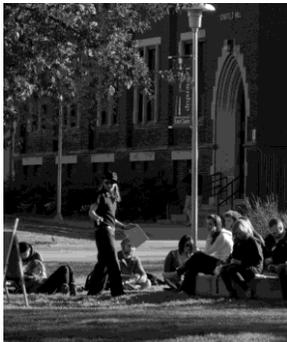


# Policies and Procedures Relating to Classroom Instruction

*A Guide for Faculty and Instructional Academic Staff*



The Power of

**AND**

Fall  
2022

University of Wisconsin-Eau Claire

Office of Academic Affairs

Information in this document is taken from the university catalogs (<https://www.uwec.edu/blugold-central/catalogs/>) the *Faculty and Academic Staff Rules and Procedures* ([www.uwec.edu/AcadAff/upload/FASRP.pdf](http://www.uwec.edu/AcadAff/upload/FASRP.pdf)), and the Dean of Student policies webpage ([www.uwec.edu/DOS/policies/index.htm](http://www.uwec.edu/DOS/policies/index.htm)).

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## Summary Calendar Full-Semester Courses

- First day of classes**
  - Review class roster on CampS
  - During first class period
    - Hand out syllabus containing outline of course, absence policy, drop/withdrawal dates
    - Make statement regarding students with disabilities
  
- End of first week of classes**
  - Last day to add full-semester class without signatures
  
- End of second week of classes**
  - Last day to drop a full-semester class with no record of enrollment
  - Complete attendance roster on CampS
  
- End of fourth week of classes**
  - Graded assignment should have been given in 100- and 200-level courses
  - Complete attendance roster on CampS
  
- Eighth week of classes**
  - Mid-semester grades reported for freshman students via CampS
  
- End of twelfth week of classes**
  - Last day to withdraw from a full-semester class or from the university
  
- 15<sup>th</sup> week**
  - Finals given (final grades submitted in CampS)
  
- Two days after last final exam**
  - Grades due in CampS

## Class Rosters

### Accessing class rosters

Class rosters are available on CampS→Self-Service→Faculty Center→My Schedule. Click on the Class Roster icon (it looks like three little people) to the left of the class. Do not click on the class link unless you wish to see the Schedule of Classes information for that section. Instructors may access rosters only for classes for which they are recorded as an instructor in the Schedule of Classes.

When viewing your roster, check the blue heading bar at the top to make sure you are seeing all of the enrolled students. There may be a second page for larger classes. Click the Change Class button to get back to your class schedule and select a different class roster.

### **Verify enrollment**

It is important for instructors to periodically check the rosters for students who are attending, but who are not officially enrolled. Blugold Central will email all faculty requesting attendance two times each semester — after the end of the first and third week of classes. At that time instructors will be asked to identify students who never attended or who stopped attending. When a student is reported as stopped attending, an approximate last day of attendance is required. Students identified as not attending will receive an email reminder to meet with the instructor or drop the class. The email notifications you receive from Blugold Central will provide full instructions and documentation of the necessary steps to report attendance.

This information is used for various purposes, including financial aid and determination of tuition owed, if the student withdraws. In addition, students who are not attending multiple classes will be contacted by their academic advisor.

### **Information on the class roster**

In addition to the name of the student, the following information is contained on a class roster:

1. The student photo, select the photo icon.
2. The student emplID number. This is an internal identification number automatically assigned by CampS when a person is added. It is different than students' Blugold (campus ID) numbers. Wisconsin state law restricts the use of Social Security Numbers for student identification.
3. A Notify box allows you to send an email to all students or a subset of your class.
4. Grade basis.
5. Units (credits) may vary for variable-credit classes.
6. Program and Plan, which represents the student's college career and major.
7. Level or classification, based on earned credits for undergraduate students.

**NOTE:** The class roster does not display a repeat indicator for students who are retaking the course.

## **Information to be Provided to Students at the Start of the Semester**

### **Prerequisites and enrollment restrictions**

While CampS checks for prerequisites during the registration process, instructors should still announce the following:

1. Classifications restrictions: because the registration program does not stop freshmen from enrolling in 300-level courses, instructors who wish to exclude freshmen should check their class lists.
2. Recommended prerequisites.
3. Skills, such as levels of computer literacy, which students should have.

### **Overview of Course (Syllabus)**

Each instructor must provide students with a written general chronological outline of topics for a course, the approximate timetable for major projects, and the instructor's method for evaluation of student achievement.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, p. 133).*

### **Students requiring special accommodations**

While it is a student with disabilities responsibility to request an accommodation, an instructor can make students feel more comfortable by inviting any student who feels that she or he may need accommodations due to a disability to make an appointment to see the instructor during office hours. (See section on Accommodating Students with Disabilities.)

