 (fax)
711 for Relay

ALCOHOL & OTHER DRUG ABUSE PREVENTION

UW-Extension espouses the strong value of maintaining a healthy and productive environment for its students, faculty, and staff to learn and work. As a result of this value, and in accordance with Wisconsin State Administrative Code Chapter UWS 18.09 and UW System UPS Operational Policy WE 3, UW-Extension prohibits (except where expressly allowed) the consumption, possession, or distribution of alcoholic beverages and drug paraphernalia on all university premises. UW-Extension will track violations of this policy, and violations may initiate a nonacademic misconduct process.

We actively encourage members of our community who may be (or have a family member or friend) struggling with substance abuse to seek out help. Substance abuse and addiction are a disease, and medical assistance is available. We encourage students to review information on the Department of Health & Human Services [website](#), or to seek out resources from health and advocacy organizations in their community.

CLERY ACT REPORTING

The Clery Act (20 USC § 1092 (F)) requires universities to disclose information about crime on and around their campuses. It is tied to an institution's participation in federal student financial aid programs and is enforced by the U.S. Department of Education.

The Clery Handbook states that if the institution is distance education-only and the students are never present on a physical campus, compliance with Clery reporting is not required.

UW-Extension is committed to a safe university online experience. A student experiencing concerns should not hesitate to report those concerns to the Academic Success Coach or instructor.

COMPLAINT & GRIEVANCE PROCESS

UW-Extension is committed to respecting all members of its educational community and is committed to providing quality educational experiences for all students. A complaint or grievance is usually the result of behavior that a student feels is unjust or inequitable, or creates unnecessary hardship.

Student complaints are filed in those instances where a potential law or regulation has been violated. UW-Extension has policies and procedures for students to file complaints relevant to federally protected issues including appeals for student services and accommodations related to the American Disabilities Act, Discrimination, Sexual Harassment, and Title IX.

A grievance is filed when a student experiences a specific injury/harm or problem that has an available remedy. A student grievance includes a request for a specific action to solve a problem concerning the actions taken by any UW-Extension employee who is a member of a department, office, administrative unit, or committee. A grievance may also be filed against a policy or rule which the student believes to be unfair. However, if a student wishes to challenge an

academic decision that impacts the student's mark earned for a project competency, the procedures for Appealing Project Marks should be used.

The policies and procedures below are designed to ensure that student grievances are addressed fairly and resolved promptly, and are not to be invoked for matters for which independent appeal processes have been already established. Examples of those policies include, but are not limited to:

- Admission Appeals
- Academic Suspension
- Financial Aid Appeals
- Transfer Course Classifications
- UW-Extension General Refund Policy
- Exception to the Withdrawal Policy

The Director of Student Success is often an important first stop for students with questions and concerns. The Director of Student Success can answer questions about complaints and grievances, and provide important information about UW System and UW-Extension policies.

Grievance Procedure

1. The student discusses the issue of concern with the individual(s) primarily involved. This should take place within 14 calendar days after the aggrieved action occurred.
2. If this discussion brings no resolution, is unsatisfactory, or the primary individual is unwilling or unable to participate, the student may then, within 7 calendar days of the discussion (or the communication that there will be no discussion), schedule a conference with the chairperson of the department or the supervisor of the individual. The student should articulate the concerns and the result of, or lack of, discussion with the primary individual.
3. After hearing the student's appeal, the chairperson or supervisor will attempt to mediate the problem to resolution within 14 calendar days.
4. If this attempt at resolution is unsatisfactory or if all are not willing or able to participate, the student should submit a formal grievance to the Dean of CEOEL within 7 calendar days of the failure of informal resolution.
5. The grievance should be in writing, signed and dated by the student, and should include: a full and specific discussion of the problem(s), reasons for dissatisfaction with recommended resolutions, and identification of an alternative resolution.
6. Within 14 calendar days, the Dean of CEOEL can attempt further resolution or make the final decision. The student and employee should be notified of the final decision in writing.
7. The decision of the Dean of CEOEL will be final unless discipline is requested, in which event appropriate complaint or disciplinary procedures would be followed.

