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Below, please find a listing of all new and revised UW System Administrative policies approved between January 10 and February 7, 2025. There were two (2) revised UW System Administrative Policies, two (2) new UW System Administrative Interim Policy Actions, one (1) rescinded UW System Administrative Procedure, and one (1) rescinded UW System Administrative Guidance document.

I. Revised UW System Administrative Policies

- [SYS 135, UW System Undergraduate Transfer Policy](#) (Approved January 21, 2025)
 - Summary of Policy and Policy Revisions
 - This policy establishes procedures and guidelines for UW System institutions to facilitate the overall transfer process for all students. The following changes were made to align the policy with current practice:
 - Throughout the policy, corrected minor typos.
 - Throughout the policy, standardized references to “UW Universities.”
 - Throughout the policy, standardized the spelling of “associate’s degrees.”
 - Throughout the policy, removed specific reference to “UW branch campuses,” as these institutions fall under the retained “UW universities.”
 - Throughout the policy, removed term “baccalaureate granting” as the term was redundant.
 - Removed Section 6.C.II.8.a, as UW Colleges are no longer an entity and therefore the section was obsolete.
 - In Section 6.C.III.6.b.4, moved the last sentence to the end of Section 6.C.III.6.b.3 for clarity.
 - In Section 6.C.IV.8, added missing reference to SYS 140, UW System Templates for Articulation Agreements Between UW System Institutions and WTCS Districts.
 - In Section 6.E, replaced references to “Transfer Information System” with the new platform “Transferology.”
 - University Comments and Concerns
 - The Academic and Student Affairs Policy Committee did not have comments during their review. As these revisions are technical in nature, this draft policy was not distributed to universities for comment. A draft of this policy was distributed in April of 2024, and the feedback received resulted in the creation of interim policy action [SYS 100-11, Interim: UW System Undergraduate Transfer Policy- Guaranteed Transfer Amendments](#). A holistic review of the policy is planned for 2025.
- [SYS 1000, Information Security: General Terms and Definitions](#) (Approved February 3, 2025)
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to provide a list of general terms and definitions that are used in the 1000 series of the UW System Administrative policy set. Following internal review of this policy, the policy owners determined that no substantive revisions were necessary at this time.
 - The scheduled review date was extended to January 2026.
 - University Comments and Concerns
 - As these are technical revisions, the policy drafts were not distributed to the universities for comment. The Finance and General Administrative Policy Committee had no comments during their review.

II. New UW System Administrative Interim Policy Actions

- [SYS 400-01, Interim: Air Travel and Meal & Incidental Expense Policy Amendments](#) (Approved January 10, 2025; Expires July 1, 2025)
 - Summary of Interim Policy Action
 - This interim policy action is intended to ensure the requirements of the remote work policies are being met, while balancing the amount of time and effort required by travelers, administrators, auditors, and approvers to review and enforce travel policies. It amends [SYS 405, Travel and Expense – General Travel & Expense Policy](#), [SYS 410, Purchase & Payment of Business Air Travel](#), and [SYS 420, Travel & Expense – Meal and Incidental Expense \(M&IE\) Per Diem Allowance Reimbursements](#). Specific amendments to existing policies include:
 - [SYS 405](#), Section 6.N- amended to allow travelers to chose flights on the days they prefer and to clarify that travelers cannot depart from and return to an airport outside of Wisconsin or more than 100 miles from the Wisconsin border for personal reasons. Clarified that the university will not pay costs directly related to personal days of travel when combining business and personal travel.
 - [SYS 410](#), Section 6.A- amended the list of reasons when a traveler would need to complete a cost comparison at the time of booking airfare.
 - [SYS 420](#), Reimbursement Eligibility- amended to clarify that when travelers combine business and personal travel, the university will not pay M&IE costs for personal days of travel.
- [SYS 100-11, Interim: UW System Undergraduate Transfer Policy- Guaranteed Transfer Amendments](#) (Approved January 21, 2025; Expires January 1, 2026)
 - Summary of Interim Policy Action
 - This interim policy action amends sections of SYS 135, UW System Undergraduate Transfer Policy. These amendments are being made concomitantly with the rescission of procedure SYS 135.A, *Guaranteed Transfer* and the associated guidance. The rescission is intended to remedy the inconsistency among these documents. The current amendments to SYS 135 under this interim policy action are intended to address pieces of the policy that are no longer applicable and/or create transfer challenges for students. Specific amendments made by this action include:
 - Throughout Section 6.C.III.6, amended language to show that guaranteed transfer applies to students transferring from any UW university. Removed references to “4- year” and “Associates of Arts and Sciences (ASS) degree.” Replaced with “associate’s or bachelor’s degree.”
 - In Section 6.C.III.6.a, clarified the best practice that students are encouraged to contact the UW university to which they intend to transfer for more information on the Guaranteed Transfer Admission Program as early as possible to begin planning for transfer.
 - In Section 6.C.III.6.b.1, clarified that a student must be enrolled in an associate’s degree or bachelor’s degree program at a UW university at the time they submit a transfer application.
 - Removed former Section 6.C.III.6.b.2 and the requirement to use the Declaration of Intent to Participate Form.
 - In Section 6.C.III.6.b.2 (formerly 6.C.III.6.b.3), corrected the minimum grade point average required for transfer to UW-Madison from 3.2 to 3.0 to align with current practice.
 - In Section 6.C.III.6.b.5 (formerly 6.C.III.6.b.6), added sentence to clarify that each UW university has unique application deadlines, admission criteria, and admission procedures to which all transfer students must adhere.