### Consequences for Academic Misconduct

Mentioning this on your syllabus serves as a reminder to students that academic integrity is critical in a learning community. Instructors may wish to develop their own language regarding consequences or may list <https://www.uwec.edu/dean-of-students/dos-faculty/academic-misconduct/> as a complete source of information.

### Absence policy

The instructor's absence policy must be clearly stated in the syllabus. (See section on Absence Policy and Procedures.)

*(Undergraduate Catalog >> Academic Policies and Regulations >> Registration >> Attendance/Leave)*

### Drop/withdrawal deadline

It is helpful to include on the syllabus the deadlines for dropping the course with no record of enrollment, and the withdrawal deadline. This is especially important for courses that are not full semester. Students can view deadlines by accessing the Manage Classes tile in CampS, navigating to the View My Classes section and then clicking on Enrollment Deadlines for each course.

### Final examination time and date

The final examination schedule can be found on the website. Go to <https://www.uwec.edu/blugold-central/academic-planning/final-common-exam-schedules/>. It is important that this information be included on the syllabus; or if your course has a common examination, that should be noted. Students and instructors can check their individual final examination schedule on CampS. The date that the official final exam schedule will be ready for a term can be found at <https://www.uwec.edu/blugold-central/academic-planning/academic-registration-calendars/>, and then click on the "Important Dates and Deadlines" for the term.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, p. 135).*

## Drop/Add Policy

Students may add a full-semester course without obtaining approval during the first week of classes. They may drop a full-semester course with no record of enrollment and without obtaining approval during the first two weeks of the semester. Students may use CampS to complete these drops and adds.

Students may add a full-semester course during the second week of the semester if both the instructor and the advisor approve. A Change of Registration eform can be obtained from the Blugold Central website and is required for course additions at this time. After the end of the second week, the Dean of the student's college must approve a student adding a course.

Add and drop periods are pro-rated for courses shorter than a full-semester. Students can check the deadlines for dropping and withdrawing from their classes by clicking on the Enrollment Deadlines hyperlink by the class when viewing their schedule in CampS (Manage Classes > View My Classes) .

*(Undergraduate Catalog >> Academic Policies and Regulations >> Registration >> Overview)*

## Withdrawing from a Class

A student may withdraw from a full-semester class up through the end of the 12th week of the semester. The student must complete a Change of Registration eform. The eform will go through both the instructor's and the advisor's review. The student will receive a "W" on the transcript.

**Caution:** An instructor should not encourage a student to withdraw from a class without discussing the student's entire academic situation. There may be consequences for athletic eligibility and veteran benefits if a student falls below full time. Athletes should be referred to the Office of Athletics.

**Commented [SRM1]:** Kim, do we need to address the pilot that we are currently running where this was extended to the 12th week?

**NOTE: Students may remain in the residence halls as long as they are enrolled for at least one course.**

*(Undergraduate Catalog >> Academic Policies and Regulations >> Registration >> Attendance/Leave)*

## Absence Policy and Procedures

### Clear statement of absence policy required

At the beginning of each course, the instructor must provide students in class a written copy of his/her policy specifying the role of attendance in the instructor's method for evaluation of student achievement. A copy of the statement must also be given to the instructor's immediate supervisor.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Class Attendance and Authorized Absence Policy, Instructor's Responsibility, p. 133)*

### Labor Day employment obligations

State law requires that instructors make every effort to assist students to make up academic requirements missed due to Labor Day employment obligations.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Class Attendance and Authorized Absence Policy, Authorized Absences, p. 134)*

### When a student is absent for long periods

In the event a student is absent without explanation for an extended period, usually in excess of one week, this absence is to be reported directly to the Dean of Students Office. The absentee will be contacted immediately in an effort to determine the cause(s) of the absence.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Class Attendance and Authorized Absence Policy, Instructor's Responsibility, p. 133)*

### Authorized absences

Authorized absences include:

1. participation in an approved field trip listed in the *Catalog* as a requirement for a course in which the student is enrolled; or
2. participation in an authorized extracurricular activity on the regularly approved calendar of university events (such absences are reported by the Dean to each department at least 48 hours in advance of the trip or event); or
3. Labor Day employment; or
4. active military service; or
5. accommodation of students' religious beliefs; or
6. illness, injury or emergency of such severity as to prevent the student from being able to attend class.

In the case of severe illness, injury or emergency, instructors should be kept apprised of the situation through direct communication with the student and/or via the Dean of Students Office, which will assist students and communicate with instructors as needed.