Appealing Project Marks

If a student believes that a score or mark on an assessment or project is not consistent with that student's performance in that project, the student may appeal the score/mark. The first step in the process is for the student to discuss the issue with the faculty member who evaluated the assessment or the project. If the student is unable to resolve the matter with the faculty member, the student may file a written appeal with the Academic Director of the program within 30 calendar days from the end of the subscription period. If the Academic Director is also the instructor whose grade the student is appealing, then the appeal is sent to the Academic Actions Committee, which then identifies another member of the department to assume the Academic Director's role in this process.

The written appeal must explain why changes to the scores or marks are warranted, and provide corresponding evidence. The Academic Director will discuss the appeal with the student, gather more evidence, and discuss the appeal with the faculty member and the Academic Success Coach. Within 15 calendar days after receiving the written appeal from the student, the Academic Director will communicate to the student a decision on the appeal.

Further requests for appeal may be addressed to the Dean of the CEOEL, within 30 calendar days of communication of the Academic Director's decision. The Dean's decision is final and binding. Within 15 calendar days of receipt of a student's request for appeal, the Dean will communicate to the student and appropriate parties a final decision on the appeal.

CONSUMER INFORMATION DISCLOSURE

Pursuant to the Higher Education Act of 1965, as amended, institutions are required to disclose specific programmatic and institutional information to students (prospective & current), and employees. UW-Extension's consumer information is disclosed here: <https://flex.wisconsin.edu/consumer-information/>

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973 and its amendments, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. To establish that an individual is covered under the ADA, documentation must indicate that the disability substantially limits a major life activity. Major life activities may include concentrating, hearing, thinking, speaking, communicating, and learning. Documentation submitted should:

- Be appropriate to determine eligibility
- Demonstrate a current substantial impact of one or more major life activities
- Support the need for any requested accommodation services and/or auxiliary aids

Students interested in requesting academic accommodations must contact the office below to begin the application process. Please be advised that the eligibility determination process and, once approved, implementation of accommodation services could take several weeks. It is important for students to be proactive and initiate the process early in order to ensure that accommodations are in place by the time the subscription period begins.

UW-Extension Disability Services Contact:

Student Accessibility Coordinator
5602 Research Park Boulevard, Suite 300
Madison, WI 53719-1245
E-mail: carolyn.kentstegmann@uwex.edu
Phone: 608-262-3049
Fax: 608-265-6784

DISCRIMINATION STATEMENT AND POLICY

Policy Statement

Pursuant to the authority of the UW System Board of Regents Policy, Section 14, Section 36.12 of the Wisconsin Statutes, Title IX of the Education Amendments of 1972, as amended, and other state and federal civil rights and employment laws, UW-Extension prohibits members of the university community from engaging in any form of unlawful discrimination or harassment in employment, education, or participation in programs or activities on the basis of age, race, ancestry, color, national origin, cultural background or ethnicity (specifically involving harassment by employees), creed/religion, disability, sex (including sex discrimination, sexual harassment and sexual violence under Title IX of the Education Amendments of 1972, as amended, as well as student discrimination under Wisconsin Statutes Section 36.12), sexual orientation, gender identity and gender expression, marital status, pregnancy (including childbirth or related conditions), genetic testing, honesty testing, military obligations (including 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), Vietnam-era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, arrest or conviction record, and use or nonuse of lawful products off the employer's premises during nonworking hours.

UW-Extension also prohibits any form of retaliation for engaging in a protected activity such as making a complaint of discrimination or harassment, taking part in an investigation related to unlawful activities or behavior, or performing mandatory reporting duties. Furthermore, UW-Extension will include provisions in all contracts that the contractor or subcontractor will comply with the non-discrimination provisions of University policies and federal and state laws as a condition of doing business with the University. For more information on discrimination, harassment, or retaliation policies, and associated complaint procedures, please visit the Office of Equity, Diversity, and Inclusion website. This can be found at <http://inclusion.uwex.uwc.edu/policies>, or call the Office of Inclusion at 608-262-0277.

UW-Extension Procedures

Pursuant to Section 36.12 (1), Wis. Stats.

No student may be denied admission to, participation in, or the benefits of, or be discriminated against in any service, program, project, or facility of the system or its institutions or colleges because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, gender identity, pregnancy, marital status, or parental status.

