

## CHAPTER IV - INSTRUCTIONAL & RESEARCH ACTIVITIES

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## CHAPTER IV: INSTRUCTIONAL AND RESEARCH ACTIVITIES

Within this Chapter, to distinguish the UW-Stout policies and procedures from other policies and procedures, the UW-Stout material appears in italics.

### ACADEMIC FREEDOM

#### **Academic Freedom**

(Approved 2/21/84-Faculty Senate)

*The University of Wisconsin-Stout Faculty Senate approves the current policy on Academic Freedom of the American Association of University Professors dated 1970. The Faculty Senate also indicates that the reference to only one gender in the policy is inappropriate and interprets the policy in the dual gender of his/her.*

- 1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*
- 2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.*
- 3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.*

#### **Copyright Guidelines**

(University statement on use of copyrighted material)

In conforming to existing United States copyright laws, University of Wisconsin-Stout strives to maintain the highest possible ethical standards in the use of copyrighted materials.

#### Copyright Act of 1976

The U.S. Constitution, through the Copyright Act of 1976, provides for copyright protection "to promote the progress of science and useful arts," so that "individuals will create and disseminate knowledge and ideas." The incentive to create and disseminate those ideas comes from the financial protection extended by the U.S. Copyright Law to the creator of an original work. The law provides protection to the copyright holder, imposes a financial penalty on those who violate the law, and allows for limited use of copyrighted materials for educational purposes.

#### Works Which May Be Copyrighted and How Copyright is Obtained

Works which are copyrighted include "original works of authorship" which are "fixed in a tangible medium of expression." The Copyright Act of 1976 states that copyright begins at the moment the work is created. Therefore, the law grants immediately copyright protection to all original work created by anyone, including student work created for a class assignment, for a period of time stated in the law. For most work created on or after January 1, 1978, protection lasts for the life of the author plus 50 years. Works created prior to 1978 are protected for varying lengths of time.

Works in the public domain, such as federal government publications and very old works whose copyright has expired, may be freely copied. Be aware that government publications which contain copyrighted work from other sources may not be copied without permission.

No formal filing for copyright is required, however, registration with the U.S. Copyright Office provides some advantages when pursuing an infringement suit.

Infringement of the Copyright Law

Substantial financial penalties are imposed by the law for copying materials in any form, including: books, magazines, computer software, videos, slides and photos, without advanced written permission from the copyright holder. There has been litigation with substantial penalties paid by those violating the law; penalties may total up to \$100,000 per infringed work. When in doubt, DO NOT COPY or REQUEST SOMEONE ELSE TO COPY without obtaining prior written permission.

Copyright Ownership

Most works contain a copyright notice, however, notice of copyright is NOT mandatory for the work to be copyrighted. In some instances, the information in the copyright notice may not contain proper identification of the current copyright holder. The best way to determine who owns the copyright for a particular work is to contact the publisher of that work.

Obtaining Permission to Copy

Written permission must be obtained prior to copying a work. Allow ample time to obtain the necessary permission. Direct copyright requests to the publisher of the work in case of the Copyrights and Permissions Department. Fees, if any, must be paid before the permission is granted. Include the following information when requesting permission to copy:

- Author's, editor's, translator's, creator's full name(s);
- Title, edition, volume of the work;
- Copyright date;
- Special numbers for the work (i.e. ISBN for books, ISSN for magazines);
- Page numbers for the exact pages, figures and/or illustrations;
- Number of copies to be made;
- Media format of original work (book, journal, video, computer software, etc.);
- Type of copies to be made (photocopies, slides, videos, transparencies; etc.);
- If material will be used alone or in combination with other copied materials;
- Name of university;
- Course name and number;
- Semester and year in which material will be used;
- Instructor's full name;
- Complete name, address, and telephone number of a contact person.

"Fair Use"

The Doctrine of "Fair Use" within the copyright law provides for the fair use of copyrighted work for some educational purposes without first seeking the permission of the copyright holder. This may include copying for criticism, comment, news reporting, teaching, scholarship and research by students and teachers. Four basic factors govern the use of copyrighted materials in these instances. They are:

- the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and

- the effect on the potential market for, or value of, the copyrighted material.

No one factor is sufficient reason to use a copyrighted work without permission. Educational use alone is not a valid reason to evoke the Fair Use Doctrine. The law contains guidelines which establish minimum conduct, as well as prohibits unauthorized copying. The two tests which can be applied to works where an instructor wishes to copy without permission are:

1. *The Brevity and Spontaneity Test* where the copying must be at the inspiration of the instructor, not required by the curriculum, be brief in comparison to the length of the total work, and the time between the decision to use the work and its actual use is so close that it would be unreasonable to expect a reply to a request for permission; and
2. *The Cumulative Effect Test* where the number of copies (for printed works) should not exceed the number of students in one course for which the copies are intended. No other work by the same author should be copied during the term and there should be no more than nine instances of such copying during the term.

Fair use copying is not a substitute for the purchase of a work. Copying should not be directed by a higher authority, nor can it be repeated from semester to semester.

**Copying Equipment**

Notice of copyright restrictions should be placed on or near all copying equipment including photocopiers, computers, video equipment and audio equipment. At a minimum, the notice or label should read: NOTICE: WARNING OF COPYRIGHT RESTRICTIONS The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

**Other Sources of Information**

The Copyright Law, case law and other information on copyright can be found in the Library Learning Center. Other sources of helpful information include:

- *The Copyright Law; Your Rights and Responsibilities*, prepared at UW-Stout;
- *Photocopying Guidelines for Teaching and Research*, by UW System Office of Administrative Legal Services;
- *Questions and Answers on Copyright for the Campus Community*, by the National Association of College Stores, Inc., The Association of American Publishers, Inc., and The Association of American University Presses, Inc.
- *Guide to Copyright Issues in Higher Education*, by the National Association of College and University Attorneys, 1991.
- *What Educators Should Know About Copyright*, by Virginia M. Helm, Phi Delta Kappa Educational Foundation Fastback #233.

**Campus Help**

Help with copyright related questions is available from various sources on the UW-Stout campus. For more information contact:

- Print materials: Instructional Resources Service
- Non-print materials: Instructional Technology Services
- Computer Software: Computing and Telecommunications

**Ownership, Use and**

Guidelines are established by General Administrative Policy Paper #27 which are

**Control of Instructional Materials**

[\(Summary of UW System GAPP #27, 4/15/77\)](#)

used to determine when a work should be copyrighted in the name of the Board of Regents of the University of Wisconsin System. Works which would fall into this category include instructional materials which have been created and produced utilizing substantial public resources. Also included are works produced through a written agreement between the institution and the author(s) with the specific, stated intention of what will be created/produced at the institution's expense.

GAPP #27 states that instructional materials which may be copyrighted include books, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, lectures, musical or dramatic compositions, unpublished scripts, slides, charts, transparencies, and other visual materials. Video and audio recordings of presentations, programs or performances, programmed instructional materials and computer programs may also be copyrighted.

These guidelines do not assert a University System property interest in works which result from the activities of faculty and staff in pursuit of their traditional teaching, research and scholarly activities. Production of these materials, including theses, scholarly articles, research bulletins, and books may be implicit in the author(s) role as a University System employee. If in the course of these activities, however, instructional materials are produced with substantial institutional support, particularly if they are distributed externally, GAPP #27 may apply. The guidelines establish conditions, including copyright ownership and the distribution of financial gain, which should be contained in a written agreement between the author(s) and the institution.

When considering the development of copyrightable works, the interests of the UW System and the author(s) must be negotiated on a case-by-case basis, applying the principles and consideration of the guidelines in GAPP #27. The complete guidelines can be found in the Library Learning Center or the Office of Planning and Capital Budget.

**Computer Software Use Policy Guidelines**

(UW System Policy)

1. The University of Wisconsin System legally licenses the use of computer software from vendors and developers. It does not normally own this software or the related documentation. Unless specifically authorized by the vendor or developer, no individual has the right to copy this software or documentation for educational or other purposes.
2. University of Wisconsin System employees also acquire computer software on their own and not through the University of Wisconsin System that they may wish to use on university equipment.
3. The University of Wisconsin System does not require, request, or condone unauthorized copying or use of computer software. Such unauthorized copying or use is not considered to be within the scope of employment.
4. All employees (unclassified, classified, limited-term, student, or contract temporary) shall use software only in accord with the applicable license agreement. Only software used in accord with the applicable licensing agreement shall be run on university equipment.
5. Violations of this policy are to be reported to the supervisor/department chair, dean/division head, or the Chancellor's Office.
6. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages (of as much as \$100,000) and criminal penalties, including fines

and imprisonment. University employees who knowingly or willfully make, acquire, or use unauthorized copies of computer software are subject to disciplinary action up to and including dismissal, consistent with the provisions of Chapters UWS 4, 6, 11, 13, or 17, [Wisconsin Administrative Code](#), as appropriate.

