



Federal Compliance Filing by Institutions

Effective September 1, 2020–August 31, 2021

Institutions should answer the questions below. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement. Please review the aforementioned Overview in its entirety prior to completing this Filing.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. Cross-references are also provided to the Code of Federal Regulations. Because HLC may, in some cases, require more of its institutions than the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but also with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is familiar with the full and current text as well as the significance of those regulations, and that it is in compliance at all times with such regulations, as they may from time to time be updated.

Submission Instructions

This form and, if applicable, Appendix A should be uploaded to the Assurance System no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in the Assurance System. The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance filing, including Appendix A (if applicable), should not exceed 250 pages.

Institution name: **University of Wisconsin - Green Bay**

1. Assignment of Credits, Program Length and Tuition

Provide web addresses to the following:

- Policy (or set of policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer after the Federal Compliance materials are

received to request a sample of course and program materials. The purpose of the representative sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution ensures it is adhering to its credit hour policy.

Provide the web address to relevant policy/policies:

Link:

- Credit Hour: <http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/credit-hour/>
- Modality (Learning Options): <https://www.uwgb.edu/registrar/learning-options/>
- Curriculum Resources: <https://www.uwgb.edu/registrar/catalog-curriculum-resources/>
- University Catalog: <http://catalog.uwgb.edu/>
- Academic Rules and Regulations: <http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/>

Provide the web address to relevant procedure(s):

Link:

- UW-Green Bay Academic Calendar: <https://www.uwgb.edu/registrar/academic-calendar/2020-2021/>
- Course Schedule workflow: https://www.uwgb.edu/UWGCMS/media/Registrar/files/Course-Scheduling_Timetable-Flowchart.pdf

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

The following constitutes the process that used to develop and approve the academic calendar at UW-Green Bay.

The calendar approval process should proceed as follows:

- a. The Registrar should construct the academic calendar for the appropriate year following the UW-Green Bay Principles for Developing the Academic Calendar listed below.
- b. The Registrar then submits the calendars to Human Resources for review and comment.
- c. Each fall the Registrar should submit the appropriate calendars to the Academic Actions Committee for its review and recommendations.
- d. The calendars being recommended for approval and tentative approval should be sent to the Provost (or designee) at least eight weeks prior to the UW System deadline for submission of the institution's academic calendar.
- e. The Provost (or designee) will then submit the recommended calendars to the Chancellor's Cabinet for review and final approval.
- f. Following approval, the Provost (or designee) will send the proposed academic calendar to the UW System Academic Programs and Educational Innovation (APEI) and notify the Registrar that the calendar has been approved.
- g. The Registrar should then notify the appropriate individuals that the academic calendar has been approved.

Principles for Developing the Academic Calendar

- a. Classes cannot start until after September 1 (State Law). Classes should begin on September 2 or the Tuesday after Labor Day if September 2 falls on Friday.
- b. Each academic year there must be a minimum of 34 weeks of scheduled services to students (UW System requirement).
- c. Each academic year contract period must be a minimum of 39 weeks (UW System requirement.)
- d. Both an advance registration program as well as a traditional registration period should be scheduled.
- e. The standard class period is 55 minutes for courses that meet three times a week and 80 minutes long for courses that meet two times a week.
- f. Each semester should be 14 weeks.
- g. The final exam period should be five days in length each semester
- h. A four-week intercession should begin the week after the fall exam period.
- i. Class periods for the intersession and summer session should be adjusted to make up for Memorial Day and July 4 holidays, as needed.

Academic Calendar Approval Schedule

The Registrar forwards a draft calendar to Academic Actions Committee. The Committee should forward the approved academic calendar and proposed academic calendar to the Associate Provost for Academic Affairs by the due dates indicated below.

Date Due to Academic Actions	Date Due to Associate Provost	Approved Calendar Year
October 15, 2016	January 15, 2017	2018-2019
October 15, 2017	January 15, 2018	2019-2020
October 15, 2018	January 15, 2019	2020-2021
October 15, 2019	January 15, 2020	2021-2022
October 15, 2020	January 15, 2021	2022-2023

For more information see Federal Requirements 34 CFR §§602.16(a)(1)(viii), 600.2, and 668.8(k) and (l).
Related HLC Requirements: Core Component 3.A. and Assumed Practice B. 1.

2. Institutional Records of Student Complaints

Provide the web address to the institution's complaint policy.

Link:

<https://www.uwgb.edu/UWGBCMS/media/policies/files/Student-Complaint.pdf?ext=.pdf>

Provide the web address to the institution's complaint procedure.

