



Academic Affairs
Office of the Provost and Vice Chancellor

University of Wisconsin-Milwaukee
Chapman Hall 215
PO Box 413
Milwaukee, WI 53201-0413

414-229-4501 office
414-229-2481 fax
uwm.edu/academicaffairs

TO: Deans
Division Heads
Academic Administrative Network
Department Chairs
Advisors and Counselors Network

FROM: Scott Gronert
Interim Provost and Vice Chancellor

DATE: April 28, 2023

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](#). Exams should be held at the scheduled time unless permission for an alternate time has been approved.

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.

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

[SAAP 01-11](#) outlines the policies on grading and grade records and [Faculty Document 2435](#) is UWM's policy on assigning F-Grades to students. 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 on Registrar's Office [Instructor Grading page](#). 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. See the [Active Military Duty page](#) 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. Academic Misconduct

Student academic misconduct procedures are specified in Chapter UWS 14 and Faculty Document No. 1686 and can be found on [Dean of Students website](#). You can contact the Dean of Students Office (dos@uwm.edu or 414-229-4632) 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.

7. Students needing Accommodations

We are federally mandated to provide accommodations for students with disabilities. Learn more about the accommodations offered by the [Accessibility Resource Center](#).

8. 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) 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.

9. 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 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 [“Let’s 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 to consult with 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 the next steps.

Mantra Health expands the availability of teletherapy services for students to include evening and weekend appointments and additional identify-specific counselors. Mantra counselors provide free, short-term psychotherapy to UWM students for whom teletherapy is appropriate and works collaboratively with the Student Health and Wellness Center (SHAW) to ensure quality care is delivered. For more information about Mantra Health, visit the link above. You can schedule an appointment at [Mantra Health](#) using your UWM email address to log in.

If your student is in need of immediate support, call or text UW Mental Health Support 24/7 at 888-531-2142 or start a chat in the [UW Mental Health Support 24/7 Portal](#). More information about the UW Mental Health Support 24/7 line can be found on the [Counseling Expanded Resources page](#).

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 from the Dean of Students Office will consult with you about the situation. More information on the Dean of Students Office is available on the [Dean of Students website](#). There is an abundance of resources available to students at the centralized [UWM Campus Cares site](#).

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.

Finally, you can refer students to the Campus Cares site (<https://uwm.edu/deanofstudents/campus-cares/>) for information on how students can get involved, resources for mental and physical health, upcoming wellbeing events, and on-campus spaces that promote mindfulness and wellbeing.

If you want a presentation or workshop on any or all of these resources and information, contact the Dean of Students (dos@uwm.edu).

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 on the [Title IX webpage](#).

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 [here](#) 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 the Student Health and Wellness Center's Health Promotion & Advocacy 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 to 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 [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 or 414-229-4632.

12. **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.

If you have not already done so, please remember to enter adoptions for summer and fall materials for your courses as students are registering already. 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>.

13. **Course Reserves**

Please consider putting a copy of your textbook for next semester 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](#)
- Please submit your [Reserve requests online](#)
- 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](#)

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
 Mark Harris, Vice Provost for Research
 Kelly Haag, Vice Chancellor, Student Affairs
 Kay Eilers, Associate Vice Chancellor, Enrollment Management
 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 Doynen, Associate Vice Provost and Director, UWM Libraries
 Tim Opgenorth, Director, Financial Aid
 Marc Young, Executive Director, Undergraduate Admissions
 Mike Dixon, Manager, New Student Programs
 Shannon Aylesworth, Director, Accessibility Resource Center
 Sandy Humes, Assistant Director, Records and Grades
 Emily Kuhnen, Academic Catalog Coordinator
 Sarah Rothmann-Mandl, Classroom Assignments
 Christine Wolf, Center for International Education