When absences are authorized, instructors are obligated to work with students to determine the best way for students to resume participation in the class without a penalty. If the absences are lengthy, the student, instructor, College Dean, and Dean of Students Office should work together to determine if it will be possible for the student to successfully complete the course.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Class Attendance and Authorized Absence Policy, Authorized Absences, p. 134)*

### Role of Student Health Services

Excuses will not be issued by Student Health Services for course related activities. Specifically, the SHS will not provide medical excuses for missed classes, missed examinations, or the late completion

of assignments. Faculty and students should together resolve the dilemmas resulting from an illness or injury based on the student's own explanation of the problem.

In some situations, clinicians at the SHS will give students specific advice impacting their ability to attend class or complete assignments. At the clinician's discretion, written advice may be given. Students may wish to share this advice with instructors, but they are not required to do so.

SHS personnel will routinely inform the Dean of Students Office on the student's behalf if an absence is expected to be longer than three days. That office will then inform the student's instructors.

Requests for illness verification may arise in certain specific situations. These requests will likely be granted if deemed to be in the student's best interest. There are some situations in which verification from Student Health Services will be provided, they are listed below.

Situations where verification is appropriate:

1. health reason for termination of a housing contract;
2. disability requiring handicap parking permit;
3. health problem resulting in cancellation of an airline reservation or other reservation when required to obtain a refund;
4. health problem causing withdrawal from the university after usual deadlines;
5. required clearance for return to work;
6. health problem leading to a student requesting an "incomplete" in a course.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Class Attendance and Authorized Absence Policy, Medical Excuses, p. 134-5)*

### **Scheduling field trips**

The faculty of the university has affirmed that field trips be sanctioned as a feature of the instructional program. Such trips should be anticipated and included in the *Catalog* description of the related course. Requests for trips not included in the appropriate *Catalog* descriptions will be approved only upon careful evaluation.

Scheduled events where students represent the University, as in intercollegiate sports or forensic activities, are handled in the same manner as course-related trips.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Field Trips and Scheduled Events, p. 135)*

## **Policies Related to Freshmen**

### **Early testing in freshman courses**

The faculty has voted to establish a uniform policy regarding early semester tests in all freshman courses in order to encourage the development of good study habits and to familiarize students with the type of testing used in each course. The faculty action requires that examinations be given in all freshman courses at the end of the first four weeks of both semesters of the freshman year. It is interpreted to include alternative forms of evaluation in courses to which a written test might not be appropriate.

*(Undergraduate Catalog >> Academic Policies and Regulations >> Grades >> Progress and Grade Reports)*

### **Mid-Term progress reports for freshmen**

University policy states that all freshmen will be given mid-semester grades. These are submitted via CampS and are viewable by both the students and the adviser.

*(Undergraduate Catalog >> Academic Policies and Regulations >> Grades >> Progress and Grade Reports)*

## **Final Examination Policy**

Every curricular offering bearing credit and a letter grade must be concluded with a final examination unless an alternative method of evaluation is determined by the instructor.

Final examination week is part of the 34 weeks (170 scheduled days) defined in Board of Regents policy as days on which both faculty and students are required to be on campus. All classes are required to meet as shown in the official schedule for final examination week.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Final Examinations, p. 135-6)*

### **Final examination schedules**

The final examination for a full-semester class will be given during the regularly scheduled examination period at the conclusion of each semester. In current practice, one week is set aside at the close of each semester for examinations. The final examination schedule is on the website, <https://www.uwec.edu/blugold-central/academic-planning/final-common-exam-schedules/>. The date that the official final exam schedule will be ready for a term can be found at <https://www.uwec.edu/blugold-central/academic-planning/academic-registration-calendars/>, and then click on the “Important Dates and Deadlines” for the term.

In the summer session, Winterim and for short courses, examinations are usually given at the last scheduled meeting of the class.

Upon approval of the department chair and Dean of the College, instructors may offer a common examination where all sections of the same course give the same exam at the same time. Requests must be submitted to Blugold Central – Registrar Unit by the end of the fourth week of the semester.

### **Change of final examination schedule by instructor**

Administrative policy requires that any departure from the published examination schedule be approved in advance by the department chair and the Associate Dean of the College since changes initiated without proper clearance may result in conflicts between examinations or in unreasonably heavy schedules on a single day for some students. All changes must be coordinated with the Blugold Central – Registrar Unit, so that there will be no room conflicts.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Final Examinations, p. 136)*

### **Change of schedule by student request**

No student will be permitted to reschedule a final examination unless there are extraordinary circumstances over which the student has no control (e.g. hospitalization or military obligation). Verification of the circumstances must be furnished by the student. A student with three or more examinations scheduled for one day may request the change of an individual examination time. Changes are not allowed for reasons such as an already purchased plane ticket, leaving campus early, a family vacation, or conflict with employment, unless such work commitment existed prior to the publication of the examination schedule.