7. If the University of Wisconsin System is sued or fined because of unauthorized copying or use by its employees, it may seek repayment from the individuals for associated costs. If an individual is sued in a civil action alleging that he or she has made or used a copy of computer software without authorization, liability protection under Wisconsin Statutes applies when an employee is operating within the scope of his or her employment responsibilities. Each case will be evaluated on its own merits. In the event of a claim of unauthorized copying or use of computer software, therefore, the university must evaluate facts associated with the particular claim to determine if the employee is acting within the scope of employment, for purposes of extending the state's liability protection.

*Computer Software Use  
Policy Guidelines  
(UW-Stout, 11/6/92)*

*To assist campus departments in complying with UW System's Computer Software Use Policy, the following guidelines have been developed. The guidelines seek to coordinate departmental efforts in using software properly and to provide a central source of materials and training to facilitate that effort.*

Responsibility

1. Compliance with Software Licensing Agreements

It is the responsibility of the person to whom a university-owned personal computer is assigned to comply with the licensing agreements for software used on that computer and to ensure that UW System's software use policy is enforced during use of the computer.

UW-Stout's Office of Computing and Telecommunications is responsible for providing compliance-related information, assistance in documenting the inventory process, and for conducting periodic audits of departments' personal computers.

Implementation

2. Maintaining Records

To ensure that software residing on computers complies with the software manufacturer's contract as well as with state guidelines, each software product installed on a personal computer must have documentation verifying compliance with the software manufacturer's contract. Items that constitute documentation include:

- a. software purchase records;
- b. the original manufacturer's diskettes (or in the case of site license software, the UW-Stout diskettes or documentation from Computer User Support Services verifying the validity of the copy);
- c. software license agreements and serial numbers; and
- d. software manuals.

Disseminating Information

Complete understanding of the rights and responsibilities of the software contracts is the key to software license compliance. The Office of Computing and

Telecommunications conducts seminars on the basic requirements of contract compliance and the proper use of software. The seminars will inform software users of changes to vendors' software policies as they come into effect. This information will also be published in the Stout Community News.

Site Audits

The UW System conducts site audits of individual campus computers. UW-Stout's Computing and Telecommunications unit also conducts periodic audits to assist campus departments in complying with the UW System policy. Computing and Telecommunications assists departments in performing their own audits and provides instruments that facilitate documentation of the software inventory.

**Patent Policy**

[\(GAPP 34, 12/10/85\)](#)

Purpose

1. Each university of the UW System, as appropriate to its institutional mission, has a role in discovering and transmitting knowledge and providing public service. This creates an environment which is highly conducive to the conception and development of many forms of intellectual property. There is always the possibility that these developments may have commercial value, which possibly may be enhanced through the use of patents. The University of Wisconsin System has traditionally recognized and continues to foster and support development of inventions for public use. However, the contractual rights of extramural sponsors and the System's commitment to the principles of academic freedom and the tradition of free and open discussion of research must also be maintained.

It is the purpose, here, to state for faculty and staff and students the relevant System policies, as well as the nature of faculty, staff and students' responsibilities, privileges and options when they have made an invention or discovery.

Background

2. Historically, most universities of the UW System have not claimed proprietary rights in any invention generated by the faculty, staff, or students. However, patent agreements between individual faculty, staff, or students and the institution may be entered into at universities in the UW System. In the absence of contractual provisions obligating transfer of all or some proprietary rights in an invention, the inventor traditionally is free to dispose of those rights in the manner of his or her own choosing.

Much of the research is funded by outside parties through formal grants and contracts, with various federal agencies constituting the major research funding source. The University of Wisconsin System Board of Regents is the legal recipient of all grants and contracts which are accepted on behalf of faculty, staff and students and, as such, has the legal responsibility for complying with all contractual obligations. Consequently, when an invention is generated, it is necessary that the designated authorities at each university review and make determinations with regard to patent rights as set forth by those funding sources which contributed to the making of that invention.

To insure that all obligations attaching to contracts and grants will be met, faculty, staff and students who participate in programs having extramural support are required to complete a patent agreement which recognizes those obligations.

Policies

- a. Federal Agreements. In order to expand public use of inventions and in recognition of the need for establishing government-wide policies for the allocation of rights to federally supported inventions, Section 6 of Public Law 96-517 dealing with the disposition of rights to inventions made with federal assistance was adopted and became effective on July 1, 1981. That section of the law provides, in general, that universities have the first right to take title to inventions resulting from research supported by federal funding. The policies and regulations emanating from PL 96-517 are contained in OMB Circular A-124. The February 19, 1982, Federal Register states "Since one of the primary purposes of PL 96-517 is to foster cooperative research arrangements among government, universities and industry in order to more effectively utilize the productive resources of the nation in the creation and commercialization of new technology, it is important to remove any doubt as to the propriety of such cooperative arrangements and the proper application of the Circular to them." This patent law has been amended by PL 98-620, but the main thrust and purpose are unchanged. In particular, the Department of Commerce, which has been given patent authority under the new law, has proposed implementing regulations which closely follow Circular A-124.

The most significant aspect of these laws is that a university can use a single policy document and essentially uniform policies for all federal agencies. Because these laws require that the staff member and university initiate appropriate patent action for each invention, it is essential that faculty, staff and students become familiar with the reporting requirements. The most relevant of these policies and requirements are summarized here.

- (1) These Acts give non-profit organizations, including universities or their designated patent management organization, a first right to title in inventions made in performance of federal grants and contracts.
- (2) The regulations are applicable to all federal funding agreements, contracts as well as grants, with domestic nonprofit organizations (including universities), executed on or after March 1, 1982. They take precedence over numerous previous conflicting statutory and administrative policies of individual agencies.
- (3) The patent policy does not apply to funding agreements made for educational purposes. Specifically, no scholarship, fellowship, or training grant will contain any provision giving the awarding federal agency any rights to inventions made by the recipient. Thus research support rather than financial aid will determine the status of inventions by these fellows and trainees.
- (4) The term "invention" means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code, or any novel variety of plant protectable under the Plant Variety Protection Act; the term "subject invention" means any invention conceived or first actually reduced to practice in the performance of work under a funding agreement, provided that, in the case of a plant variety, the "date of determination" must also occur during the period of the grant or contract; and, the term "practical application" means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system.

- (5) The federal government shall have a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.
- (6) The university must disclose each subject invention to the appropriate federal agency within two months after the inventor discloses it in writing to university personnel responsible for patent matters.
- (7) The university must elect in writing whether or not to retain title to any such invention by notifying the federal agency within two years of its disclosure to the agency. However, publication or public use creates a one year statutory limit for filing for US patents. An agency may shorten its deadline for modification to 60 days prior to the expiration of this one-year period. Publication or public use prior to filing results in the loss of overseas patents which are the major source of income for biomedical patents.
- (8) The university must secure written agreement from all employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the university, each subject invention in order that the university can comply with the disclosure provisions of paragraph 6 above and execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions.
- (9) The university must agree to submit periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization by its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, and gross royalties received by the university.

As noted earlier, the laws permit a university itself to accept assignment of these inventions or to designate a nonprofit patent management organization to act for it. Each university of the UW System is required to establish procedures which it will use in the event a federally supported invention or discovery is made. These procedures must either designate an institutional administrative office which will accept assignment of the invention and take responsibility for its development, or designate an external organization to carry out that function. In either case, the procedure used and the offices and/or external agencies involved must be reviewed and approved by the Vice President for Business and Finance. A university of the UW System may establish a suitable outside organization specifically for this purpose, but such organizations must meet stringent operating criteria. Alternatively, organizations such as the Research Corporation may be designated. [For the UW-Madison, the Wisconsin Alumni Research Foundation (WARF) has been designated as the organization responsible for processing patent applications. Certain services in patent evaluation are available from WARF to other universities in the UW System. If it is determined that a patent is to be sought, WARF services will be available on a cost reimbursable basis. Interested parties should contact the Managing Director of WARF for current information on patent related services available to System universities other than UW-Madison.]

b. Non-Federal Extramural Support

The patent expectations of the many non-federal funding sources of university research vary. That fact plus the frequent practice of using funds from more than one source in support of a given research project can place an inventor in an ambiguous and even conflicting position with several sponsors.

