



Academic Affairs  
Provost and Vice Chancellor

TO: Deans  
Division Heads  
Academic Administrative Network (Associate and Assistant Deans)  
Department Chairs  
Advisors and Counselors Network

FROM: Johannes Britz   
Provost and Vice Chancellor

DATE: December 4, 2018

RE: End of Semester Memo

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<http://uwm.edu/academicaffairs/>

As we end the fall semester, I would like to remind you of a few important items and ask that you share this information with faculty and instructional staff.

**1. Schedule of Final Exams**

UWM Academic and Administrative Policy S-22 outlines the scheduling, change in scheduling, and exemption for final examinations. With rare exceptions, the final examination shall be given during the regular examination period. The time of a final examination for an individual or a class may be changed only with the prior approval of the dean. An approved change can only be a postponement to a later date and must be clearly communicated to students early in the term. Final exams may not exceed two hours in length, even for courses that have met only once per week during the semester for longer than two hours. The academic department, in consultation with the appropriate dean or director, is authorized to exempt particular courses from the final examination, when it is determined that no essential educational purpose is served by the two-hour final examinations. A summary of the policy is at <https://www4.uwm.edu/secu/docs/other/S22.htm>. Questions regarding the policy should be directed to the Secretary of the University.

**2. Policy on Teaching Evaluation Procedures**

Faculty Document No. 2019 outlines the policies regarding teaching evaluations. The policy states that all departments/instructional units will conduct end-of-the-semester student evaluations in every section of every course. This should include UWinteriM and summer session courses. Since the department/instructional unit determines the format of its course evaluations, you should consult your department chairperson if you have any questions. The policy can be found at <https://www4.uwm.edu/secu/docs/other/S52.5.htm>.

**3. Posting of Student Grades**

Posting a list of students' names and grades represents a violation of the provision regarding release of a student's education record without written authorization and should not be allowed. Be aware that social security numbers, UWM student ID numbers, or any parts of them may not be used to identify grades, whether they are final course grades or exam or assignment grades. This does not preclude you from posting grades as long as the procedure used ensures student anonymity. Posting grades with a unique identifier known only to the student and instructor is acceptable. In such cases, you should not order the list alphabetically.

**4. Grading and Grade Records**

Faculty Document No. 1927 outlines the policies on grading and grade records, and is available from your department chair and at <https://www4.uwm.edu/secu/docs/other/S29.htm>. The policy on assigning F-Grades to students is available at <http://uwm.edu/academicaffairs/facultystaff/policies/f-grade-policy/>. Please consult both documents for information on responsibilities for evaluation, grade and record changes, record keeping, and special consideration.

Information on grading functionality within PAWS can be found at <https://uwm.edu/registrar/academic-unit-services/instructor-grading/>. Please note that under no circumstances may individual student grades be shared with other students, nor may grades be emailed to students.

#### 5. **Students Called to Active Duty Military Service**

I would also remind you that UWM and the UW System have put in place a number of policies and procedures designed to accommodate students who must temporarily interrupt their studies when called to active duty military service. Go to <https://uwm.edu/active-duty-military/> for more detailed information. Students in this situation do have some options not generally available under our usual academic and administrative policies, so if you have not done so recently, I would encourage you to review this document.

#### 6. **Course Syllabus Policy**

I wish to remind those preparing course materials for the upcoming semester that Faculty Document No. 1895 states that “At the first class session, each student in each course will be supplied a syllabus that contains essential information about the course and department policies that affect the conduct of the course.” At the request of the Faculty Senate, the Academic Policy Committee prepared a summary of recommended items for each course syllabus. This summary is available in printed form from your department chair and at [http://www4.uwm.edu/secu/docs/faculty/1895R5\\_Uniform\\_abus\\_Policy.pdf](http://www4.uwm.edu/secu/docs/faculty/1895R5_Uniform_abus_Policy.pdf). See also <https://uwm.edu/secu/wp-content/uploads/sites/122/2016/12/Syllabus-Links.pdf>. Instructors are encouraged to upload the syllabi for their upcoming courses to the online Schedule of Classes. Please go to [www.schedule.uwm.edu](http://www.schedule.uwm.edu), click on the appropriate semester, and then on the first link in the left-hand column “Upload Syllabi (Instructors Only).”

I wish to draw particular attention to the issue of academic conduct and ask that you include a statement in your syllabus clarifying both UWM’s and your expectations of appropriate student academic conduct. Student academic misconduct procedures are specified in Chapter UWS 14 and Faculty Document No. 1686 and can be found at <https://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>.

I also want to remind you that we are required to make provisions of accommodations for students with disabilities. It is expected that you will provide early information on text titles and syllabus information with a schedule of readings for these students so that materials can be converted to other forms in a timely manner. Media, including films and videos, should have captioning or subtitles available. Please note that YouTube’s auto-generated captions are not an accurate or reliable substitute for regular captioning. Visit <https://uwm.edu/arc/for-faculty-staff/> for recommended syllabus statement, accommodations guidelines, and captioning request form. Please contact the Accessibility Resource Center at x5822 if you need assistance or have questions on this matter.