Criteria for Determining Whether the Prohibition on Discrimination Has Been Violated: In determining whether discrimination in violation of Section 36.12, Wis. Stats., has occurred, the University of Wisconsin-Extension, through the Office of Equity, Diversity, and Inclusion, shall apply state and federal statutes, regulations, and case law relevant to the basis of discrimination being alleged, including but not limited to such legal materials and precedents as Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 101.223, Wis. Stats., Section 36.11(3)(a), Wis. Stats., the United States Constitution, the Wisconsin Constitution, and related regulations and case law. In any case, whether there is a question as to whether the action or conduct in question violated, Section 36.12, Wis. Stats., UW System legal counsel will be consulted.

Deadline for Filing Complaints: Complaints alleging a violation of Section 36.12, Wis. Stats., must be filed with the Director of Equity, Diversity, and Inclusion for UW-Extension within 300 days of the alleged violation.

Procedures and Remedies for Violation of Section 36.12, Wis. Stats.: The Director of Equity, Diversity, and Inclusion for UW-Extension shall be responsible for:

- a) Reviewing each complaint;
 - b) Providing procedural advice and counsel to the complainant, and referring the complainant to any other more relevant complaint or grievance process, if appropriate (as for example, if the complaint alleges sex discrimination, referring the matter to the grievance process established under Title IX);
 - c) Conducting investigations of complaints, where no other complaint or grievance mechanism applies to the subject matter of the complaint.
- (1) Where the Office of Equity, Diversity, and Inclusion refers a complainant to another relevant complaint or grievance procedure, further action on the matter will be taken in accordance with that other procedure.
 - (2) Where the Office of Equity, Diversity, and Inclusion determines after investigation that no discrimination in violation of Section 36.12 has occurred, the complaint shall be dismissed, and the complainant and any other interested parties will be so advised.
 - (3) Where the Office of Equity, Diversity, and Inclusion determines after investigation that discrimination in violation of Section 36.12 has occurred, the following action may occur:
 - a) Attempt to resolve the matter through mediation among the involved parties; or
 - b) Recommend remedial action to eliminate the discrimination to the appropriate administrators; or
 - c) Refer the matter to the appropriate administrators for review and consideration of possible disciplinary action, where misconduct by faculty, staff or students appears to be involved.
 - (4) The Office of Equity, Diversity, and Inclusion shall complete its processing of a complaint within 60 days of receipt. If it is not possible to complete in 60 days, all parties will be communicated with regarding the reason:
 - a) In the event a complaint is dismissed under paragraph (2) above, the complainant may appeal to the Chancellor within 10 days of the dismissal.
 - b) In the event attempts at mediation under paragraph (3)(a) fail, or a recommended remedial action under paragraph (3)(b) is rejected, the complainant may appeal to the Chancellor within 10 days of the action.
 - c) In the event the matter is referred under paragraph (3)(c) above, the time limitations and procedures applicable to employee or student disciplinary matters shall apply.
 - (5) In all matters involving an alleged violation of Section 36.12, the Chancellor's decision shall be final, except that the Board of Regents may, consistent with the Bylaws of the Board of Regents of the University of Wisconsin System, conduct a review on the record.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy, access, and disclosure of student education records that are maintained by UW-Extension. In addition to protecting student education records, FERPA also provides students with several rights. For information on how FERPA applies to students, visit the UW-Flexible Option [FERPA](#) webpage.

NONACADEMIC MISCONDUCT PROCEDURES & DISCIPLINARY PROCESS

Procedures described herein will be used to address complaints of nonacademic misconduct under Chapter UWS 17 of the Wisconsin Administrative Code. The disciplinary procedures can be located [here](#).

Personnel

In the event of an appeal, the case will be heard by a nonacademic misconduct hearing committee.

The Director of Student Success for UW-Extension and shall have all of the responsibilities assigned to this position under Chapter UWS 17 including:

- Receiving student requests for hearings before the Nonacademic Misconduct Hearing Committee;
- Scheduling of hearings before the Nonacademic Misconduct Hearing Committee as requested, or as mandated under UWS Sec.17.11 (4) (c) 2;
- Notifying the appropriate parties, including the Investigating Officer, of the time, date, and place of the hearing;
- Serving as Hearing Examiner or as Chair of the Hearing Committee, as applicable under UWS Sec. 17.12 (1); and
- Receiving written reports of misconduct from complainants, or the Investigating Officer.