In discussions with any extramural research sponsor, principal investigators must take into consideration existing contractual obligations involving any personnel or resources to be involved in the proposed research. This is especially important where the proposed support is for research whose purpose is the same or similar to research conducted by the principal investigator with some federal funding, however minimal. Obligations which exist because of federal or other extramural sponsors must be recognized in the negotiated agreement. Written agreements between the employee and the sponsor may be used to designate assignment of inventions as long as the agreement does not conflict with other existing agreements or with university policies on the conduct of research.

The disposition of all inventions generated at a UWS institution, regardless of funding sources, is subject to review by the chancellor or chancellor's designee. The purpose of the review is to determine if any contractual obligation exists in connection with and as a result of, the funding leading to the invention.

c. Institution/Staff Contractual Agreements

Special circumstances may arise where faculty/staff work assignments have been made with an expectation that patentable materials will be produced. In such cases, a written agreement between the employee and the institution may be executed, specifying the disposition of any patents developed in the course of the work. The normal presumption of faculty/staff ownership and control of patents developed on non-federally funded projects prevails unless agreements to the contrary have been executed.

d. Procedures for Reporting an Invention

When any member of the staff or student on appointment makes a discovery or invention in pursuing his/her university duties, or on university premises, or with university supplies or equipment, a report of this fact must be made to the chancellor or his/her designee.

The chancellor (or designee) will judge the relation of the reported discovery or invention to the purpose of any grant or contract that may be involved.

The chancellor (or designee) has the ultimate responsibility for determining if an obligation to a grantor does exist and, if so, to insure that such obligations are fully met.

In the interest of protecting the inventor's patent rights by the prompt filing of appropriate patent applications, the inventor is urged to pursue patent filing at the same time that the invention report is in process. As noted earlier, the opportunity to obtain foreign patent protection on an invention is generally lost if a publication disclosing that invention is issued prior to filing.

e. Restricted Inventions (Federal)

All personnel who, having complied with the established reporting procedure, are advised by the Chancellor's Office that their research was funded in whole or in part by a federal grant, may choose either of two options:

Option 1: Submit the invention to the designated administrative office or extramural organization which will examine thoroughly the invention and will, when it considers such action is warranted in the public interest, accept assignment of the invention, prepare and file patent applications, and thereafter exercise its best effort to bring the invention quickly and effectively into public use.

Option 2: Propose to the Chancellor or his or her designee that the university assign the invention to the federal government to dispose of as it sees fit. Although the inventor and the Chancellor may recommend whether the invention ought or ought not be patented, the final decision under this option will be made by the Government.

f. Restricted Inventions (Institutional/Staff Contractual Agreements)

When the Chancellor's Office determines that an invention or discovery has been made under an institutional or contractual agreement (other than a federal agreement) the inventor will be advised of the options available. It will be the responsibility of the Chancellor's Office to assure that the obligations of the contract are carried out.

g. Unrestricted Inventions

When, after review by the Chancellor or his or her designee, it has been determined that no third party is contractually entitled to exercise control over the proprietary rights in an invention, or that no contractual agreement exists with the institution, the inventor will be so advised and will be free to dispose of the invention. Practically speaking, any one of three options is available to the inventor:

Option 1: Submit the invention to designated office or organization as in Option 1 under Restricted Inventions (Federal)

Option 2: Under his/her own initiative and resources, seek patents on the invention and thereafter administer, dispose of, or license such patents in whatever manner seems appropriate.

Option 3: Dedicate the invention to the public by publishing findings and taking no legal action.

It is suggested that the inventor thoroughly weigh the relative advantages and consequences of these options in terms of which will most likely result in early public use and greater public benefit.

h. Publication

Regardless of the option elected, the inventor is free, indeed urged, to establish scientific priorities through publication of research results. It is

recognized, of course, that short delays may be required to establish patent rights.

**Institutional Reporting Requirements**

All inventions, whether supported by federal or non-federal funds are to be reported on an Invention Record and Report Form. Patent protection and notification of sponsors are to be processed as soon as adequate information is in hand.

Institutions, in addition to being responsible for insuring compliance with the above policies and procedures, will prepare an annual report for submission to System Administration. The report should be submitted by December 1 of each year and include the following information: a listing of patent applications by invention title, the inventor(s) name and title, identification of funding sources and a brief description of the invention(s).

**Patent Policy**

[\(UW-Stout Policy 86-48\)](#)  
(7/14/86)

*Background*

1. *The University of Wisconsin System's General Administrative Policy Paper (GAPP) #34 contains a complete explication of patent policies and reporting requirements for federal and non-federal extramural support and contractual agreements. GAPP #34 also discusses the nature of faculty, staff and students' responsibilities, privileges and options when they have made an invention or discovery.*

*Each university of the UW System is required to establish procedures which it will use in the event a federally supported invention or discovery is made. A UW-Stout policy on inventions and patents is needed to facilitate university research and service and to protect the interests of sponsors, employees, and the university.*

*Policy*

2. *It is the policy of the University of Wisconsin-Stout that employees who make discoveries or inventions have complete ownership and control of any resulting patents, except in those instances where an employee's normal workload is reduced in recognition of a developmental project from which inventions or patentable discoveries may reasonably be expected to occur; where the university provides other support or involvement for such a project; or where such inventions or discoveries are produced as a result of agreements between the university and extramural sponsors. In such cases, the procedures described below must be followed and university employees must cooperate in honoring all contractual commitments.*

*Patents may be produced or developed under at least the following five conditions:*

- (1) No university support or involvement,*
- (2) Minimal university support and involvement, such as the use of laboratories and/or equipment, but with no release time from assigned duties.*
- (3) Substantial university support and involvement and/or release time provided with the expectation that patentable information or products will result,*
- (4) An assigned duty and/or work-for-hire arrangement, or*
- (5) Support from an extramural sponsor.*

*It is the policy of UW-Stout that patentable discoveries or developments produced as stated in (1) and (2) above shall belong solely to the inventor(s).*

*a. Invention and Patent Agreements*

*Patentable discoveries or developments produced with substantial institutional support and/or release time as in (3) above shall be the subject of a written understanding or agreement between the inventor or inventors and the Chancellor, or his/her designee, which equitably determines patent and ownership rights. This agreement must clearly define the rights and responsibilities of all principal parties. Such a written understanding must precede the initiation of work under such arrangements. If the institution chooses not to seek patent on such discoveries or developments according to a time schedule and arrangements which shall be included in the written understanding, the inventor has the option to do so in his/her own name.*

*When the production or development of patentable discoveries or inventions is a primary purpose of employment as in (4) above, a written work-for-hire agreement shall be executed prior to initiation of the work. Payment shall be made to the employee and the institution shall receive all rights to the patentable discoveries or inventions and receive all royalties and fees.*

*When such inventions or discoveries are produced as an assigned duty, the institution shall own all rights and receive all royalty or licensing fees except where contrary agreements have been reached between the inventor and the Chancellor, or his or her designee, prior to initiation of the work.*

*Whenever patentable inventions or discoveries are produced with extramural support as in (5) above, the agreement with the extramural sponsor shall be considered in determining the ownership rights of the parties.*

*b. Invention Record and Report*

*To establish the rights and options of all parties, the following steps should be taken when an invention is made:*

- (1) The inventor should:*
  - (a) Prepare a written disclosure in the format prescribed, and*
  - (b) Forward the disclosure through the appropriate department head or chair and dean, to the Office of Research Promotion Services.*
- (2) If the invention was made in connection with an extramurally sponsored research project, the Office of Research Promotion Services will forward a disclosure to the sponsor.*
- (3) Following a review of the salary and grant support of the inventor, the Provost will notify the inventor concerning rights and options.*

*Inquiries about patents should be directed to the Office of Research Promotion Services.*

**Use of Tape Recorders in Classroom**  
[\(BOR 77-5\)](#)

That, upon recommendation of the President of the UW System, Resolution 1326, dated October 15, 1976, be amended to read as follows:

That the Regents recognized the responsibility of the individual instructor to

determine policy concerning recording of lectures in his or her classroom.