A request for a change in the time of an individual final examination must be approved by the instructor, the department chair and the assistant/associate dean of the college in which the course is offered. Make-up examinations must be scheduled during finals week or later and must be arranged by the student with the instructor.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Final Examinations, p. 136)*

### **Giving tests during the final week of classes**

Instructors should be sensitive to the student time constraints when scheduling tests during the week prior to final examinations.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Final Examinations, p. 135)*

# Family Educational Rights and Privacy Act

## (FERPA or Buckley Amendment)

Federal law severely restricts the types of student information that can be released to anyone outside of the university. Moreover, students can further restrict the information that is normally public — address, telephone number, etc. — from being released.

### Guidelines for faculty:

- **Giving out information about students:** Faculty and staff should refer **all questions about students**, including whether or not a student is enrolled, to the Registrar. If a student has not restricted information, Blugold Central - Registrar Unit can release the following information: name, classification, telephone numbers, addresses, e-mail name, majors and minors, college degrees, awards received, dates of attendance, full-time or part-time status, participation in officially recognized activities or sports.
- **Communicating with parents:** No one at the university may give out any information to parents or relatives about the academic progress of students, no matter how well meaning the relative may appear. However, if the person offers information (ex: “My son tells me he is failing your class. What can he do to improve?”), instructors may respond with generic information (tutoring, study guides, etc.) without giving more information about a student.
- **Communicating with others within the university:** Student academic information may be shared with any school official with a legitimate educational interest. An official has a legitimate educational interest if the official needs educational information in order to perform his or her professional responsibility.

**NOTE:** All enrollment verifications are done by **Blugold Central-Registrar Unit**. Instructors should never sign any official form indicating that a student is enrolled.

### Parent/Guest Access

Students have the ability in CampS to grant permission for a parent or guest to access specific student account information including contract information, emergency contacts, bills, financial aid, grades, holds, and to do lists. A student may revoke access to a parent/guest at any time, without notice.

## Grading System

### Letter Grades

A, A-	(A = Excellent)
B+, B, B-	(B = Very Good)
C+, C, C-	(C = Average)
D+, D, D-	(D = Passing)
F	(F = Failing)

### Other Marks

S	Satisfactory; equivalent to at least a C (credits earned, but not computed in the semester or resident GPA)
U	Unsatisfactory; equivalent to a C- or below (no credits; not computed in the semester or resident GPA)
IN	Incomplete (no grade points; not computed in the semester or resident GPA)
W	Official withdrawal
V	Audit
WW	Withdrawal from Audit
UV	Unsatisfactory Audit <sup>1</sup>
PR	Progress
XF	Unofficial withdrawal (computed as an F)
CP	Advanced Placement, Credit by Examination
NR	No report received (temporary mark for information only)
NA	Not Applicable (notation for study abroad or National Student Exchange)

<sup>1</sup> See "Auditing Courses" section on Page 10

*(Undergraduate Catalog >> Academic Policies and Regulations >> Grades >> Grading System)*

## Incomplete Policy

An incomplete (IN) is a temporary mark which may be granted when, for reasons acceptable to the instructor, a student has been unable to complete a portion of a course in the normal time period. Both the final grade, and the fact that an incomplete had been assigned and removed will permanently appear on the academic transcript.

**Procedures.** It is the student's responsibility to initiate a request for an incomplete with the instructor. If the request is approved, the instructor will indicate to the student the conditions for the removal of the incomplete, including the date for submitting all work due so that it may be evaluated before the reporting deadline. The instructor will submit the incomplete to the Registrar's Unit by entering IN for that student on their grade roster. The default lapse grade for an Incomplete that is not changed by the deadline is an F unless the instructor requests a different lapse grade via the Incomplete eform.

**Removal of Incompletes.** An incomplete is removed when the student submits all work due and the instructor reports a new grade for the course via the Incomplete eform. The deadline for the instructor to report the removal of an incomplete is the end of the tenth week of classes of the first regular semester following the granting of the incomplete, regardless of whether the student is enrolled in the University at that time.

If the incomplete has not been removed by the reporting deadline, the default grade submitted with the incomplete will be recorded as permanent unless the instructor authorizes the continuation of the incomplete. If a continued incomplete has not been removed by the reporting deadline (end of the tenth week of classes) in the next semester, it will be replaced by the default grade.