The Department Chair, or designee, of the academic department of the student's major program shall serve as the Investigating Officer. The Investigating Officer shall have all of the responsibilities assigned to this position under Chapter UWS 17 including:

- Receiving copies of all nonacademic misconduct reports prepared by complainants;
- When the Investigating Officer receives a written report of nonacademic misconduct, determining whether the student charged has previously been subject to disciplinary sanctions. If the student has been subject to such sanctions, the Investigating Officer should confer with the individual filing the report, and may recommend more severe sanctions;
- Not serving as a member of the Nonacademic Misconduct Hearing Committee, the Investigating Officer may be called as a witness at a hearing conducted by such Committee;
- In the case of a hearing before the Nonacademic Misconduct Hearing Committee, forwarding copies of any written reports prepared by faculty, staff, or students, or by the Investigating Officer, to the Chair of the Committee; and
- Preparing an annual report summarizing the cases brought under Chapter UWS 17.

In the event of a conflict of interest, the Nonacademic Misconduct Hearing Committee shall designate another UW-Extension faculty or staff member to serve as the Investigating Officer for a particular charge of nonacademic misconduct.

Additionally, for allegations involving sexual assault, domestic violence, dating violence, stalking, or sexual harassment, the chief administrative officer shall involve the Title IX Coordinator, or designee, as per the sexual harassment and violence policy listed in this document.

The Nonacademic Misconduct Hearing Committee shall be a standing committee of UW-Extension's CEOEL. Membership shall consist of the Director of Student Success, the Registrar, and a student to be appointed to the committee by the Director of Student Success at the time of a request for investigation. In the event of a conflict of interest, the Director of Financial Aid will serve as an alternate member of the committee. The Nonacademic Misconduct Hearing Committee shall have all of the responsibilities assigned to this committee under Chapter UWS 17.

Maintenance of Disciplinary Files

The Office of Student Affairs shall have responsibility for the maintenance of disciplinary files which shall include written reports prepared by faculty, staff, or students, the Investigating Officer, and the Nonacademic Misconduct Hearing Committee.

Disciplinary files will be maintained separately from academic files and will be housed in the Office of Student Affairs. A record shall be maintained of the final determination concerning a nonacademic misconduct charge, even if the decision is no misconduct occurred.

Suspensions and expulsions are recorded on the student transcript as required by Chapter UWS 17. When suspension or expulsion occurs, the Investigating Officer shall inform the Director of Student Success. The Student Affairs Officer shall inform the registrar's office and University of Wisconsin System Institutions.

Withdrawal Pending a Charge of Nonacademic Misconduct

If a student withdraws from the institution while charges in UWS 17 are pending, the case will still go forward, the process completed, and sanctions may still be imposed.

Conduct at Hearings

Under UWS Sec. 17.12 (4) (b), a student shall have the right to representation at a hearing. However, only the student, or the representative, and not both, shall have the right to present evidence and question witnesses. This shall not preclude the student's right to give testimony.

Hearings by Audioconference or Videoconference

Hearings may be conducted by audio conference or videoconference, at the discretion of the Hearing Examiner or Hearing Committee chair, as applicable.

Final Determination Written Reports

A respondent shall receive a final determination written report describing the alleged misconduct, description of the information available to the University, specification of the sanction sought, notices of the respondent's right to a hearing, and a copy of Chapter 17 and all institutional procedures, as outlined in UWS 17.02 (4).

The Investigating Officer shall submit copies of written reports to the Office of Student Affairs, complainants (if applicable), and respondents.

Right of Appeal

Decisions of the Nonacademic Misconduct Hearing Committee may be appealed to the Chancellor of UW-Extension, as provided in UWS Sec. 17.13. Decisions of the Chancellor may be reviewed by the Board of Regents at the Board's discretion, as provided in UWS Sec. 17.14.

Readmission Following Suspension or Expulsion

A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the Chancellor of UW-Extension. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The Chancellor will refer the petition to the Nonacademic Misconduct Hearing Committee. The Committee will make a recommendation to the Chancellor, who will communicate the decision to the student.

PROGRAM INTEGRITY

To resolve complaints, students are first encouraged to utilize UW-Extension's internal complaint procedures through the Director of Student Success prior to filing a complaint with the UW System or with a state agency.