Prohibitions of tape recorders in classrooms may not be imposed upon qualified handicapped students who must utilize tape recorders because of the nature of their handicaps to effectively participate in a class, provided such students have signed agreements that they will not release the tape recording or transcription to others.

Notwithstanding the above, a teacher may, on certain occasions, for reasons concerning pedagogical practice or academic freedom, interdict the taking of notes. At such times, he/she may also forbid the use of tape recorders.

**Invited Speaker  
Guidelines**

UW-Stout believes that a university has the responsibility to provide a forum for the free expression of controversial social and political philosophies. An essential function of a university is to expose members of the academic community to the diverse ideas, attitudes and values to facilitate the development of critical judgment in the pursuit of truth and knowledge.

UW-Stout reaffirms the right of any registered organization to invite and hear any speaker it chooses. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner that safeguards the principle of free speech as stated in the United States Constitution and as defined by the laws of the United States and the State of Wisconsin and that protects individual safety and the property of the university. These events should be planned and conducted so as to provide orderly presentation and dialogue and to prevent disruption. A reasonable period of time should be allowed for questions and responses from the audience. The institutional control of campus facilities should not be used as a device of censorship. The scheduling procedures are to be determined by the administrative personnel responsible for scheduling of facilities. Sponsorship of guest speakers does not imply approval or endorsement, either by the sponsoring group or by the university. The sponsoring organization bears primary responsibility for the proper conduct of those events that it sponsors.

**CURRICULUM ISSUES**

**Curriculum**

The university has a separate [Curriculum Handbook](#) that is the official record of curriculum policies and procedures. This handbook is developed and maintained by the Office of the Provost and disseminated by that office to deans, department chairs, and program directors. For questions relating to the handbook or its use, contact the associate vice chancellor for curriculum and graduate education.

**Class Audit Policy**  
[\(BOR Resolution, 6/91\)](#)

**Audit-Only Enrollees**

1. The academic fee charge for individuals who register for only non-credit, audit-type attendance of credit classes shall be:

Wisconsin Residents - 30% of the normal per credit academic fee

Nonresidents - 50% of the normal per credit academic fee

Audit fees shall be removed for all disabled Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401 to 433.

Subject to the institution's nonresident tuition remission authorization, the chancellor may waive the nonresident portion of the per credit charge for nonresidents.

The ability of a person to register only for non-credit audit-type attendance is subject to these understandings:

- a. that there be no additional classroom/laboratory space requirements or increased instructional costs resulting from the implementation of this policy;
- b. that the approval of the faculty member in charge of the class must be obtained by the auditor;
- c. that auditors receive only provisional permission to attend classes until course registration is completed at the end of the add/drop period;
- d. that any special costs for course instruction other than normal tuition charges be assessed auditors availing themselves of this opportunity.
- e. that a student who opts to enroll on an auditor basis under this policy may not change to a credit basis during the term of enrollment;
- f. that students who later seek credit by university examination for a course that they have audited must be enrolled in the university at the time the examination is taken and are subject to appropriate tuition charge and special course fees;
- g. that the UW System's general policy on the refund of academic fees will apply to audit fees;
- h. access for individuals who are auditors-only will be limited to the library and non-segregated fee funded activities of the student union. A special identification card would be issued the auditor permitting such access. **NO FEE SHALL BE CHARGED FOR SUCH ACCESS.** Except for library and non-segregated fee funded activities of the student union, auditors-only shall not be afforded any preferential access to university facilities which is not afforded to the general public.
- i. that Regent, university and student government regulations applying to students apply equally to audit enrollees;
- j. that the universities may determine which credit classes are open to auditors under the terms of this policy.

Degree-Seeking Students

2. The ability of degree-seeking students to audit classes is subject to the academic policies of the institution. The normal per-credit tuition will be assessed audit credits until the degree and audit credits equal the plateau where academic fees are level. When the combination of degree and audit credits exceeds the full-

time credit plateau, additional fees shall be assessed.

Subject to the institution's nonresident tuition remission authorization, the chancellor may waive the nonresident portion of the per-credit charge for nonresidents.

**Add/Drop of Courses**  
(Approved 1/13/88-Chancellor)

*Careful planning on the part of students and advisors should lead to programs for students that are appropriate to the student's degree goal; therefore, the majority of students should not have a need for adding or dropping once classes start. When there are special reasons that do not permit a student to carry through his or her course plan, the following policy serves as UW-Stout's procedures for adding or dropping classes. The Registrar is charged with the implementation of the following policy:*

*Faculty-Initiated Drop*

*Students who do not attend the first class meeting of a course, and who do not notify the instructor or department chairperson that they will be absent for special reasons, may, at the instructor's option, be dropped from the course if and only if other students are waiting to enroll at that time.*

*Student-Initiated Add/Drop*

Add Period for Semester Courses - First Two Weeks  
Add Period for Quarter Courses - First Week

*Students who wish to adjust their class schedules may add or drop classes during the "Add Period." The dates are listed in the schedule book each term. The instructor must sign the Program Change Card. The signature indicates that the instructor is aware of the change and could give the space to another student.*

*This Program Change Card must then be submitted to the Registration and Records Office. The change is official when it is processed in the Registration and Records Office.*

*Failure to attend class or merely giving notice to instructors will not be considered an official drop and will result in the student receiving failing grades.*

*Drops made during the first two weeks of semester courses or first week of quarter courses will not appear on a student transcript. Drops after this time, but before the mid-term date will appear on the student's transcript with a "WS" or "WU." A "WS" or "WU" does not affect GPA calculation.*

*Lab fees will not be refunded for a drop after the first week.*

*NOTE: Students will not be allowed to drop the course 229-308, Meal Management, after the second week of the semester.*

*Third Week to Mid-Term  
Drops Only*

*Students are expected to complete courses for which they register. However, if the student deems it necessary to reduce his/her program after the normal (two weeks) Add/Drop period, he/she should do so as early as possible.*

*The student must complete the Program Change Card, obtain the instructor's signature together with a grade of WS or WU and submit it to the Registrar's Office. The student is strongly encouraged to consult with his or her instructor and advisor prior to dropping a course. Such reductions in load would be allowed until the*

*midpoint of any term. The registrar will publish official mid-term drop dates in the Class Schedule Book for each term of enrollment.*

*A mark of "WS" or "WU" is given by the instructor and recorded on the student transcript for a course dropped after the add period of a semester or quarter course but before the mid-term date.*

*After Mid-Term Drops Only After the mid-term date (as indicated on the university calendar) any withdrawal from a course is recorded as an "F." If extenuating circumstances warrant other consideration, an appeal may be made to the instructor of the course.*

*Students who register for a course but do not attend and do not officially withdraw are given a mark of "F."*

### **Evaluation Week**

*UW-Stout adopted the current Evaluation Week plan in the mid-1980's. Every semester class as well as second/fourth quarter class is scheduled for a two-hour evaluation period during the designated week. The evaluation period for each class should occur at the time and date scheduled. It is expected that a meaningful educational experience will take place during the evaluation period. In those rare instances when a change is necessary for valid educational reasons, the change is to be pre-approved by the school dean. Instructors are expected to accommodate students who have three or more scheduled final exams on one day.*

### **Grading Policy**

(Approved 5/19/87-Chancellor  
Corrected 1/3/95-Associate Vice  
Chancellor)

1. *Each faculty member is responsible for providing a mark, based upon the officially approved marking system, for every student enrolled in his or her classes at the end of the term of enrollment.*

a. *Marking System*

(1) *The academic achievement of undergraduate students is recorded by the following system of marks with each mark's equivalent grade point:*

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

(2) *The academic achievement of graduate students is recorded by the following system of marks:*

A	4.0	Exceptional
A-	3.67	
B+	3.33	
B	3.00	Satisfactory
B-	2.67	

C+	2.33	
C	2.00	Marginal
D	1.00	Unsatisfactory*
F	0.00	Failure*
I		Incomplete
IP		In Progress
AU		Audit*

*\*May not be applied toward graduate degree requirements.*

(3) *Student teaching:*

O	Outstanding
S	Satisfactory
U	Unsatisfactory

(a) *Credit hours are recorded and apply to the undergraduate degree program but are not counted in the GPA.*

(4) *Auditing of courses*

*AU Audited course*

(a) *A student auditing a course must receive prior approval from the instructor of the class and must notify the Registrar's Office using the approved form.*

(b) *Auditors must attend class but the taking of quizzes and examinations is optional.*

(c) *Courses audited are counted as part of the student load but cannot be counted toward meeting graduation requirements.*

