



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 11, 2019

RE: End of Semester Memo

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

As we end the 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://apps.uwm.edu/secu-policies/storage/other/S_22_Final_Examinations.pdf. 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://apps.uwm.edu/secu-policies/storage/other/S_52.5_TEACHING_ON_POLICIES.pdf.

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://apps.uwm.edu/secu-policies/storage/other/S29.htm>. The policy on assigning F-Grades to students is available at <https://apps.uwm.edu/secu-policies/storage/faculty/2435.pdf>. 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/onestop/students-called-to-active-duty/> 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 <https://apps.uwm.edu/secu-policies/storage/faculty/1895R6%20-%20Uniform%20Syllabus%20Policy.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 <http://www4.uwm.edu/schedule/>, 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 misconduct 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/deanofstudents/conduct/academic-misconduct/>.

You can contact the Dean of Students Office (dos@uwm.edu or 414-229-4632) if you need assistance with crafting an academic conduct statement for your syllabus, if you have any concerns or questions relating to academic integrity, or if you would like to consult regarding a suspected academic misconduct incident. The Dean of Students Office is also happy to provide presentations on UWM academic misconduct processes and procedures.

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>.

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

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. Providing multiple ways to access class materials leads to improved student success.

- Personal or Library-owned textbooks, videos, or other supplementary materials can be placed on Reserve for students to use. Photocopied articles or materials from other Libraries cannot.
- 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/>
- You may submit your Reserve requests online at <https://uwm.edu/libraries/media/reserve-form/> or in person at the Media and Reserve desk. (UWM Libraries, lower level, west wing.)
- 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
- 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 all would 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 the 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 for additional presentation information and scheduling.

You can also report information and concerns to the Dean of Students Office, who will assist you and the student in navigating stress and challenges. More information on the Dean of Students Office is available at <https://uwm.edu/deanofstudents/>.

10. Title IX/Sexual Violence

Title IX is a federal law that prohibits sex discrimination in education programs or activities. Sex discrimination includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all education-related areas such as admissions, educational programs or activities, and athletics.

UWM strongly encourages its students to report any instance of sex discrimination, and non-confidential employees who witness or receive any report of sex discrimination must report it to UWM's Title IX Coordinator (titleix@uwm.edu, 414-229-7012). More information is available at www.uwm.edu/titleix.

Please see UWM's Sexual Violence and Sexual Harassment Policy, S-78, for more information on sex discrimination (https://www4.uwm.edu/secu/docs/other/S_78_Sexual_Violent_Policy.pdf), and see UWM's Discriminatory Conduct and Consensual Relationships Policy, S-47, for more information on other prohibited forms of discrimination (https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf).

- 11. The Campus Assessment, Response, and Education (CARE) Team and Student Support Team (SST)**
The Dean of Students Office operates two, multi-disciplinary teams guided to assist the campus community with regards to concerns. The CARE Team addresses incidents involving anyone (student, employee, non-affiliated persons) who may pose a risk of potentially harmful or threatening behavior to the campus community. The SST helps identify students who appear to be in distress and provides supportive intervention and guidance to the student in need. These teams are not emergency response teams; if there is an emergency, or you need immediate assistance, call UWMPD at 414-229-9911 or 9-911 from a campus phone.

The CARE Team and SST do not replace other classroom management responsibilities, supervisory workplace duties, or disciplinary processes. The teams, instead, are designed to supplement these efforts. If you are concerned about an individual's distressing or disruptive behavior, a student that is facing significant challenges (mental health concerns, food insecurity, homelessness, death in the family, etc.), threats to the campus community, and/or any other concerns for which you feel you need assistance, fill out an incident report at <https://uwm.edu/deanofstudents/report-it/> or call the Dean of Students Office at 414-229-4632.

When you submit a report, a staff member with the Dean of Students Office will consult with you about the situation. For more information about these teams or to request a presentation on these resources, contact the Dean of Students Office at dos@uwm.edu or 414-229-4632.

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
Kathleen Dolan, Chair, University Committee
Leigh Wallace, Chair, Academic Staff Committee
Stanley Yasaitis, Chair, Classified Staff Advisory Council
Kristin Hildebrandt, Registrar
Michael Doyle, Associate Vice Provost and Director, UWM Libraries
Tim Opgenorth, Director, Financial Aid
Katherine Miota, Chief Enrollment Officer
Patrick Fay, Interim Director, Undergraduate Admissions
Colin Daly, Director, New Student Programs
Kay Eilers, Director, Student Success
John Meister, Director, Accessibility Resource Center
Sandy Humes, Assistant Director, Records and Grades
Emily Kuhnen, Classroom Assignments
Sarah Rothmann-Mandl, Classroom Assignments
Christine Wolf, Academic Programs Coordinator, Center for International Education