Pursuant to the United States Department of Education's Program Integrity Rule, UW-Extension provides all prospective and current students with the following information regarding submission and resolution of specific types of complaints regarding online and correspondence programs:

- Complaints that allege a violation of state consumer protection laws that include but are not limited to fraud and false advertising;
- Complaints that allege a violation of state law or rule relating to the licensure of postsecondary institutions; and/or
- Complaints relating to the quality of education or other state accreditation requirements.

The University of Wisconsin System complaint process for program integrity is available if a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system as a whole warrants an immediate review by the UWS. You may contact the UWS Office of Academic Programs and Educational Innovation (APEI) at afgp@uwsa.edu or 608-262-8778, or use the online form at [Complaint Form](https://www.wisconsin.edu/student-complaints/complaint-form) <<https://www.wisconsin.edu/student-complaints/complaint-form>>. More information about filing complaints with the UW System is available at <<https://www.wisconsin.edu/student-complaints>>.

Finally, each state has one or more agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence education within that state. For a list of contacts for each state, visit

[Student Complaint Information by State Agency <http://www.sheeo.org/sites/default/files/Complaint Process Links 12-2012.pdf>](http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%202012.pdf) to download the most recent PDF document.

SEXUAL HARASSMENT & VIOLENCE POLICY AND PROCEDURES

Policy Statement

The mission of UW-Extension is to provide a teaching, learning, and working environment in which faculty, staff, and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will improve quality of life for all. To promote these institutional values, UW-Extension is committed to creating and maintaining a community environment that is free from sexual violence and sexual harassment.

Purpose and Scope of Policy

This policy prohibits acts of sexual violence and sexual harassment on university property, at university-sanctioned or university-affiliated events, and where off-campus conduct affects a member of the university community. This policy applies to all university students and employees. The university is committed to educating its community and to promptly and effectively respond to and redress conduct that violates this policy. This policy provides the UW-Extension community with information and resources to identify, report, and respond to sexual violence and sexual harassment including sexual assault, stalking, and dating and domestic violence. These efforts support the overall missions of UW-Extension and the UW System.

Title IX Statement

UW-Extension is an equal opportunity institution, committed to providing safe and inclusive working, living, and learning environments. We prohibit gender and sex-based discrimination, harassment, and violence (including sexual misconduct, sexual harassment, dating/relationship violence, and stalking).

[Title IX of the Education Amendments Act of 1972](#) is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded educational program or activity. It was first enacted to address different admittance standards and quotas for women in academic programs, but since then, has also been used to address access to athletics, sexual harassment, sexual assault, transgender students' rights, and rights of parenting students and employees. Title IX applies to all aspects of the institutions' programs and services.

UW-Extension has a vision of providing maximum access to the University of Wisconsin educational resources. Acts of discrimination, harassment, and retaliation undermine that vision, as well as the missions of the institution, by threatening the careers, educational experience, and/or well-being of faculty, staff, students, applicants for employment, and program participants.

Pursuant to the authority of the UW System Board of Regents Policy, Section 14, and state and federal civil rights and employment laws, UW-Extension prohibits members of the university community from engaging in any form of unlawful discrimination or harassment in employment, education, or participation in programs or activities. UW-Extension is fully committed to equal opportunity and affirmative action, and to being in compliance with all applicable federal and state laws, executive orders, policies, plans, rules, and regulations. UW-Extension also prohibits any form of retaliation for engaging in a protected activity such as making a complaint of discrimination or harassment, taking part in an investigation related to unlawful activities or behavior, or performing mandatory reporting duties. Furthermore, UW-Extension will include provisions in all contracts that the contractor or subcontractor will comply with the nondiscrimination provisions of University policies and federal and state laws as a condition of doing business with the University. UW-Extension prohibits discrimination on the grounds listed below, as required by relevant UW System Board of Regents policy, executive orders, policies, plans, rules, and regulations, and state and federal law.

Employment

Age, ancestry, arrest record, color, conviction record, creed, disability, ethnicity, gender identity, gender expression, marital status, genetic testing, honesty testing, military obligations (including 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), national origin, pregnancy (including childbirth or related conditions), race, religion, retaliation for making a complaint of discrimination or taking part in an investigation relating to discrimination, sex, sexual orientation, or use or nonuse of lawful products off the employer's premises during nonworking hours.

