




Academic Affairs
Provost and Vice Chancellor

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TO: Deans
Division Heads
Associate Deans
Assistant Deans
Department Chairs
Advisors and Counselors Network

FROM: Johannes Britz 
Provost and Senior Vice Chancellor

DATE: August 20, 2021

RE: Important Class Information

Welcome to Fall 2021! As we begin the new semester, I would like to remind you about several important items:

1. 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 post the syllabi for their upcoming courses online. 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/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/faculty-staff-resources/> for recommended syllabus statement, accommodations guidelines, and captioning request form. Please contact the Accessibility Resource Center at 414-229-6287 if you need assistance or have questions on this matter.

Finally, we ask that all faculty add the following statement to their syllabus:

Students in Need

Any student who faces challenges securing their food, housing, or technology, or is struggling with mental, physical, or emotional health, and believes this may affect their performance in the course is urged to contact the Dean of Students (dos@uwm.edu) for support. Furthermore, please notify the professor if you are comfortable doing so. This will enable them to provide any resources that they may have and can connect you to the Dean of Students as well.

2. **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.
- If your class is only use a couple chapters from a book you might want to consider requesting them through Interlibrary Loan at <https://wisconsin.hosts.atlas-sys.com/nonshib/gzn/> to put in Canvas.
- 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 Media and Reserve Services at 229-4673 or libmedia@uwm.edu.
- See the Media and Reserve Services website at <https://uwm.edu/libraries/media/reserve-services/>

3. **Accommodations for Students with Disabilities**

In the pursuit of equal access and in compliance with state and federal laws, the University is required to provide accommodations to students with documented disabilities. It is expected that a statement be placed on your syllabus informing students to contact you to arrange needed accommodations. Visit <https://uwm.edu/arc/faculty-staff-resources/> for recommended syllabus statement, accommodations guidelines, and captioning request form. Students must share their Accommodation Plan with you and indicate the accommodations they are requesting in your course. You will also receive a Faculty Notification Letter from the Accessibility Resource Center (ARC). If a student requests an accommodation but does not have an Accommodation Plan, please direct him/her to the ARC.

Additionally, please order and/or provide accessible course materials. See [Essential Accessibility Considerations \(& Resources\) for Instructional Materials](#). When this is not possible, provide early information on course reading materials and syllabus information with a schedule of readings, so materials can be converted to alternative formats for students with print disabilities. ARC will work with you to ensure that media for your course will be captioned for students with a captioning accommodation. Instructors will receive a notice separate from the Faculty Notification Letter with a unique link where they can submit their captioned media requests. Instructors who do not receive a letter can still submit a request by including the course name, course number, and student name in an email to caption@uwm.edu. For more information, please view the media captioning guidelines at <https://uwm.edu/arc/media-captioning/>. If you are unable to send ARC your recorded lectures or other media, you may use the UW-System approved outside vendors. Please be aware that the department is responsible for the costs associated with use of outside vendors. If you need assistance or have questions, please contact ARC at 414-229-6287.

4. **Religious Observances**

From time to time, students who are observing religious holidays or other days of special religious significance will find it necessary to be absent on a class day. While it is undoubtedly impossible to avoid the scheduling of tests and other major activities without conflicting with some religious observance, Wisconsin law (Chapter 36.43) and UWM Faculty Policy (Document 1918) require that we provide a reasonable accommodation of a student’s sincerely held religious beliefs with regard to all examinations and other academic requirements. Please make every effort to accommodate students who face conflicts between their academic responsibilities and religious commitments. A copy of the policy is located on the web at <https://apps.uwm.edu/secure/policies/storage/other/SAAP%201-2.%20Accommodation%20of%20Religious%20Beliefs.pdf>. In addition, the current religious calendar can be found at <https://uwm.edu/academicaffairs/wp-content/uploads/sites/32/2021/06/calendar2122.pdf>.

5. **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-semester student evaluations in every section of every course. This should include UWinteriM and summer session courses. All evaluations are being completed online beginning with the fall 2020 semester. 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/SAAP1-16.Teaching_Evaluation_Policies.pdf.

6. **FERPA Reminder**

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that you be knowledgeable of students' rights concerning their educational records, and of certain categories of public information that the University has designated "directory information." For more information on understanding what UWM faculty and staff are required to do to protect the privacy of students, go to <https://uwm.edu/registrar/ferpa/>.

If you have not already done so, you are also strongly encouraged to complete the on-line FERPA training and quiz found at <https://uwm.edu/ferpa/>. See also sections 6 and 7 below for additional information about the confidentiality of student grade information.

7. **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.

8. **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.

