

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

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FROM: Johannes Britz 
Provost and Vice Chancellor

DATE: December 6, 2021

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 Selected Academic and Administrative Policies (SAAP) 1-9 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-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.

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.

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 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 or housing 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 possess.

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.
- Personal copies of books can be dropped off at the main Media and Reserve Services desk with the course information.
- 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/>
- Please submit your Reserve requests online at <https://uwm.edu/libraries/media/reserve-form/>
- Course Reserve requests may be made any time throughout the semester.

Questions? · Contact Media and Reserve Services at libmedia@uwm.edu or consult the Media and Reserve Services website at: <https://uwm.edu/libraries/media/reserve-services/>.

9. 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 provide consultation to faculty and staff about individual student mental health 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, coping, and available campus resources 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.

10. 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](http://uwm.edu/titleix) 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.

Students can be referred to Norris's University Health Promotion and Wellness Survivor Support and Victim Advocacy Coordinator (victimadvocacy@uwm.edu or 414-229-4582) as a confidential resource for survivors of dating violence, domestic violence, stalking, sexual assault, and/or sexual harassment. The Survivor Support Advocate does not report to Title IX; the advocate will provide support and resources for the student so they understand all of their options.

11. The Behavioral Intervention Team (BIT) and Student Support Team (SST)

The BIT 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 BIT 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, Vice Chancellor, Student Affairs
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 Committee
Kristin Hildebrandt, Registrar
Michael Doylen, Associate Vice Provost and Director, UWM Libraries
Tim Opgenorth, Director, Financial Aid
Colin Daly, Director, New Student Programs
Kay Eilers, Associate Vice Chancellor, Enrollment Management
Dave Clark, Vice Provost, 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