University Programs and Activities

Age, color, disability, national origin, race, retaliation for opposing discrimination, making a complaint of discrimination, taking part in investigations of discrimination, or sex. Students: Age, ancestry, color, creed, disability, ethnicity, marital or parental status, national origin, pregnancy race, religion, retaliation for making a complaint of discrimination, taking part in an investigation relating to discrimination, sex, gender identity, or sexual orientation.

Any member of the university community including faculty, staff (all appointment types), students, program participants, applicants for employment or educational programs, volunteers, and members of the public may file a complaint under this policy.

Students

Age, ancestry, color, creed, disability, ethnicity, marital or parental status, national origin, pregnancy, race, religion, retaliation for making a complaint of discrimination, taking part in an investigation relating to discrimination, sex, gender identity, or sexual orientation.

The UW-Extension Deputy Title IX Coordinator is the Director of Equity, Diversity, and Inclusion, for UW-Extension.

Role and Duties of University Officials and Employees

A. Title IX Coordinator and Deputy Title IX Coordinators

The duties of the UW-Extension Title IX Coordinator are described in the institutional position description. Those duties include: receiving reports of sexual violence and sexual harassment; maintaining appropriate records; providing or supporting the provision of appropriate education and training; maintaining ongoing communication with any Deputy Title IX Coordinator; investigating allegations of sexual violence and sexual harassment, as appropriate; ensuring that applicable policies, resources, and other information is up-to-date and properly disseminated. The duties of the Title IX Coordinator will be guided by principles of trauma-informed care.

B. Responsible Employees

A Responsible Employee is any employee who has the authority to take action to redress sexual harassment/misconduct, who has need given the duty of reporting incidents of sexual harassment/misconduct, or who the student reasonable believes has this authority or duty. This can include instructors, Academic Success Coaches, and staff in the Student Success Office. These individuals should be properly trained to do the following:

- Be familiar with definitions of sexual violence and sexual harassment.
- Be familiar with this and other related policies.
- Be prepared to respond should an individual report an incident of sexual violence or sexual harassment.
- Be familiar with resources on campus to which to refer a reporting individual.

C. All Employees

In accordance with § 36.11(22), Wis. Stats., employees who witness an act of sexual assault, or who receive a first-hand report of sexual assault from an enrolled student, must report that information to the Office of Equity, Diversity, and Inclusion

All employees must comply with Executive Order 54 which requires that university employees report incidents of child abuse and neglect which they observe or witness in the course of their employment. Such reports must be personally and immediately made to law enforcement or the county department of social services or human services. Please see policy statement on Executive Order 54 in the handbook.

Reporting an Incident of Sexual Violence or Sexual Harassment

A. Reporting Options

Those who have been subjected to an incident of sexual violence or sexual harassment, or who have received a report of or witnessed an incident of sexual violence or sexual harassment, have several options for reporting the incident:

1. The individual may elect not to report (unless the individual is an employee who has information about a sexual assault as described in II.C. above).

2. The individual may report information to the campus Title IX Coordinator:

Director of Equity, Diversity and Inclusion for UW-Extension
608.890.3472

3. The individual may report information to local law enforcement.

Note: An individual may make a report to one or more of the offices or individuals noted above. Individuals have the option to file a complaint with the U.S. Department of Education, Office for Civil Rights if they believe the university mishandled the report: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

B. Amnesty for Students

Complainants, victims, and witnesses to incidents of sexual violence, including sexual assault, will not be issued citations or be subject to disciplinary sanctions for violations of university policy at or near the time of the incident unless the institution determines that the violation was egregious, including actions that place the health or safety of any other person at risk.

C. Confidentiality

Individuals, including victims, who report to any of the offices or individuals noted above, or to any other university employee, cannot be assured absolute confidentiality. However, information provided in the report and in any subsequent, related proceeding will be maintained in a confidential manner; only those individuals who have a need to know to fulfill obligations consistent with university policies or laws will be privy to certain information.

D. Resources and Accommodations

1. Accommodations

The university will work with individuals involved in alleged incidents of sexual violence and sexual harassment to undertake appropriate measures to assist in their safety and well-being. These may include: no-contact directives, academic or work modifications, and relocation of living or working space.