Link:

<https://www.uwgb.edu/provost/policies-procedures/student-complaints/>

For more information see Federal Requirement 34 CFR §§602.16(a)(1)(ix).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

3. Publication of Transfer Policies

Provide the web address to the institution's transfer policies.

Link:

UW-Green Bay Transfer policies are here:

- <http://catalog.uwgb.edu/undergraduate/general-information/admissions/transfer-students/>
- <http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/transfer-policy/>

Provide the web address where the public can access a list of institutions with which the institution has established articulation agreements. Note that you do not need to provide the full articulation agreements themselves, only the list of agreements that you make public. This list should include the name and location of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Link:

UW-Green Bay list of institutions with which the institution has established articulation agreements:

- <https://www.uwgb.edu/admissions/credit-transfer/articulations/>

Provide the web address where current and prospective student can ascertain the institution's transfer requirements in addition to what will and will not transfer.

Link:

- <https://www.uwgb.edu/admissions/credit-transfer/>

For more information see Federal Requirements 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

4. Practices for Verification of Student Identity

Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

Yes

No (If no, please move on to the next section.)

How does the institution verify the identity of students enrolled in these courses?

Like all of the University of Wisconsin System Universities our students attest to their identity through the admissions process and then the student account creation process provides each student a unique account. These unique accounts allow the student to connect to UW-Green Bay provided email, Student Information System, other campus services, and course material. UW System Application: <https://apply.wisconsin.edu/homepage> .

How does the method of verification make reasonable efforts to protect student privacy?

The University of Wisconsin – Green Bay strictly follows the Family Education Right to Privacy Act (FERPA) as this federal law is designed to protect the education records of our students.

<https://www.uwgb.edu/ferpa/general-information/what-is-ferpa/>

UW System Administrative Policy 1040 Information Security: Privacy Policy:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-privacy-policy/>

UW System Administrative Procedure 1040.A Information Security: Privacy Procedure:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-privacy-policy/information-security-privacy-standard/>

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Provide the web address where the public can access information regarding the additional costs.

Link:

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

5. Publication of Student Outcome Data

If an institution uses student outcome data in any marketing or recruitment content, the institution must make that data easily accessible to the public through its website—for instance, linked to the institution's

home page, included within the top three levels of the website or easily found through a search of related terms on the website. The data should be clearly labeled as such, any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included.

Are student outcome data published on the institution's website following the specifications above?

Yes

No

Provide a link to the webpage(s) that contains the student outcome data.

Link(s):

Graduation Dashboards and Statistics

- <https://www.uwgb.edu/ise/graduation/>

Factbook

- <https://www.uwgb.edu/ise/factbook/>

For more information see Federal Requirement 34 CFR §602.16(a)(1)(i).

Related HLC Requirement: Assumed Practice A.6.

6. Standing With State and Other Accrediting Agencies

List any relationships the institution has with any specialized, professional accreditor (e.g. Accreditation Commission for Education in Nursing; Council for the Accreditation of Educator Preparation) or institutional accreditor (e.g. Distance Education Accrediting Commission) or with any governing or coordinating bodies in states (e.g. Illinois Board of Higher Education; Arizona State Board for Private Postsecondary Education) in which the institution has a presence.

Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

- Art (Art Education, Gallery/Museum Practices, Studio Art) and Design Arts: National Association of Schools of Art and Design
- Chemistry: American Chemical Society
- Dietetics (component of Human Biology): Academy of Nutrition and Dietetics
- Health Information Management and Technology: Commission on Accreditation for Health Informatics and Information Management
- Music: National Association of Schools of Music
- Nursing: Commission on Collegiate Nursing Education
- Social Work: Council on Social Work Education
- Teacher Education: Wisconsin Department of Public Instruction

Provide the web address(es) where students and the public can find information about the institution's standing with state agencies and accrediting bodies.

Link:

- Academic Catalogue, Degrees and Accreditation
- <http://catalog.uwgb.edu/undergraduate/about/degrees-accreditation/>

For more information see Federal Requirements 34 CFR §§602.28, 668.41 and 668.43.

Related HLC Requirements: HLC Policy FDCR.A.10.090, Core Component 2.B; Assumed Practices A.7, C.4.

Additional Documents

Please attach the following documents as applicable:

Appendix A..... With respect to an institution's ongoing responsibilities under federal regulations, provide any action letters issued by the U.S. Department of Education that articulate a rationale for any negative actions (including limitation, suspension or termination actions by the Department; letter of credit requirements, fines or heightened cash monitoring imposed by the Department; or other negative findings on the basis of any OMB Circular A-133 [Single Audit] submitted by the institution) and any reports issued by the institution, if applicable, demonstrating the institution's improvement efforts in response to such communications.