#### 7. **Important Textbook Adoption Reminder**

The Federal Higher Education Opportunities Act (HEOA) REQUIRES institutions to provide the campus bookstore with textbook information on each course in advance of student registration for each term. Textbook disclosure information is extremely important to students and parents as well as the suppliers of academic materials. Please note that providing this information to the new UWM Virtual Bookstore does not mean students are required to buy their textbooks from that source.

The textbook adoption process we are using simply provides a clearinghouse for the information, verifies accuracy, and makes it readily available via a link from our online Schedule of Classes. Submitting this information now will still enable students to achieve the best pricing available.

**Even though the deadline for textbook adoptions has passed, it is VERY IMPORTANT it be completed.** If no textbooks or supplies are required for your course, an adoption form should still be completed. If you have submitted the textbook adoptions – Thank You! If you have not done so, please submit your textbook information to: <https://uwm.ecampus.com/adoptions>. The campus book-buyback program will begin on December 10, 2018. Students will receive better pricing for their books if the adoption information has been received prior to that date.

**NOTE: It is very important that an adoption form be completed for every course/section - even if no textbooks are required. The web form is easy to complete and you will see a checkbox that states, “No course materials required.”**

For more info about submitting your textbook information, contact:  
Email: [uwm@ecampus.com](mailto:uwm@ecampus.com)

Web form: <https://uwm.ecampus.com/adoptions>  
Phone: 414/229-2418  
Link to the new UWM Virtual Bookstore: <https://uwm.ecampus.com>.

## 8. **Course Reserves**

Please consider putting a copy of your textbook on Course Reserve to make your materials more accessible to your students. The general deadline for placing Course Reserve requests is at least 5-7 working days prior to the first day of classes. Requests for Course Reserve materials received later are put in a queue and addressed on a “first come, first served” basis and, therefore, may not be processed prior to the first day of classes.

Important considerations:

- You may submit your requests online at <https://uwm.edu/libraries/media/reserve-form/> or in person at the Media and Reserve desk.
- Online course? Please consider placing a physical copy of your textbook on Reserve for on-campus students.
- To place new book or video requests for items not held by the Library - use the Libraries’ purchase recommendations form at <https://uwm.edu/libraries/crm/purchase-recommendation/>.
- Course Reserve requests may be made any time throughout the semester.

Questions?

- Contact the Media and Reserve Library at 229-4673 or [libmedia@uwm.edu](mailto:libmedia@uwm.edu).
- See the Media and Reserve Library website at: <https://uwm.edu/libraries/media/reserve-services>.

## 9. **Helping Students Cope with Stress**

Given the many demands college students face today, stress is unavoidable. The simplest words or actions from an influential adult can have a significant impact on how students succeed. Close friends, relatives, clergy, coaches – anyone who is seen as caring and trustworthy – may be a potential resource in times of trouble. In your position as faculty or staff member, students may also view you as someone who listens and offers guidance. I hope that we would all offer caring support and guidance to our students who may be struggling with excessive stress as well as those students who are experiencing significant emotional or health problems. By expressing interest and concern, you have an opportunity to help a student in need find appropriate assistance.

For more information about how you can help UWM students manage stress, please see the UWM Mental Health website at <https://uwm.edu/mentalhealth>. Students can be referred to Norris’ University Counseling Services located in the Northwest Quadrant. University Counseling and Health Promotion and Wellness’ Survivor Support and Victim Advocacy Coordinator also provides consultation to faculty and staff about individual student issues. Call (414) 229-4716 for more information and for student appointments. Class and department presentations on stress and coping are also available. Contact Lori Bokowy at [labokowy@uwm.edu](mailto:labokowy@uwm.edu) for additional presentation information and scheduling.

Your cooperation in all these matters is greatly appreciated.

- c: Mark Mone, Chancellor  
Kelly Haag, Chief Student Affairs Officer  
Phyllis King, Vice Provost  
Dev Venugopalan, Vice Provost  
Robert Beck, Chief Information Officer  
Trudy Turner, Secretary of the University  
Kristian O’Connor, Chair, University Committee  
Kristin Roosevelt, Chair, Academic Staff Committee  
Stanley Yasaitis, Chair, Classified Staff Advisory Council  
Seth Zlotocha, Registrar  
Michael Doylen, Interim Director, UWM Libraries  
Tim Opgenorth, Director, Financial Aid  
Katherine Miota, Chief Enrollment Officer  
Colin Daly, Director, New Student Programs  
Kay Eilers, Director, Student Success  
Barbara Simon, Director, Accessibility Resource Center  
Sandy Humes, Assistant Director, Records and Grades  
Emily Kuhnen, Classroom Assignments  
Sarah Rothman-Mandl, Classroom Assignments  
Christine Wolf, Academic Programs Coordinator, Center for International Education