9. **Drop /Withdrawal/Repeat Policies**

UWM Academic and Administrative Policy SAAP 1-8 details the Drop/Withdrawal/Repeat policies (<https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-8.%20Drop,%20Withdrawal,%20and%20Repeat%20Policy%20for%20Courses.pdf>). A student may drop a full-term course(s) through the end of the 10th week of classes. (Deadlines for shorter session courses are prorated.) One factor in students' decisions to drop courses might be their perception of course performance. I encourage you to provide some form of feedback about their academic performance to each of your students as soon as possible, but certainly prior to the drop deadline, so as to help students realistically assess their prospects for success in your course.

10. **Progress Reports**

While feedback by the drop deadline may help students assess whether they should remain in a class, it may be too late by then for students to turn around unsatisfactory performance. Understanding course expectations and knowing their progress is especially important for freshmen and others who may be less well prepared academically. The Progress Reports campaign will start the fourth week of class and will conclude the ninth week. More specific information on this will be provided early in the semester.

11. **Helping Students Cope with Stress**

Given the many demands and unprecedented circumstances 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 at 414-229-4133. [University Counseling](#) staff and [Health Promotion and Wellness'](#) Survivor Support and Victim Advocacy Coordinator (414-229-4582) also provide consultation to faculty and staff about individual student

issues. [YOU@UWM](#) and [SilverCloud](#) are digital resources available to all students and support proactive emotional self-care and connection with campus resources. Class and department presentations on stress and coping are also available. Contact Lori Bokowy at labokowy@uwm.edu for additional presentation information and scheduling.

There is a community of care to help support students in distress at UWM, including the Student Support Team. You can provide information and concerns to the Dean of Students Office, who will assist you and the student in navigating the situation. More information on the Dean of Students Office and the Student Support Team is available at <https://uwm.edu/deanofstudents/>. There is an abundance of resources available to students in the UWM Student Handbook: <https://uwm.edu/studenthandbook/>.

For students who need assistance related to medical issues (health problems), including concerns related to COVID-19, Norris Health Center's Medical Clinic is available at 414-229-4716 and will provide care and assistance to students.

12. **Sexual Harassment/Sexual Violence**

Consistent with state and federal law, UWM policy prohibits sex discrimination and sexual violence, including sexual harassment, sexual assault, dating/domestic violence, and stalking. UWM will respond to allegations of such conduct, regardless of where it occurred, if it has the potential to interfere with an individual's participation in UWM's educational programs or activities.

UWM takes these reports very seriously and strongly encourages individuals impacted by sex discrimination or sexual violence to contact the UWM Title IX Office for information about resources and reporting options. More information is available at uwm.edu/titleix.

UWM employees have certain obligations to notify the UWM Title IX Coordinator if they receive reports related to these concerns. Employees can learn about their specific reporting obligations by visiting the [Title IX website](#) or by contacting the Title IX Office (titleix@uwm.edu, 414-229-7012).

Please see [UWM's Sexual Violence and Sexual Harassment Policy, SAAP 5-2](#), and [UWM's Policy on Investigation and Resolution of Formal Title IX Complaints, SAAP 5-4](#), for more information on sex discrimination. See [UWM's Discriminatory Conduct and Consensual Relationships Policy, SAAP 5-1](#), for more information on other prohibited forms of discrimination.

13. **The Campus Assessment, Response, and Education (CARE) Team and Student Support Team (SST)**

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.

14. **Students Called to Military Service**

I would also remind you that UWM and the UW System have in recent years 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 encourage you to review this document.

15. **Schedule of Final Exams**

UWM Selected Academic and Administrative Policies (SAAP) 1-9 (<https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-9.%20Final%20Examinations.pdf>) 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.

16. Smoke-Free Campus

UWM is committed to maintaining a safe campus environment and to ensuring that it acts to the extent possible to shield its students and employees from harm. To mitigate the established health risks associated with the use of tobacco products and exposure to secondhand smoke, UWM prohibits smoking and the use of tobacco on all campus property. More information is available at <https://uwm.edu/smokefree>.

Your cooperation in all these matters is greatly appreciated. Have a wonderful semester!

c: Mark Mone, Chancellor
Kelly Haag, Chief Student Affairs Officer
Phyllis King, Vice Provost
Dev Venugopalan, Vice Provost
Robert Beck, Chief Information Officer
John Reisel, Secretary of the University
Nigel Rothfels, Chair, University Committee
Nicole Oswald, Chair, Academic Staff Committee
Stanley Yasaitis, Chair, Classified Staff Advisory Council
Kristin Hildebrandt, Registrar
Michael Doynen, Associate Vice Provost and Director, UWM Libraries
Tim Oppenorth, Director, Financial Aid
Colin Daly, Director, New Student Programs
Kay Eilers, Associate Vice Chancellor, Enrollment Management
Dave Clark, Vice Provost for Student Success
Jonathan Broskowski, Interim Director, Accessibility Resource Center
Sandy Humes, Assistant Director, Records and Grades
Emily Kuhnen, Academic Catalog Coordinator
Sarah Rothmann-Mandl, Classroom Assignments
Christine Wolf, Academic Programs Coordinator, Center for International Education