NOTE 1: The mark of IN (incomplete) is not a course grade. An excessive number of incompletes may affect both the academic standing of students (see Good Academic Standing section in the Catalog) and their eligibility for certain types of financial aid. Students with one or more Incompletes on their record are automatically excluded from Dean's Lists for all colleges.

*(Undergraduate Catalog >> Academic Policies and Regulations >> Grades >> Incompletes)*

NOTE 2: In case of illness or other emergency reported through the Associate Deans of Students, the Associate Dean of the College in which the student is enrolled may approve the granting of incompletes which will not adversely affect the student's academic standing. When such approval is given, the Dean or Associate Dean will ordinarily recommend that the student's credit load for the next semester be appropriately reduced.

## Satisfactory/Unsatisfactory (S/U) Registration

Registration for a grade of Satisfactory or Unsatisfactory, instead of the usual letter grades, permits students to venture into elective areas with less risk to GPAs; however, the potential disadvantages should be carefully weighed. Some institutions, particularly graduate and professional schools, will not accept the grade of S in transfer. Furthermore, S/U registration is restricted on many programs at UW-Eau Claire, and the responsibility for determining its acceptability rests with the student.

**Eligibility.** The option of S/U registration is open only to students with sophomore standing or above and a resident GPA of 2.00 or higher. (Exception: any student may enroll in a physical activity course on the S/U basis.)

**Procedures.** S/U registration must be designated by the student no later than the approved period for dropping courses with no record. S/U registration may not be changed to the standard grading system, or vice versa, after the approved period for dropping courses with no record. An S/U course may be dropped in accordance with University rules.

**S/U Grades.** The grade of S is equivalent to at least a C or above in the standard grading system; it denotes that the student's work was satisfactory and that credit is granted for the course. The grade of S is not computed in the student's semester and resident GPAs.

The grade of U indicates work below the level of a C in the standard grading system. No credit is granted. However, the grade of U is not computed in the student's semester and resident GPAs. When repeating a course initially taken on the S/U basis, the student must also repeat the course on the S/U grade basis. (See Repeating UW-Eau Claire Courses section in the Catalog)

**Reporting of Grades.** Instructors will record standard letter grades for all students; the conversion to a grade of S or U will be made by the Registrar.

**Restrictions.**

1. A student may carry no more than one course on the optional S/U basis for degree credit in any term of enrollment. (Exception: any student in any term of enrollment may enroll in one or more physical activity course(s) on an S/U basis and still take one other degree credit course on an S/U basis. Certain Education field work courses also require multiple S/U enrollments. The student, however, must be otherwise eligible to take the additional degree credit course on an S/U basis.)
2. No more than one course taken on the S/U basis may be counted toward a standard major or a minor. No more than two S/U courses may be counted toward a comprehensive major. Colleges and departments may place further restrictions on major, minor, or professional programs and sequences, and dean's list criteria also vary by college.
3. No more than 12 credits of S/U courses will be counted toward the total for graduation.

(Undergraduate Catalog >> Academic Policies and Regulations >> Registration >> Overview >> Satisfactory/Unsatisfactory (S/U) Registration)

## Auditing Courses

Registering to audit a course permits a student to participate in the class without earning credit. This privilege is helpful to students who wish to review introductory work, especially after a considerable period of absence from the campus. Others choose to audit courses for reasons of personal interest and the enjoyment of learning.

Some courses may be designated by departments or Colleges as unsuitable or unavailable for auditing. In all courses open to auditors, the following conditions apply:

1. Students seeking to register for credit are given priority over auditors.
2. An auditor must pay any basic fee required for auditing under the current tuition rates and any special fees applicable to the course. Auditors who wish to have student ID privileges also pay campus (segregated) fees.
3. Audited courses are included in the student's credit load for the term when determining overloads. If auditing a class results in an overload (e.g., more than 18 semester credit hours for undergraduates) students need approval of the Associate Dean of the appropriate College.
4. Audited courses are not included in the student's credit load for the term when determining full- or part-time status. (See Classification of Students section in the Catalog)
5. Initial registration to audit a course is not included in the total semester registration for the purposes of determining satisfactory academic progress. (See Academic Standing and Progress section in the Catalog)
6. Enrollment on an audit basis may not be changed to a credit basis, or vice versa, after the approved period for adding classes.
7. The auditor must consult the instructor of the course to determine the conditions for a successful audit. Some courses cannot profitably be audited without participation in class activities; the instructor must indicate how much and what kind of participation is required.
8. Upon successful completion of an audit, the mark of V will be entered on the student's record. Failure to meet the instructor's conditions will be recorded as UV; withdrawal from the course will be recorded as WV. These marks are not course grades and are not computed in GPAs.
9. Students who are auditors-only and who do not pay campus (segregated) fees have access limited to the library, computing services, and the nonsegregated fee-funded activities of the student union. No additional fee is charged for such access.
10. Students are not eligible for financial aid for audited courses.

