

## Fall 2023 End of Semester Policies and Resources for Instructors

### Academic Policies

#### Final Exam Schedule

[SAAP 1-9](#) and the [Final Exam Schedule](#) provide the pre-determined time of each final and policy related to changing the final exam time.

#### Teaching Evaluation Procedures

[SAAP 1-14](#) = teaching evaluation policies.

The department/instructional unit determines the format of its course evaluations, so consult your department chairperson with questions.

#### FERPA

Student privacy federal regulation! See the [FERPA for Faculty and Staff webpage](#) to understand *requirements*, and complete the [on-line FERPA training and quiz](#).

#### Posting of Student Grades

Posting a list of students' names and grades violates FERPA. *Social security numbers or student ID numbers, whole or in part, may not be used to identify any course or assignment grades.* You may post grades using procedures to ensure student anonymity, such as a unique identifier known only to the student and instructor, BUT do not order the list alphabetically.

#### Grading and Grade Records

[Faculty Document No. 1927](#) = grading policies.

[SAAP 1-13](#) = the Incomplete Policy – follow it!

And [Information on grading functionality within PAWS](#).

### Faculty Resources and Support

#### Dean of Students

Offers consulting, training, and [assistance to faculty and staff](#) on student-related issues, including [Support U workshops](#). To consult with the Dean of Students Office, use the [incident reporting form](#) or [dos@uwm.edu](mailto:dos@uwm.edu) or 414-229-4632.

The [Mental Health at UWM website](#) contains general information for students, faculty, and staff, including links to UWM, Milwaukee, and national resources.

The [Campus Cares](#) website includes support and resources for faculty and staff, and information on the UWM culture of care.

#### Academic Misconduct

Review UWM's [student academic misconduct procedures](#). Contact the Dean of Students Office ([dos@uwm.edu](mailto:dos@uwm.edu) or 414-229-4632) with related concerns or questions.

#### UWM Police Department

For emergencies or immediate assistance, 414-229-9911 or 9-911 from a campus phone. Download the [RAVE Guardian Mobile App](#) to your smartphone to connect directly with University Police through texting, confidential tips, location sharing, emergency button, and other campus resources.

#### More Academic Affairs Resources & Policies:

See the [main page for faculty/staff](#) and/or [policy page](#).

### The Incomplete Policy!

In order to earn an Incomplete, the student must have completed nearly all of a course's requirements until near the end of the term, when, because of "unusual and substantiated cause," they are unable to finish. After that point, undergraduates have until the end of the next 16-week semester to complete the work before their grade automatically converts to an F. Graduate students have a calendar year before their grade becomes a Permanent Incomplete. Since fall 2019, we have had an average of 266 incomplete grades lapse into Fs or PIs. Please use incompletes judiciously and in consultation with the student. In cases where students have not completed the vast majority of a course, they are often better served by repeating the course.

## Student Success Policies and Resources – End of Semester

**Course Materials.** Increase accessibility to course materials. Providing multiple ways to access class materials and reduce textbook costs leads to improved student success.

**Course Reserve.** Please consider putting a copy of your textbook and other course materials on Course Reserve. See the [UWM Libraries Reserve Services](#) website for more information.

**Accommodations for Students with Disabilities, and Universal Design.** In the pursuit of equal access and in compliance with federal and state laws, UWM and *instructors are required* to provide accommodations to students with documented disabilities. The Accessibility Resource Center ([ARC](#)) offers faculty and staff support and education for working with students who have disabilities by sharing important resources and links on their [Faculty/Staff webpage](#), including specifics on how and where to submit requests for [Media Captioning](#).

*Note:* If a student requests an accommodation and their Accommodation Plan isn't in your [PROFconnect](#) portal, please ask the student to reach out to [ARC](#).

### Support U – Dean of Students

Any student in need or facing barriers to their education is 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. [The Support U website](#) contains all support resources available to students.

### Coping with Stress or Mental Health Challenges

A majority of college students who dropped out during the past year cited mental health as their main challenge. Instructors are often a primary point of contact for students. *Please* be observant about students' stress levels or personal crises, and compassionately refer students to resources:

[Student Health and Wellness Center](#) (414-229-7429).

[Medical Services](#) and [Counseling Services](#) including individual and group counseling, "Let's Talk," brief informal virtual confidential consultations with counselors, and [Expanded Counseling Services](#) such as after hours and teletherapy.

When concerned about a student's mental health, call Counseling Services (414-229-7429). Visit the [Responding to Students in Distress \(Red Folder\) website](#) for information about recognizing, responding effectively, and referring distressed students.

[Health Promotion and Advocacy](#) (including [YOU@UWM](#) – a digital resource for students in proactive emotional self-care and connection with campus resources) provides many proactive health promotion programs and services.

Contact Lori Bokowy at [labokowy@uwm.edu](mailto:labokowy@uwm.edu) about class and department presentations on stress management, self-care, and campus resources.

**Religious Observances and Students Called to Military Service.** Follow [UWM Faculty Document 1918 on religious accommodation](#) as *required* (see the [2023](#) and [2024](#) religious holiday calendars), and UWM Policy on [Students Called to Active Duty](#).

## Sexual Harassment/Sexual Violence

*Title IX:* Familiarize yourself with *critical* [UWM and UWS Title IX related policies](#), [Title IX resources and reporting options](#), UWM employee [reporting obligations](#) online or contact the Title IX Office ([titleix@uwm.edu](mailto:titleix@uwm.edu), 414-229-7012).

The *SHAW Victim Advocacy Coordinator* (victim [advocacy@uwm.edu](mailto:advocacy@uwm.edu) or 414-229-4582) is a confidential resource for survivors of sexual harassment or violence, will provide support and resources, and does *NOT* report to Title IX.