(d) *Course that is audited may not be repeated for a mark.*

(5) *Undergraduate Credit/No Credit Option*

*CR Credit*

*NC No Credit*

(a) *The CR/NC Credit option may be elected by students who wish to explore content outside their field of study without jeopardizing their GPA.*

(b) *The appropriate standards for CR/NC will be determined by the instructor of the course.*

(c) *The student may file the approval form for the CR/NC option with the Registrar any time during the add period.*

(d) *The program director must sign the approval form for the CR/NC option. Courses for which the CR/NC option is elected may be applied to an undergraduate degree at the option of the program director.*

(e) *A course for which the student has elected the CR/NC option and in which the student receives the mark "NC" may not be repeated with the CR/NC option.*

(f) *The marks of "CR" and "NC" are not used in calculating the GPA. For the mark of "CR," credit hours are recorded and apply to the undergraduate degree if approved by the program director. For the mark "NC," no credit hours are calculated into the grade point average.*

- (g) *A student may elect to receive a mark of "CR" or "NC" for a maximum of ten percent of the courses in an undergraduate degree, but for no more than one course in any term.*
- (h) *The choice to receive a mark of "CR" or "NC" for a course, once approved, is irreversible.*

(6) *Incomplete*

*I Incomplete*

- (a) *When a student who is otherwise doing satisfactory work in a course is unable, for reasons beyond the student's control, to complete all course requirements during the term, a grade of "I" is given for incomplete work. Prior to an Incomplete grade being awarded, arrangements between the student and instructor will be made regarding remaining work to be completed. Faculty should complete an Incomplete Form and submit a copy to the department office.*
- (b) *An "I" must be removed by the student up to one year from the date the "I" is received. However, on the Incomplete Form the instructor can assign a due date prior to one year. When a final grade is assigned by the instructor, it replaces the "I" and a notation appears on the transcript. If the Incomplete is not removed within the time limit, the "I" becomes "F" on the student's transcript. If extenuating circumstances warrant it at the time of expiration, an additional extension of up to one year can be requested by the student. If the instructor approves the request, a Change of Grade form is used to facilitate the extension. A one year limit will be assigned unless noted otherwise. The Department Chair approval is required for this time of extension.*
- (c) *Incomplete Forms are kept in the department offering the course. The form will provide the reason for the "I," identify the completed work, removal requirements, approximate grade, and a deadline of not more than one year.*

(7) *In-Progress*

*IP In-Progress*

- (a) *A grade of "IP" is given for approved courses in which more than one term is required for completion because of the nature of course requirement.*
  - 1. *An "IP" may be given for graduate research papers, theses, independent study, field experience, internship, co-op and other courses for which this alternative has been approved through the Curriculum and Instruction Committee approval process. Not all courses may be graded with an "IP." A list of eligible courses available for "IP" grading may be found here:  
<http://www.uwstout.edu/regree/timetable/0708.approvedcourses.pdf>  
The Registration and Records Office will not accept grades of "IP" for courses not formally approved.*

- (b) *If the course requirements are not completed within two years from the date the "IP" is received, the student must reregister for the course to remove the "IP." During this process an "IP" remains on the transcript. When a final grade is assigned by the instructor, it replaces the "IP" and a notation appears on the transcript. If extenuating circumstances warrant it at the time of expiration, an additional extension of up to one year can be requested by the student. If the instructor approves the request, a Change of Grade form is used to facilitate the extension. A one year limit will be assigned unless noted otherwise. The Department Chair approval is required for this time extension.*
- (c) *Records of "IP" grades are kept in the department offering the course.*

(8) *Withdrawal*

- W Withdrawal from the university*
- WS Withdrawal from a class in which the student is doing satisfactory work*
- WU Withdrawal from a class in which the student is doing unsatisfactory work*

- (a) *A mark of "W" is recorded for all courses in which a student is enrolled if the student withdraws from the university prior to the mid-term date. A mark of "W" is also recorded if the Registrar corrects a registration after the add period.*
- (b) *Withdrawal from a course during the add period of a semester or quarter class will not appear on the student transcript.*
- (c) *A mark of "WS" or "WU" is given by the instructor and recorded on the student transcript for a course dropped after the add period of a semester or quarter course but before the mid-term date.*
- (d) *After the mid-term date (as indicated in the university calendar), students who withdraw from a course will normally be assigned a grade of "F." (Instructors may assign grades of "WS" or "WU" if, in their judgment, it is warranted in individual cases.)*

(9) *Repeat of Course*

- (a) *Undergraduate: A student may repeat a course in which a mark of "D" or "F" is received. Repeat of a course in which a mark of "C" or "B" is received requires the prior permission of the program director.*
  - 1. *The mark given when a course is repeated is used when computing the GPA. However, the original mark remains on the student transcript.*
- (b) *Graduate: A student may repeat a course in which a mark of "D" or "F" is received.*
  - 1. *Both the mark given when a course is repeated and the original mark are used when computing the GPA and both marks remain on the student transcript.*

- (c) *The Registrar's Office must be informed of all courses being repeated by the completion of a course repeat card at the beginning of the term in which the course is being repeated.*

**Grade Changes**  
(Approved 7/13/94-Chancellor)

*Students who feel they have received an incorrectly recorded grade should check with the Registration and Records Office immediately upon receiving their grade report.*

*Students who question the validity of a grade they have received should contact the instructor directly or file a written request for a grade change with the department chair. The department chair will try to contact the instructor who then decides whether to make a change of grade. If it is determined that a mark should be corrected, it is the responsibility of the instructor to initiate that action. If the department chair is unable to contact the instructor, the department chair will make the decision based on grade sheets left by the instructor. A grade correction form must be submitted to the Director of Student Records and should carry signatures of both the instructor of record and the department chair. Questions as to the validity of a grade must be received within one year of the ending date of the semester/term in which the grade is recorded.*

**Attendance**

- 2.
  - a. *The attendance policy of each instructor is to be submitted in writing to each class. It may be discussed with or explained to the students.*
  - b. *While attendance is likely to affect the student's achievements, the instructor of the class is urged not to use attendance as a major percentage in the calculation of the student's mark for that class.*
  - c. *Students who do not attend the first class meeting of a course, or who do not notify the instructor or department chairperson that they will be absent for special reasons, may, at the instructor's option, be dropped from the course if, and only if, other students are waiting to enroll at that time.*

**Grade Reports**

- 3. *Grade reports are due in the office of the registrar within three working days after the end of the term in which the course is offered.*

**Exceptions**

- 4.
  - a. *Requests for exceptions to the marking system traditionally used in a course must be submitted to the Curriculum and Instruction Committee for approval after having been recommended by the appropriate department and school. Exceptions are approved for two years at which time they are subject to review either for continuation or revision.*
  - b. *Exceptions to the grading policy are submitted to the Faculty Senate Educational Activities Committee for approval.*

**Retention of Gradebooks**  
(Approved 7/13/94-Chancellor)

*Records of progress/grades, especially record books, are the property of the university and should not be destroyed by individual instructors. Instructors leaving the university should turn in record books and leave copies or detailed printouts from computerized records with their respective department. Departments are to retain said records for three years.*

**Accommodation of Religious Beliefs**

[\(UWS 22, 9/1/93\)](#)

It is the policy of the Board of Regents that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. The Board of Regents adopts this chapter in order to ensure that all institutions of the University of Wisconsin System have in place appropriate mechanisms for ensuring the reasonable accommodation of students' sincerely held religious beliefs, and for appeals related to these matters.

Declaration of Policy

Definitions

1. "Board of Regents" or "Board" has the meaning given under UWS 1.02.
2. "Chancellor" means the chief executive officer of a university, the University of Wisconsin Centers, or the University Extension.
3. "Examination or other academic requirement" means any course requirement established by an instructor which will be considered in awarding the student's grade in the course.
4. "Institution" has the meaning given under UWS 1.06.
5. "Instructor" has the meaning given under UWS 14.02(11).
6. "Student" means any person who is registered for study in an institution of the University of Wisconsin System for the current academic period.