2. Resources

The university offers a variety of resources that are available to individuals involved in incidents of sexual violence or sexual harassment. These resources can be found [here](#).

E. Procedures

1. When a report is made to the Title IX Coordinator alleging that a student has engaged in an act of sexual violence or sexual harassment, the procedures linked [here](#) may apply. Title IX and/or [Chapter 17](#)

2. When a report is made to the Title IX Coordinator alleging that a faculty member has engaged in an act of sexual violence or sexual harassment, the procedures linked here apply. [Chapter 4](#); [Chapter 6](#); [Chapter 7](#)

3. When a report is made to the Title IX Coordinator alleging that a member of the academic staff has engaged in an act of sexual violence or sexual harassment, the procedures linked here apply. [Chapter 11](#); [Chapter 13](#)

4. When a report is made to the Title IX Coordinator alleging that a member of the university staff has engaged in an act of sexual violence or sexual harassment, the procedures linked here apply. [UPS Gen 14](#)

5. When a report is made to local law enforcement alleging that an individual has engaged in an act of sexual violence or sexual harassment, the procedures may differ depending on jurisdiction. For information regarding local law enforcement, please go [here](#).

When a report is made to more than one of the offices noted above, the offices will endeavor to cooperate as they are able. Attempts will be made to limit the number of times a complainant or respondent is required to repeat information about the allegations.

F. Prompt Resolution

The offices and individuals receiving a report of sexual assault or sexual harassment will endeavor to resolve the matter in a timely manner, with consideration to available information and context.

1. Potential Sanctions

The procedures identified above provide for disciplinary action against staff members and students who are found responsible for violating University policy. Such sanctions may include restrictions on a project or program, suspension, expulsion, suspension and dismissal from academic duties. Chapter UWS 17.10, Wis. Admin. Code provides a more comprehensive list of potential sanctions against students. Employee sanctions may include suspension from duties and dismissal.

2. Notice of Outcome

Both the complainant and the respondent will be provided with notice of the outcome of the final resolution of the complaint.

G. Prohibition against Retaliation

This policy prohibits retaliation against an individual who reports, assists an individual in reporting, or participates in proceedings involving an allegation of sexual violence or sexual harassment. Retaliation under this policy includes threats, intimidation, or adverse employment/academic actions. Those who believe they have been subjected to retaliation under this section may report the allegations to the Title IX Coordinator or Deputy, or local law enforcement. (See contact information above.)

IV. Education and Training

The Title IX Coordinator will be primarily responsible for facilitating the training and educational programs to the campus community. At a minimum, all students and employees will be required to complete the campus-supported on-line training covering issues of sexual violence and sexual harassment. The Chancellor or designee will identify and offer more in-depth training for employees who are executives, supervisors, managers, directors, department heads, responsible employees, and those connected with the disciplinary process.

V. Record Keeping and Data Collection

As noted above, the Title IX Coordinator will maintain records of reports of sexual violence and sexual harassment consistent with the institutional records-retention policy. In addition, the Title IX Coordinator will track compliance with mandatory training programs, and maintain a list of training and education offered on campus.

The Office of Equity, Diversity, and Inclusion will collect appropriate data and compile the state report required under § 36.11(22), Wis. Stats.

VI. Assessment

The Office of Equity, Diversity, and Inclusion will conduct a study that seeks to gather data and information concerning sexual violence and harassment on or near campus. Efforts will be made to conduct such a study on a regular rotation. All students and employees are encouraged to participate. The office will also work to design methods for effectively evaluating the outcomes of campus training and educational programming. It is imperative that UW System institutions proactively integrate empirically informed assessment and evaluations into sexual violence and harassment prevention, and awareness programs to measure whether they are achieving the intended outcomes.

STUDENT CODE OF CONDUCT

UW-Extension establishes this Code of Conduct to communicate expectations for student activity within its academic programs. UW-Extension holds that personal honesty, integrity, fairness, and respect for others are foundational to its mission. Accordingly, the University has a responsibility to promote behaviors among its faculty, staff, guests, and students that comply with these standards, and to have procedures to deal effectively with instances of noncompliance. Students are responsible for the honest completion and representation of their work, and for respect of others within the academic community.

