

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

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

FROM: Scott Gronert  
Interim Provost and Vice Chancellor

DATE: December 2, 2022

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-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/SAAP1-16.Teaching\\_Evaluation\\_Policies.pdf](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 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.

## 6. **Course Syllabus Policy**

Faculty Document No. 1895 states, “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://uwm.edu/secu/syllabus-links/>. Instructors are encouraged to post the syllabi for their upcoming courses online. Please check with your Department Chair.

To meet federal Department of Education requirements on credit hours, the revised syllabus policy includes the following: “A.I.i. Specific information on the investment of time by the average student necessary to achieve the learning goals of the course in accordance with the campus credit hour policy, Faculty Document # 2838.” The credit hour policy states, “Study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.” Examples can be found at <https://uwm.edu/secu/wp-content/uploads/sites/122/2014/07/Workload-Statements.pdf>.

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-2/>. You can contact the Dean of Students Office ([dos@uwm.edu](mailto: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. Please contact them for more information.

We are federally mandated to provide accommodations for students with disabilities. It is expected that a statement be placed on your syllabus informing students to contact you to arrange accommodations. View the recommended syllabus statement at <https://uwm.edu/arc/wp-content/uploads/sites/97/2022/06/Recommended-Syllabus-Statement.pdf>.

## 7. **Support U – Dean of Students**

Any student in need, or students that face challenges that are barriers to their education, are encouraged to contact the Dean of Students ([dos@uwm.edu](mailto:dos@uwm.edu)) for support. Support U offers wrap-around holistic support for students, including basic needs, accessing the food pantry, emergency funding, case management, and connecting to resources, etc.

## 8. **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](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>.

## 9. **Course Reserves**

Please consider putting a copy of your textbook on Course Reserve. Providing multiple ways to access class materials and reduce textbook costs 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://wisconsin.hosts.atlas-sys.com/illiad/gzn/illiad.dll?Action=10&Form=20&Value=GenericRequestPurchase>
- Please submit your Reserve requests online at <https://uwm.edu/libraries/forms/reserve/>
- Course Reserve requests may be made any time throughout the semester.

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

## 10. **Helping Students Cope with Stress and Mental Health Challenges**

Given the many demands and unprecedented circumstances college students face today, it is common for students to feel distressed and overwhelmed. 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 students, please see the UWM Mental Health website at <https://uwm.edu/mentalhealth>. [YOU@UWM](#) is a digital resource available to all students and supports 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](mailto:labokowy@uwm.edu) for additional presentation information and scheduling.

“Let’s Talk” is a program that provides brief, informal, virtual consultations for UWM students with counselors from University Counseling Services. Consultations are confidential, can span a variety of topics, and are limited to about 20 minutes in length. Visit <https://uwm.edu/wellness/counseling/lets-talk/> for more information and to schedule an appointment.

Counseling and crisis services are available for students on campus and students can be referred to [Student Health and Wellness Center](#) Counseling Services at 414-229-7429. Please have your student contact Counseling Services for mental health support. On-call counseling staff are also available for consultation to faculty and staff regarding student mental health concerns. If you are concerned about a student, please contact Counseling Services to consult with the on-call counselor about next steps.

There is a community of care to help support students in distress at UWM. If you don’t know where to go, the Dean of Students is a good place to start. When you submit a report, a staff member with the Dean of Students Office will consult with you about the situation. More information on the Dean of Students Office is available at <https://uwm.edu/deanofstudents/>. There is an abundance of resources available to students at the centralized UWM Campus Cares site: <https://uwm.edu/deanofstudents/campus-cares/>.

For students who need assistance related to medical issues (health problems), including concerns related to COVID-19, the Student Health and Wellness Center is available at 414-229-7429 and will provide care and assistance to students.

## 11. **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 <https://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 at [https://uwm.edu/titleix/wp-content/uploads/sites/95/2022/02/Title\\_IX\\_Reporting\\_Sexual\\_Misconduct.pdf](https://uwm.edu/titleix/wp-content/uploads/sites/95/2022/02/Title_IX_Reporting_Sexual_Misconduct.pdf) or by contacting the Title IX Office ([titleix@uwm.edu](mailto: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 the Student Health and Wellness Center's Health Promotion & Advocacy Survivor Support and Victim Advocacy Coordinator ([victimadvocacy@uwm.edu](mailto: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.

**12. 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 from 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](mailto:dos@uwm.edu) or 414-229-4632.

Your cooperation in all these matters is greatly appreciated.

C: Mark Mone, Chancellor  
Phyllis King, Vice Provost  
Dev Venugopalan, Vice Provost  
Dave Clark, Vice Provost for Student Success  
Kelly Haag, Vice Chancellor, Student Affairs  
Kay Eilers, Associate Vice Chancellor, Enrollment Management  
Robert Beck, Chief Information Officer  
Beth Schaefer, Interim Chief Information Officer  
John Reisel, Secretary of the University  
Mark Schwartz, Chair, University Committee  
Michael Priem, Chair, Academic Staff Committee  
Gail Dukes, Chair, University Staff Committee  
Kristin Hildebrandt, Registrar  
Michael Doylen, Associate Vice Provost and Director, UWM Libraries  
Tim Opgenorth, Director, Financial Aid  
Marc Young, Executive Director, Undergraduate Admissions  
Mike Dixon, Manager, New Student Programs  
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