**Auditors over age 60 and SSI/SSDI auditors.** Residents of Wisconsin who are 60 years of age and older or who meet certain disability requirements may audit courses on a space-available basis at no charge for tuition. Other fees, however, will be assessed. Persons 60 years of age and older as of the first day of classes must show proof of birth date. Persons with disabilities must provide a copy of documents proving eligibility for benefits under the federal Supplemental Security Income (SSI) program or the federal Social Security Disability Insurance (SSDI) program.

(Undergraduate Catalog >> Academic Policies and Regulations >> Registration >> Overview >> Auditing Courses)

**NOTE:** University policy forbids anyone from unofficially auditing a class. Instructors should not let anyone sit in on a class without being officially enrolled. Similarly, students should not unofficially change sections of courses.

## Reporting Final Grades

Final grades are submitted via CampS→Self-Service→Faculty Center.

- **Warning about late filing of grades:** There can be serious consequences for students if grades are not reported on time. Academic standing is determined for all students one day after the deadline for reporting grades. Thus, a student could be suspended inappropriately because an instructor did not report a grade on time, or a student could find out belatedly that he/she was suspended legitimately and have less time to appeal. In addition, students who are graduating often need immediate verification for employment or other purposes.

### Change of grade procedure

When an instructor determines that an incorrect grade has been given, a change of grade eform must be filed with the Blugold Central - Registrar Unit. The department chair and a Dean of the College in which the course is offered must approve the eform if the term grading deadline has already passed. (See Student Grievance Procedures below.)

One full year after the end of a session is the deadline for any change of grade.

(*Faculty and Academic Staff Rules and Procedures* Article 6, Section B, Grading System: Change of Grade, p. 136)

### Posting of grades

The posting of student grades appears to be permissible under the Family Educational Rights and Privacy Act, provided that the information about an individual grade is accessible only to the individual student. Grades should not be identified by name but may be identified by a specifically assigned examination number. **Neither students' social security numbers nor their student ID numbers may be used.**

## Accommodating Students with Disabilities

Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), the University of Wisconsin has a legal responsibility to accommodate and provide access to students with disabilities. The Board of Regents of the University of Wisconsin System has recognized the mandates of the Rehabilitation Act and the ADA by adopting the *System Policy and Guidelines Applying to Nondiscrimination on the Basis of Disability*. Directly reflecting the requirements of federal law, the revised policy states the following: It is the policy of the University of Wisconsin System that no otherwise qualified individual is denied access to or participation in any program or activity offered by the University because of a disability. Individuals with disabilities have a right to request accommodations, and individuals will receive appropriate accommodations they need to fully participate in or benefit from the University's programs, services and activities in a nondiscriminatory, integrated setting.

UW-Eau Claire maintains an Office of Services for Students with Disabilities as a resource for students, faculty and staff. Students may document a disability and request auxiliary aids from this office; faculty and staff should use it as a source of expertise and assistance.

Providing written documentation of disability and requesting an accommodation is the responsibility of the student. Neither the University nor instructional staff has the responsibility to provide any accommodation that is not requested. Nonetheless, it is important for an instructor to make known his/her willingness to provide reasonable accommodations. A general statement such as the following is recommended on syllabi: Any student who has a disability and is in need of classroom accommodations, please contact the instructor and the Services for Students with Disabilities Office.

Classroom accommodations and academic access can include the following:

- Note takers

- Exam accommodations
- Sign language interpreters
- Enlarged and taped materials
- Taped classroom lectures
- Classroom access and seating
- Construction and use of accessible web-based materials
- Lab assistance
- Early availability of syllabus and course materials to be taped
- Special accommodations for field trips

For additional information consult the University of Wisconsin-Eau Claire's *Faculty/Staff Resource Manual for Providing Accommodations/Services for Students with Disabilities*, or contact Services for Students with Disabilities, Centennial Hall 2106, 836-5800, [www.uwec.edu/SSD/index.htm](http://www.uwec.edu/SSD/index.htm).

### **Recording Lectures**

Board of Regents indicates: Prohibitions of tape recorders in the classrooms may not be imposed upon qualified handicapped students who must utilize tape recorders because of the nature of their handicaps to effectively participate in a class provided such students have signed agreements that they will not release the tape recording or transcription to others. Notwithstanding the above a teacher may, on certain occasions, for reasons concerning pedagogical practice or academic freedom, interdict the taking of notes. At such times, he/she may also forbid the use of tape recorders.