UW-Extension students are expected to:

1. Conduct activities according to high ethical principles. These include, but are by no means limited to, honesty, trustworthiness, fairness, and an intrinsic respect for the individual. Integrity is expected and will be supported throughout all courses and programs.
2. Act in a non-discriminatory manner, practicing the principles of equality, tolerance, respect, and equal justice with instructors and peers. Participants of UW-Extension academic programs will be accepted and judged as individuals. Discrimination, disruption, or harassment of students, faculty, staff, or University guests on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, political or organizational affiliation, gender identity, sexual orientation, pregnancy, marital status or parental status will not be tolerated. The requirements of Section 36.12, Wisconsin Statutes, are incorporated in this Code.
3. Respect intellectual property rights, including those of content providers, instructors, staff, and peers.
4. Respect privacy rights. Students shall safeguard the privacy and integrity of personal data of instructors and peers.
5. Make appropriate use of UW-Extension information technology resources, as provided by UW Regents Policy 25-3.
6. Interact with instructors and staff in a timely, professional, and responsible manner.
7. Adhere to course and instructor policies and procedures as outlined in course orientation guides, the student handbook, and the course catalog.
8. Accept responsibility to do one's own work, and to accurately present one's own learning.
9. Abide by all rules and regulations published by the University. The requirements of the Wisconsin Administrative Code in UWS 14, Student Academic Disciplinary Procedures, and UWS 17, Student Nonacademic Disciplinary Procedures, are incorporated in this Code.

Failure to comply with this Code of Conduct may result in disciplinary action under Sections UWS 14 and/or UWS 17, Wisconsin Administrative Code. For more information on the disciplinary process, see the UW-Extension Academic Misconduct and Nonacademic Misconduct Information for Students.

STUDENT SHARED GOVERNANCE

Pursuant to Wisconsin State Statute §36.09(5), enrollees of a UW-Extension degree program have the right to determine the manner in which they will govern themselves and participate in university shared governance. This Statute assigns students two primary responsibilities:

- To advise the Chancellor regarding the formulation and review of policies concerning student life, services, and interests
- The disposition (in consultation with the Chancellor and subject to the final confirmation of the Board), of student fees which constitute substantial support for campus student activities

The Assistant Dean for Student Affairs for UW-Extension, or designee, will initially assist in establishment of a Task Force on Student Government (TFSG). The mission of this Task Force will be to advise the Chancellor of UW-Extension regarding the formulation and review of policies concerning student life, services, and interests, as well as to develop a more permanent mechanism for student involvement in shared governance.

Because this is an online institution, all business conducted by the this Task Force will be done virtually through telecommunication options such as conference calls or free open source video conferencing services. As a shared governance entity, in accordance with Wisconsin Open Meetings law, such meetings will be accessible to the entire student body and broader public, not restricted by a log-on password, and notice will be posted to the UW-Extension website 24 hours in advance of any official business.

Students will develop a method for determining their own representative processes. In the interim, all students of UW-Extension may choose to opt in to the TFSG, and there is no limit to committee membership. Students may choose at a future date to replace or edit the Task Force with a different form of organization in accordance with Section §36.09(5). Membership, procedures, and governing documents are to be defined by the students as they develop this shared governance entity. Students are given a timeline of 24 to 36 months from the date of December 2, 2016 to vote on implementing a permanent student governance body.

UW-Extension does not envision the development of a system of student fees for campus student activities. If at a future date student segregated fees are deemed necessary by the students or Chancellor, the implementation of said fees will follow Wisconsin State Statute §36.09(5), UW Board of Regents Policy, and UW System Administration procedures.

WISCONSIN EXECUTIVE ORDER #54 COMPLIANCE: Employee Duty to Report Child Abuse

As per Wisconsin Executive Order #54 (12/19/2011) all UW-Extension employees regardless of appointment type or compensation method must immediately report child abuse or neglect if, in the course of that employee's employment, that employee (a) directly observes an incident or threat of child abuse or neglect; or (b) learns of an incident or threat of child abuse or neglect such that the employee has reasonable cause to believe that child abuse or neglect has or will occur. This may include (but is not limited to) physical, sexual, or emotional abuse, or neglect to any person under the age of 18.

Please review this link for information defining child abuse or neglect, appropriate reporting structures, and related processes: <http://www.uwex.edu/human-resources/childabuse/>