



Academic Affairs
Provost and Vice Chancellor

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FROM: Johannes Britz 
Provost and Vice Chancellor

DATE: May 5, 2020

RE: End of Semester Memo

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. Note that student schedules may be affected by COVID-19. Please consider a flexible approach to student requests for alternate exam times.

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. However, in light of the profound impact of COVID-19 on Spring 2020 instruction, we have decided not to conduct formal course evaluations this semester.

Departments/instructors, who want feedback on the student experience in the course this semester, may ask some open-ended questions to obtain this feedback. However, such feedback from this semester should only be sought by the instructor, should remain with the instructor, and must not be used in personnel evaluations of the instructor.

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/SAAP%201-11.%20Grading%20and%20Grade%20Records%20for%20All%20Schools%20and%20Colleges.pdf>. 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.

Upon consultations with a multitude of internal constituencies and with the approval of the University Committee and the Academic Staff Committee, I (as Chancellor's designee) have issued an [interim policy on emergency grading accommodation for undergraduate students](#). All enrolled students will receive a letter grade in each enrolled Spring 2020 course by the grade deadline of May 21, 2020. Students can designate classes as credit/no credit by contacting their academic advisor. Instructors will not know if and when students have chosen the credit/no credit option. If students have opted for the CR/NC option, those letter grades will be converted to CR/NC. Grades of C-minus or above will be converted to "Credit" or CR. Grades of D-plus and below will be converted to "No Credit" or NC.

The current limitations on the number of courses/credits for the Credit/No Credit option are being suspended for the spring semester. The list of courses ineligible for Credit/no Credit grading option can be found at <https://uwm.edu/onestop/enrolling/credit-no-credit-grading-option-ineligible-courses/>. Students will have until July 3, 2020 to exercise their option by completing a downloaded form and submitting it to their academic advisor via an email attachment sent from their UWM email account. Students should consult their academic advisor with questions about this policy and the corresponding procedures. Grading accommodations for graduate students can be found at <https://uwm.edu/graduateschool/coronavirus/>.

Due to the disruptions caused by the pandemic, the interim policy on emergency grading accommodation also includes a change in the incomplete grade policy for Spring 2020 semester. Students who were making satisfactory progress in a course prior to March 14, 2020 may submit a request to the instructor to receive an Incomplete grade. Such students will receive a letter grade upon completion of the work. For students receiving an Incomplete grade in the Spring 2020 semester, the deadline for completion of work to convert the Incomplete grade will be extended to the end of 2021 UWinteriM term. For more information on grading accommodations, please visit <https://uwm.edu/coronavirus/faq/grading-accommodations/>.

While we have the grading accommodation interim policy, I encourage all students to put forth the full effort in each enrolled class to successfully complete the coursework. I encourage all students to utilize the [available support services](#) to assist with their work.

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-%20Uniform%20Syllabus%20Policy.pdf](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 check with your Department Chair.

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/>. There are additional tips for instructors for academic integrity in online learning

available here: <https://uwm.edu/cetl/resources/academic-integrity-in-online-learning-tips-for-instructors-and-students/>.

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/campus-community/#a2> 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

For Summer classes: Please consult the wide variety of online resources available:

- Article Databases – <https://guides.library.uwm.edu/az.php?t=2595>
- E-book Databases – <https://guides.library.uwm.edu/az.php?t=2729>
- Streaming Videos – <https://uwm.edu/libraries/media/media-library-general-collection/>
- Articles or book chapters to go in Canvas can be requested through [Interlibrary Loan/ILLiad](#) using the article request form. Information about placing ILL requests can be found at <https://uwm.edu/libraries/ill/request/>
- 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/>

For Fall in-person classes:

Please consider putting a copy of your textbook on Course Reserve. Providing multiple ways to access class materials leads to improved student success.

- Please refer to the online resources listed for Summer semester above as well.
- 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 also consider placing a physical copy of your textbook on Reserve for on-campus students.
- Course Reserve requests may be made any time throughout the semester.

Questions?

- Contact the Media and Reserve Library at 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://apps.uwm.edu/secu-policies/storage/other/SAAP%205-2.%20Sexual%20Violence%20and%20Sexual%20Harassment%20Policy.pdf>), and see UWM's Discriminatory Conduct and Consensual Relationships Policy, S-47, for more information on other prohibited forms of discrimination (<https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-1.%20Discriminatory%20Conduct%20Policy.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.

12. **Student Resources**

There are many events and programs, resources, policies, and procedures available for students on UWM's Student Handbook (<https://uwm.edu/studenthandbook/>) and the Virtual Student Union.

In addition, YOU@UWM (<https://you.uwm.edu/>) is a digital well-being portal designed to foster physical and mental health for every student, as well as support academic success. The portal connects students with relevant information, campus resources, and opportunities for self-reflection, all available to students 24/7. More information can be found here: <https://uwm.edu/norris/youatuwm/>.

If you have questions about these resources, please contact the Dean of Students, Adam Jussel, at jussel@uwm.edu.

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 Doylen, Associate Vice Provost and Director, UWM Libraries
Tim Opgenorth, Director, Financial Aid
Patrick Fay, Interim Director, Undergraduate Admissions
Colin Daly, Director, New Student Programs
Kay Eilers, Director, Student Success and Co-Lead, Enrollment Management
Dave Clark, Special Assistant to the Provost and Co-Lead, Enrollment Management
Jonathan Broskowski, Interim 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