## **Accommodating Students' Religious Beliefs**

UWS Chapter 22 calls for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The law requires written and timely notification to students and instructors of the rules and complaint process; provides that a student can conveniently and confidentially notify an instructor of potential conflicts; permits a student to make up an examination or academic requirement at another time or by an alternate means without prejudicial effect (provided the student notifies the instructor within the first three weeks of classes or the first full week of summer session); and a procedure for handling and resolving complaints. To address the requirements of the law, the following procedures shall be in effect:

1. The claim of a religious conflict shall be accepted at face value. To be granted an alternative means of meeting an academic requirement, students must notify their instructors within the first three weeks of class (first week of summer session or short course) of specific days or dates on which they will request relief from an academic requirement because of a sincerely held religious belief.
2. Any student with a scheduling conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement.
3. Instructors may schedule alternate non-conflicting requirements before or after the regularly scheduled examination or other academic requirement.
4. Students or instructors who have disagreements about the application of the law should seek an informal resolution through the Dean of Students Office.

Should the informal resolution fail, complaints of failure to provide reasonable accommodation of a student's religious beliefs may be filed under procedures adopted pursuant to Chapters UWS 6 & 13.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Accommodation of Students' Religious Beliefs, p. 136-7)*

## Student Academic Grievance Procedures

Students have the right to file academic grievances under provisions established by the University Senate (4/79) and approved by the Chancellor.

An academic grievance is defined as an allegation by a student of substantial and unjustified deviation, to the student's detriment, from any of the following: 1) officially announced or published policies, procedures, and/or requirements regarding admission into programs, or individual classes; 2) officially published grading policies of the University; 3) the instructor's requirements for a course as announced to the class at the beginning of the semester; 4) the instructor's own grading policies as announced to the class or as demonstrably applied to other students in that same class.

*(Faculty and Academic Staff Rules and Procedures Article 6, Section B, Student Academic Grievance Procedures, p. 137)*

### Summary of steps in filing grievance

1. Student seeks resolution through informal discussion with the respondent (i.e. instructor) before filing a formal grievance.
2. Student writes a letter to the respondent and the department.
3. Respondent meets with student to try to resolve the issue.
4. If resolution is not reached, student meets with the department chair.
5. If resolution is not reached, student meets with dean.
6. If resolution is not reached, student files a grievance with the Dean of Students Office.

**NOTE: The full text of the Student Academic Grievance Procedures is available from the Dean of Students Office and on their website at <https://www.uwec.edu/kb/article/policies-student-academic-grievance/>**

## Academic Misconduct on the Part of Students

UWS 14 prescribes procedures for investigating and remediating cases of academic dishonesty on the part of students. A summary of the procedural steps follow:

Procedural steps in cases of academic misconduct (UWS Chapter 14)

1. Instructor observes or receives report of alleged academic misconduct by student enrolled in his/her course.
2. The instructor promptly offers to discuss the matter with the student. This offer may be oral or written. The purpose of the discussion is to permit the instructor to review with the student the basis for his/her belief that the student engaged in academic misconduct and to afford the student an opportunity to respond.
3. Following discussion with the student, if the instructor determines that academic misconduct did occur, the instructor determines what type of sanction should be imposed. No matter what type of sanction is determined, the student must be informed of the right to a hearing before the Academic Misconduct Hearing Committee.

Sanctions that can be imposed at the discretion of the instructor:

1. An oral reprimand
2. A written reprimand presented only to the student
3. An assignment to repeat the work, to be graded on its merits

Sanctions that can be imposed only after written notification of the student (see below):

1. Lowered grade in the course
2. Failed grade in the course
3. Removal from the course in progress
4. Written reprimand to be included in student's disciplinary file

**NOTE: In a particularly aggravated case of academic dishonesty where the instructor believes a penalty of**

**probation or suspension should be imposed, the instructor should contact the Dean of Students Office for help.**

Written notification must include: 1) a description of the misconduct; 2) a citation or specification of the disciplinary sanctions imposed; 3) notice of the student's right to request a hearing before the Academic Misconduct Hearing Committee; and 4) referral to a full copy of the UWS Chapter 14 as implemented at UW-Eau Claire, <https://www.uwec.edu/kb/article/blugold-student-conduct-code/> . A copy of the report must be provided to the Department Chair and to the Dean of Students Office.

If a student does not request a hearing within ten days, the disciplinary sanction will be imposed. If the student does request a hearing, the investigating officer will follow procedures set down in the Student Services and Standards Handbook.