Accommodation of Religious Beliefs

1. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where:
  - a. There is a scheduling conflict between the student's sincerely held religious beliefs and taking the examination or meeting the academic requirements; and
  - b. The student has notified the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses), of the specific days or dates on which he or she will request relief from an examination or academic requirement.
2. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.
3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.
4. Student notification of instructors and requests for relief under sub. (1) shall be kept confidential.
5. Complaints of failure to provide reasonable accommodation of a student's sincerely held religious beliefs as required by this rule may be filed under institutional complaint and grievance procedures adopted pursuant to Chs. UWS 6 and 13.
6. The chancellor of each institution shall, through appropriate institutional publications (to include at a minimum the timetable and catalog), provide notification to students and instructors of the rules for accommodation of religious beliefs, and of the procedure and appropriate office for filing

complaints.

**Special Course Fees**  
(GAPP #29, 10/91)

Overview

The Board of Regents of the University of Wisconsin System is empowered to establish special course fees under the provisions of section 36.27(1) of the Wisconsin Statutes. The intent of this paper is to formalize the UW System policy on assessment of special course fees for credit courses.

Policy

Special course fees are defined as charges in addition to the regular instructional fee, segregated fee and tuition. These fees are assessed to all students in a course or are assessed or directly collected from individual students based on student-exercised options.

In general, for courses required for degree completion, students should only be charged a special course fee for those items which would not reasonably be included in instructional fees. Special course fees, where approved, must be used solely for support of the courses involved. All institutions must strive to administer the special course fee funds in ways that provide students paying those fees a reasonable opportunity to benefit equitably from the expenditure of the fee funds. Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge selected students a special course fee.

In all instances where special course fees are approved, students must be advised prior to registration that they will be expected to pay additional costs above institutional instructional fees. Required special course fees must be clearly specified in the university catalog/bulletin and/or timetable/class schedule.

Guidelines

1. Special course fees MUST be charged in the following situations:
  - a. When a student exercises an option to participate beyond the minimum requirements of a course which results in additional supplies and expense (S&E) costs to the institution.
  - b. When a student consumes the standard resources provided to all students to complete course requirements and requires additional resources to complete the requirements OR upgrades the materials used to complete the requirements.
2. Special course fees MAY be charged in the following situations:
  - a. For private lessons in vocal or instrumental music to all non-music major students enrolled for private lessons. This fee may also be assessed to music majors who elect to take additional lessons beyond the major degree requirements; OR
  - b. For materials that result in a tangible product that is retained by the student in a credit course; OR
  - c. For transportation and admission costs incurred on field trips required in credit course instruction; OR
  - d. For extensive instructional handout materials that are clearly a replacement for a principal textbook or substantial reference material for a course (applies only to institutions without a Textbook Rental Program); OR

- e. For supplementary textbooks and resource materials (applies to institutions with a Textbook Rental Program); OR
  - f. For other special or extraordinary costs of a course:
    - (1) which is not a requirement for any degree program OR
    - (2) when an alternative course is offered with no special course fees.
3. Special course fees MAY NOT be charged in the following situations:
- a. For the normal level of breakage or consumption of materials purchased by the university for direct use by students in activities that are integral to credit course instruction; OR
- Key and similar type deposits may be required in order to insure the return in reasonable condition (normal wear and tear excepted) of university equipment and supplies temporarily assigned to the student.
- b. For health and/or safety equipment required in carrying out course activities; OR
  - c. For typical duplicated instructional handout materials; OR
  - d. For computer and other laboratory equipment usage, primary software, maintenance and related supplies; OR
  - e. In general, for activities related to required credit-course instruction not identified in 1. or 2., even though these course activities represent special or extraordinary costs.
4. The following items are considered to be PERSONAL expenses of students.
- a. Food, lodging and incidentals on all required field trips.
  - b. Transportation to sites related to student teaching, clinical assignments and other types of practicums.
  - c. Personal health, safety and dress requirements related to instruction.
  - d. Recommended books and incidentals.
  - e. Required books, publications and instructional software templates for those institutions without a Textbook Rental Program.

A special course fee may be assessed to students to facilitate the acquisition of items a., c., and d. above.

Examples of when a special course fee must, may and may not be charged are outlined in the appendix of GAPP #29.

#### Procedures

All special course fees must be approved in writing by the chancellor or designee(s). The chancellor is responsible for insuring that these policies are observed and for developing procedures at each institution. Exceptions may be authorized by the chancellor or designee.

Collection of special course fees in the classroom is discouraged. Except in those instances where payments are more appropriately paid directly to vendors, special course fees assessed by the university must be deposited to and expended from state accounts. Special course fees will be reviewed on a regular basis as part of the Academic Fee Audit.

**Students Participation in University-Sanctioned Activities**

(Italicized text is based on Stout's 1983 Faculty Handbook, pg. II-E-33)

*A university-sanctioned activity is defined as an activity that has been verified by the class instructor or divisional head prior to the activity. Such activities include, but are not limited to: course-related field trips, intercollegiate athletics, Student Association conferences, forensics tournaments, and music tours. Student participation in these events is recognized as an integral part of the educational experience. To minimize conflict with other instruction, the dates of these scheduled activities should be provided to participating students and academic departments early in the semester.*

*The determination of student qualifications for or participation in these activities is the responsibility of the class instructor or organizational advisor.*

*Instructional Responsibility*

*Instructional staff must allow the student to make up missed activities/course work at the convenience of the instructor. Class periods missed by attending a university-sanctioned activity should not be treated as an absence.*

*Student Responsibility*

*Students are expected to notify their respective instructors in advance of classes which they will miss due to participation in a university-sanctioned activity and at the convenience of the class instructor, will assume the responsibility for making up work missed due to such absence.*

Field Trip Fees

All fee charges for participation in field trips must be in compliance with UW System's [Special Course Fee Policy, GAPP #29](#), located earlier in this section. Contact the Office of the Provost for current or additional information.

Agent Liability (Volunteer)

The State of Wisconsin provides liability protection for its officers and employees when acting within the scope of their employment. With prior approval this protection can be extended to others such as volunteers, trainees, students in professional training and the like (agents). For more information, please contact the Office of Environmental Health and Safety.

Risk and Liability Issues Concerning Transportation of Students

Transportation for student field trips may be provided in several ways. The following guidelines from the UW System Risk Management manual spell out the risk and liability issues associated with each type in recognition of the potential for property damage and personal injury to students, staff and others during field trips. Contact UW-Stout's Office of Environmental Health and Safety for additional information.

1. The first method of transportation recommended is that either university-owned or chartered buses be used for field trips. This applies irrespective of the time of day or duration of the trip. If charter buses are used, the university should assure itself that at least \$500,000 bodily injury coverage per individual applies

from the bus company insurance; that the bus is in good mechanical condition, including tires; and that worker's compensation is in effect for all charter company employees. The insurance information is obtained by a Certificate of Insurance request.

2. A second alternative is for the university employees to drive university-owned vehicles to transport students on field trips. Important is the protection for the university, the trip coordinator, and employee driver in the event of a liability situation with respect to third parties.
3. A third alternative is for university employees to drive their own automobiles and carry the students with them. In this situation, the employee's liability policy on his/her automobile will afford primary coverage in the event of a mishap. While the university liability coverage is excess, we do not carry any collision, medical, or uninsured motorists for non-owned vehicles.
4. The next alternative would be to have university students who are employees as drivers for the trip to be assigned to drive university-owned vehicles. Our liability insurance will cover university vehicles in this case while being driven by students on a payroll, provided an accepted driver authorization form is on file prior to the trip. The reason it is suggested the student be on a payroll is so that he/she has the advantage of worker's compensation coverage in the event that he/she is injured through an accident involving him/her as driver.

University of Wisconsin System non-employee students injured while operating a university-owned auto while on official university business would have medical coverage up to a limit of \$5,000 per occurrence which is excess over all other valid or collectible insurance.

5. The least desirable alternative, although at times may be necessary, is for students to drive personal vehicles. If university coverage is to be available as excess over the owner's personal coverage, an acceptable driver authorization form is again to be on file. If an incident occurs, the facts of the trip will determine whether the incident was in fact one coverable by university's liability coverage.

These guidelines are provided in an attempt to protect the University System, staff, student driver(s), and field trip participants from as many situations as possible that might occur during the transportation portion of their trip.

If the trip involves visiting a private industry, wherein inquiries are made about the university's liability protection, such inquiry should be forwarded to Central Risk Management.

In the event that an incident occurs, please notify the Security Office to report the incident.

Contact UW-Stout's Office of Environmental Health and Safety for additional information.

### **Unscheduled Courses**

Instructional activities conducted on campus utilizing university facilities and the service of the university personnel and for which fees are collected must be approved in the same manner as any other learning experience. Fees would be collected in the same manner as the procedure already existing for other university learning experiences.