III. Rescinded UW System Administrative Procedure

- [\[Rescinded\] SYS 135.A, Guaranteed Transfer](#) (Removed January 21, 2025)
 - Background Summary of Procedure
 - The purpose of this procedure was to provide information regarding the UW System Guaranteed Transfer program.

- This procedure outlined the credit, course, and grade point average requirements of the receiving university to be eligible for the Guaranteed Transfer Admission Program.
- Rationale for Rescission
 - In Spring 2024, it was determined that this procedure had fallen out of alignment with the corresponding policy [SYS 135, UW System Undergraduate Transfer Policy](#), during the policy update in 2020.
 - To address these inconsistencies and in recognition of policy taking legal precedent over procedure and guidance, this procedure was rescinded. The policy will be incrementally revised, with technical updates made at the time of this rescission and the intent for a more thorough review and update in 2025. An interim policy action was issued to clarify best practices and procedures associated with Guaranteed Transfer until the holistic policy revisions are completed.

IV. Rescinded UW System Administrative Guidance Document

- [\[Rescinded\] SYS 135 Guidance: Guidelines on Guaranteed Transfer](#) (Removed January 21, 2025)
 - Background Summary of Procedure
 - The purpose of this guidance was to provide information regarding the UW System Guaranteed Transfer program.
 - This guidance outlined the credit, course, and grade point average requirements of the receiving university to be eligible for the Guaranteed Transfer Admission Program.
 - Rationale for Rescission
 - In Spring 2024, it was determined that this p guidance had fallen out of alignment with the corresponding policy [SYS 135, UW System Undergraduate Transfer Policy](#), during the policy update in 2020.
 - To address these inconsistencies and in recognition of policy taking legal precedent over procedure and guidance, this guidance was rescinded. The policy will be incrementally revised, with technical updates made at the time of this rescission and the intent for a more thorough review and update in 2025. An interim policy action will be utilized to clarify best practices and procedures associated with Guaranteed Transfer until the holistic policy revisions are completed.

V. Policies in the Final Stages of Revision

- [SYS 216, Academic Basis Pay Deferral Policy](#)
- [SYS 334, Accountability for Capital Equipment](#)
- [SYS 650, Public Records Management Roles and Responsibilities](#)
- [SYS 1037, Information Security: IT Disaster Recovery](#)
- *SYS 1037.A, Information Security: IT Disaster Recovery Plan Standard*
- [SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts](#)
- [SYS 1211, Personal Holiday and Legal Holiday Administration](#)
- [SYS 1212, Sick Leave](#)
- [SYS 1238, Crafts Workers](#)
- [SYS 1254, Performance Management](#)
- [SYS 1277, Compensation](#)
- *SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships*
- [SYS 1315, Patents and Inventions](#)