### **Summer Session**

The University of Wisconsin-Stout offers a comprehensive summer session of up to ten weeks in length. Individual sessions range from weekend courses to one, two, three, four, six and eight week offerings. Registration is available on Monday of each week. A student normally may earn no more than ten semester credits in a summer by completing the precession and regular session. Because many courses are offered on a rotational basis during the summer, contact the appropriate department or the Summer Session Office for exact offerings.

The staff for the summer session is appointed from regular university faculty and academic staff and visiting faculty.

### **Student Academic Disciplinary Procedures** [\(UWS 14. 2/89\)](#)

UWS 14.01 Statement of Principles. The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

### **Definitions** [\(UWS 14.02\)](#)

In this Chapter:

1. "Academic misconduct" means an act described in s. UWS 14.03.
2. "Academic misconduct hearing committee" means the committee or hearing examiner appointed pursuant to s. UWS 14.15 to conduct hearings under s. UWS 14.08.
3. "Chancellor" means the chancellor or designee.  
*"Chancellor" means the Dean of Students.*
4. "Days" means calendar days.
5. "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.
6. "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.
7. "Disciplinary sanction" means any action listed in s. UWS 14.04 taken in response to student academic misconduct.
8. "Expulsion" means termination of student status with resultant loss of all student rights and privileges.
9. "Hearing examiner" means an individual appointed by the chancellor in accordance with s. UWS 14.15 for the purpose of conducting a hearing under s. UWS 14.08.

(UW-Stout 14.02 (3))

10. "Institution" means any university or center, or organizational equivalent designated by the board.
11. "Instructor" means the faculty member or instructional academic staff member who has responsibility for the overall conduct of a course and ultimate responsibility for the assignment of the grade for the course.
12. "Investigating officer" means an individual, or his or her designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter.
13. "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred.
14. "Student affairs officer" means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter.
15. "Suspension" means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

Academic Misconduct  
Subject to Disciplinary  
Action  
[\(UWS 14.03\)](#)

1. Academic misconduct is an act in which a student:
  - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
  - b. Uses unauthorized materials or fabricated data in any academic exercise;
  - c. Forges or falsifies academic documents or records;
  - d. Intentionally impedes or damages the academic work of others;
  - e. Engages in conduct aimed at making false representation of a student's academic performance; or
  - f. Assists other students in any of these acts.
2. Examples of academic misconduct include, but are not limited to: cheating on an examination, collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignments as one's work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student whose name the work is submitted or performed.

Disciplinary Sanctions  
[\(UWS 14.04\)](#)

1. The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWS 14.05, 14.06 or 14.07:
  - 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;
- i. Disciplinary probation; or
- j. Suspension or expulsion from the university.

- 2. One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

Disciplinary Sanction  
Imposed at the Discretion of  
the Instructor  
[\(UWS 14.05\)](#)

- 1. Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor for that course may impose one or more of the following disciplinary sanctions as listed under s. UWS 14.04 (1) (a) through (c):
  - a. An oral reprimand;
  - b. A written reprimand presented only to the student; or
  - c. An assignment to repeat the work, to be graded on its merits.
- 2. No disciplinary sanction may be imposed under this section unless the instructor promptly offers to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
- 3. A student who receives a disciplinary sanction under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, he or she must file a written request with the student affairs officer within 10 days of imposition of the disciplinary sanction by the instructor.

Disciplinary Sanction  
Imposed Following a Report  
of Academic Misconduct by  
the Instructor  
[\(UWS 14.06\)](#)

Where an instructor believes that a student enrolled in one of his or her courses has engaged in academic misconduct and the sanctions listed under s. UWS 14.04 (1) (a) through (c) are inadequate or inappropriate, the instructor may proceed in accordance with this section to impose, subject to hearing rights in s. UWS 14.08, one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h).

- 1. Conference with student: When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
- 2. Determination by the instructor that no academic misconduct occurred: If as a result of a discussion under sub. (1), the instructor determines that academic misconduct did not in fact, occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.
- 3. Process following determination by the instructor that academic misconduct occurred:
  - a. If as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that one or more of the disciplinary

sanctions listed under s. UWS 14.04 (1) (d) through (h) should be recommended, the instructor shall prepare a written report so informing the student, which shall contain the following:

- (1) A description of the misconduct;
  - (2) Specification of the sanction recommended;
  - (3) Notice of the student's right to request a hearing before the academic misconduct hearing committee; and
  - (4) A copy of the institutional procedures adopted to implement this section.
- b. The written report shall be delivered personally to the student or be mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, copies of the report shall be provided to the institution's student affairs officers and to others authorized by institutional procedures.
- c. A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction or both. If the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.
4. Process following determination by the instructor that disciplinary probation, suspension or expulsion may be warranted:
- a. If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that disciplinary probation, suspension or expulsion under s. UWS 14.04 (1) (i) or (j) should be recommended, the instructor shall provide a written report to the investigating officer, which shall contain the following:
    - (1) A description of the misconduct; and
    - (2) Specification of the sanction recommended.
  - b. Upon receipt of a report under this subsection, the investigating officer may proceed, in accordance with s. UWS 14.07, to impose a disciplinary sanction.

Disciplinary Sanction  
Imposed Following a Report  
of Academic Misconduct by  
the Investigating Officer  
[\(UWS 14.07\)](#)

The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 14.04 (1) (g) through (j).

1. Authority of investigating officer. The investigating officer may proceed in accordance with this section, when he or she received information that a student at the institution has engaged in alleged academic misconduct and;
  - a. Some or all of the alleged academic misconduct occurred outside the scope of any course for which the involved student is currently registered;

- b. The involved student has previously engaged in academic misconduct subject to the disciplinary sanctions listed in s. UWS 14.04 (1) (d) through (j);
    - c. The alleged misconduct would, if proved to have occurred, warrant a sanction of disciplinary probation, suspension or expulsion; or
    - d. The instructor in the course is unable to proceed.
  2. Conference with student. When the investigating officer concludes that proceedings under this section are warranted, he or she shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the bases of his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
  3. Conference with instructor. An investigating officer proceeding under this section shall discuss the matter with an involved instructor. This discussion may occur either before or after the conference with the student. It may include consultation with the instructor or the facts underlying the alleged academic misconduct and on the propriety of the recommended sanction.
  4. Determination by the investigating officer that no academic misconduct occurred. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.
  5. Process following determination by the investigating officer that academic misconduct occurred.
    - a. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (g) through (j) should be recommended, the investigating officer shall prepare a written report so informing the students, which shall contain the following:
      - (1) A description of the misconduct;
      - (2) Specification of the sanction recommended;
      - (3) Notice of the student's right to a hearing before the academic misconduct hearing committee; and
      - (4) A copy of the institutional procedures adopted to implement this section.
    - b. The written report shall be delivered personally to the student or mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, a copy of the report shall be provided to the instructor and to the institution's student affairs officer.
    - c. A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWS 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both.
      - (1) Except in cases where the disciplinary sanction recommended is

disciplinary probation, suspension or expulsion, if the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

- (2) In cases whereby the disciplinary sanction recommended is disciplinary probation, suspension or expulsion the student affairs officer shall upon receipt of the written report under par. (b) proceed under s. UWS 14.08 to schedule a hearing on the matter. The purpose of the hearing shall be to review the determination that academic misconduct occurred and the disciplinary sanction recommended. A hearing will be conducted unless the student waives, in writing, the right to such a hearing.

Hearing  
[\(UWS 14.08\)](#)

1. If a student requests a hearing, or a hearing is required to be scheduled under s. UWS 14.07 (5) (c) (2), the student affairs officer shall take the necessary steps to convene the academic misconduct hearing committee and shall schedule the hearing within 10 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.
2. Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide a copy of ch. UWS 14 to the student.
3. The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:
  - a. The students shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice.
  - b. The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
  - c. The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigency and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.
  - d. The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.
  - e. The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.

- f. The committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
- g. The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.
- h. The decision of the hearing committee shall be served upon the student either by personal delivery or by first class United States mail and shall become final within 10 days of service, unless an appeal is taken under s. UWS 14.09.

Appeal to the Chancellor  
[\(UWS 14.09\)](#)

- 1. Where the sanction prescribed by the hearing committee is suspension or expulsion, the student may appeal to the chancellor to review the decision of the hearing committee on the record. In such a case, the chancellor shall sustain the decision of the academic misconduct hearing committee unless the chancellor finds:
  - a. The evidence of record does not support the findings and recommendations of the hearing committee;
  - b. Established procedures were not followed by the academic misconduct hearing committee and material prejudice to the student resulted; or
  - c. The decision was based on factors prescribed by state or federal law regarding equal educational opportunities.
- 2. If the chancellor makes a finding under sub. (1), the chancellor may remand the matter for consideration by a different hearing committee, or in the alternative, may invoke an appropriate remedy of his or her own.

Discretionary Appeal to the Board of Regents  
[\(UWS 14.10\)](#)

Institutional decisions under s. UWS 14.05 through 14.09 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

Settlement  
[\(UWS 14.11\)](#)

The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction, after proper notice has been given. Required written reports, however, may not be waived.

Effect of Discipline Within the University System  
[\(UWS 14.12\)](#)

Suspension or expulsion shall be systemwide in effect.

- 1. A student who is suspended or expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system unless the suspension has expired by its own terms or one year has elapsed after the student has been suspended or expelled.
- 2. Upon completion of a suspension period, a student may re-enroll in the institution which suspended him or her as if no suspension had been imposed.

Right to Petition for

A student who has been expelled may petition for readmission, and a student who

Readmission  
[\(UWS 14.13\)](#)

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 the institution from which the student was suspended or expelled. 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 representative of the faculty, academic staff, and students, adopt procedures for determining whether such petitions will be granted or denied.

(UW-Stout 14.13)

*The petition for readmission must be in writing and directed to the Dean of Students. A review committee shall be formed to advise the Dean of Students. One member of the committee shall be drawn at random from each of the following: UW-Stout Implementation 14.15(1)(a), (b), (c).*

Investigating Officer  
[\(UWS 14.14\)](#)

The chancellor of each institution, in consultation with faculty and academic staff, and student representatives, shall designate an investigating officer or officers for student academic misconduct. The investigating officer shall have responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under s. [UWS 14.07](#). An investigating officer may also serve on the academic misconduct hearing committee for a case, if he or she has not otherwise been involved in the matter.

(UW-Stout 14.14)

*The Chancellor of the University of Wisconsin-Stout, after consultation with the UW-Stout Faculty Senate, Senate of Academic Staff, and the Stout Student Association, will designate three investigating officers, one being from the Graduate College. The investigating officer(s) shall (1) serve as a resource for faculty/staff; (2) serve to mediate with instructor/student; and (3) have the responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under UWS 14.07. An investigating officer may also serve on the Academic Misconduct Hearing Committee for a case, if he or she has not otherwise been involved in the matter.*

Academic Misconduct  
Hearing Committee:  
Institutions Option  
[\(UWS 14.15\)](#)

The chancellor or each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a Student Academic Misconduct Hearing Committee or designation of a hearing examiner to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.

(UW-Stout 14.15)

*The Chancellor of the University of Wisconsin-Stout, in consultation with the UW-Stout Faculty Senate, Senate of Academic Staff, and the Stout Student Association, has adopted regulations providing for the establishment of a Student Academic Misconduct Hearing Committee to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.*

- 1. A Student Academic Misconduct Hearing Committee shall consist of at least 3 persons, including a student or students, and the presiding officer shall be appointed by the Chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.*
- 2. A Student Academic Misconduct Hearing Committee shall consist of at least 3 persons, including a student or students, a classroom teacher, and the*

*committee chair appointed by the Chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.*

- a. *The legislative division of the Stout Student Association shall after April 1 but prior to May 1 of each calendar year, appoint from among the student body ten full-time students who will serve as a reservoir of possible Student Academic Misconduct Hearing Committee members for the following year commencing July 1 and ending June 30.*
  - b. *The Stout Faculty Senate shall, after April 1 but prior to May 1 of each calendar year, appoint five full-time faculty members who will serve as a reservoir of possible Student Academic Misconduct Hearing Committee members for the following year commencing July 1 and ending June 30.*
  - c. *The Senate of Academic Staff shall, after April 1 but prior to May 1 of each calendar year, appoint five full-time academic staff members who will serve as a reservoir of possible Student Academic Misconduct Hearing Committee members for the following year commencing July 1 and ending June 30.*
  - d. *The student under charges shall select from among the students appointed by the Stout Student Association four (4) members to serve on the Student Academic Misconduct Hearing Committee.*
  - e. *The investigating officer shall select from among the faculty and staff members appointed by the Stout Faculty Senate and Senate of Academic Staff, 2 faculty and 2 academic staff members to serve on the Student Academic Misconduct Hearing Committee.*
  - f. *The student under charges must disqualify two of the investigating officer's choices.*
  - g. *The investigating officer must disqualify two of the student's choices.*
  - h. *Either party (student or investigating officer) shall have the right to challenge for cause either or both of the other party's remaining choices. The presiding officer shall decide the validity of the challenge for cause. If the challenge is successful, the presiding officer shall appoint (a) new member(s) from the appropriate group, e.g. the student challenges for cause a faculty member chosen by the investigating officer. The presiding officer decides the cause is valid and appoints from among the original ten (but excluding the two the student has disqualified) a new member.*
  - i. *The above process will result in a Student Academic Misconduct Hearing Committee of five members each of whom shall have a vote. The committee will have two full-time students, two full-time staff members, and a presiding officer appointed by the Chancellor. Hearings will be adjudicated pursuant to 14.08 of these guidelines and all judicial decisions shall be by majority vote.*
3. *A hearing examiner shall be selected by the Chancellor from the faculty and staff of the institution.*

The complete text of UWS 14 is printed in the UW-Stout Student Handbook.

## RESEARCH ACTIVITIES

### **Protection of Human Subjects**

[\(Summary of UW-Stout 76-2\)](#)

Revised 6/86

*UW-Stout encourages and supports free and responsible research investigation by faculty, staff, and students. When research is conducted using university facilities or otherwise under its sponsorship, the individuals conducting the inquiry act as university representatives. It is the policy of the university that all research studies, including those involving human subjects, shall be under the supervision of a qualified faculty or staff member and carried out so as to safeguard the rights and welfare of the subjects in compliance with the U.S. Department of Health and Human Services regulations on the Protection of Human Subjects stated in the Code of Federal Regulations 45 and 46, as amended and interpreted.*

*The Federal Code states that "no investigator may involve a human being as a subject in research covered by these regulations unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative. An investigation shall seek such consent only under circumstances that provide the prospective subject or the representative sufficient opportunity to consider whether or not to participate and that minimize the possibility of coercion or undue influence. The information that is given to the representative or subject shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the subject or the representative is made to waive or appear to waive any of the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution, or its agents from liability or negligence."*

*The policy also establishes the basic elements of informed consent, contains the prescribed Informed Consent form, and describes projects requiring review and approval prior to being initiated.*

*Inquiries should be directed to the Office of Research Promotion Services.*

### **The Care and Use of Animals**

[\(Summary of UW-Stout Policy, 7/22/82\)](#)

*UW-Stout is committed to compliance with federal laws and other applicable laws and regulations relating to the humane care and use of animals used in research, experimentation, testing, training, or related purposes. The policy defines terms associated with use of animals in research and establishes the principles related to the personnel involved with care of or experiments with animals; research purpose and procedures; facilities in which laboratory animals are housed; and transportation of them.*

*Inquiries should be directed to the Office of Research Promotion Services.*

### **Scientific Misconduct Policy**

[\(Summary of UW-Stout 93-57\)](#)

(2/18/93)

*This campus policy defines misconduct as the fabrication or falsification of data, research procedure or data analysis; plagiarism; or other fraudulent activities in proposing, conducting, reporting, or reviewing the results of research. Misconduct does not include honest error or honest differences in interpretations or judgments of data.*

*The policy, mandated by the federal government, establishes detailed procedures for dealing with allegations of scientific misconduct and intellectual dishonesty in ways*

*that protect the institution as well as the rights and reputations of individuals involved. Inquiries should be directed to Research Promotion Services which coordinates implementation of the policy.*

**Student Nonacademic  
Disciplinary Procedures**  
[\(UWS 17\)](#)

The complete text of UWS 17 which acknowledges the need to preserve the orderly processes of the University with regard to its teaching, research and public service missions, as well as the need to observe the student's procedural and substantive rights is printed in the UW-Stout Student Handbook. Section 17.06 defines the situations in which the University may discipline a student in nonacademic matters.

Inquiries should be directed to the Dean of Students.