Reports of academic misconduct by a student not enrolled in the course in which the conduct occurred (i.e. taking an exam for another student or stealing an exam) are referred directly to the Dean of Students Office.

Sample letters, syllabus language, and detailed description of the misconduct process can be found on the web: <https://www.uwec.edu/dean-of-students/dos-faculty/academic-misconduct/> .

*Faculty or academic staff members using these procedures should request information and assistance from the Dean of Students Office (36-2325).*

## APPENDIX A: Phone Numbers Related to Classroom Teaching

ISSUE	OFFICE	PHONE
<b>Academic misconduct</b>	Dean of Students Office	836-5626
<b>Books</b>		
Ordering textbooks	Bookstore	836-2171
Putting on reserve	Library, Center for Reserve and Instructional Media	836-5358
<b>Classroom media equipment</b>	Learning and Technology Services Help Desk	836-5711
Help using, repairs and classroom emergency support		
<b>Computer, faculty offices</b>	Learning and Technology Services Help Desk	836-5711
<b>Disabilities, students with</b>	Services for Students with Disabilities	836-5800
<b>Field trips, permission for</b>	Dean of your College	
<b>Grades:</b>		
Final submission	Blugold Central – Registrar’s Unit	836-3887
Grade submission, incompletes	Blugold Central – Registrar’s Unit	836-3887
Mid semester grade reports	Blugold Central – Registrar’s Unit	836-3887
<b>Privacy Act (FERPA), questions regarding</b>	Registrar	836-4325
<b>Academic Room Scheduling</b>	Registrar, Scheduling Services <a href="https://www.uwec.edu/blugold-central/faculty-services/reserving-academic-classroom/">https://www.uwec.edu/blugold-central/faculty-services/reserving-academic-classroom/</a>	836-3736
<b>Test Scoring</b>	Learning and Technology Services Help Desk	836-5711
<b>Tutoring, students needing</b>	Academic Skills Center	836-2200

# APPENDIX B: Registrar's Guide to Student Referrals

COLLEGES College of Arts and Sciences College of Business College of Education and Human Sciences College of Nursing and Health Sciences	Refer to						
	Assoc/Asst Dean of Student's College	Assoc/Asst Dean of College Offering Course	Department	Dean of Students Office	Instructor	Advising, Retention and Career Center	Blugold Central
<b>Question Regarding</b>							
Course Restrictions, due to need for Admission to College (Bus, Ed, Nursing)		X					
Credit Overload	X						
Enrollment Verification							X
Grade Changes					X		
Graduate Student changing from grad to undergrad credit							X
Incompletes (student should contact Dean of Students if unable to come to campus to initiate paperwork)				X	X		
Independent/Directed Study			X				
Late Registration							X
Late Changes to Registration	Start in Blugold Central See Appendix C: Signatures Required						
Major/Minor Change			X			X	
Name Changes							X
Personal Advising Code (PAC) - Student's Adviser or Advising Center			X			X	
Petitions/Waivers	X					X	
Prerequisites, restrictions, class size overrides *Dept. ADA updates on computer (Restrictions include preassignments/clearances; min/max classification; min GPA; required major/minor programs; lecture mismatches; co-requisites; S/U audit not allowed; time conflicts)			X				
Program Change Forms for Grad Students	X						
Reciprocity Questions							X
Remedial (ENGL, MATH) Registration Holds	X						
Repeat Exception	X						
Restriction of Student Information							X
Suspension Appeal	X						
Transfer Work Needing UWEC Equivalency *Chair of Department Course Is In			X				
Transfer work special course characteristics (including cultural diversity; foreign language/foreign culture; wellness designation; service learning)		X					
Undergrads Requesting Permission to Enroll in Graduate-level Coursework							X
Withdrawal from Course with "W"							X
Withdrawals from University	Start in Advising, Retention and Career Center						

## APPENDIX C: Signatures Required for Registration Changes after the First Week of Classes

NOTE: These apply to full semester courses; deadlines for shorter courses are prorated.

<i>Based on full-term courses</i>	Advisor	Instructor(s)	Department Chair	Academic Associate Dean (college of student's major)	Advising, Retention and Career Center
Time Conflict		<b>both</b>			
Add (after first 5 days)	<b>X</b>	<b>X</b>			
Add (after first 10 days)	<b>X</b>	<b>X</b>		<b>X</b>	
Section Changes		<b>both</b>			
Section Changes (after first 4 weeks)		<b>both</b>		<b>X</b>	
Credit Changes		<b>X</b>			
Credit to Audit		<b>X</b>			
Credit to S/U (after first 10 days)		<b>X</b>		<b>X</b>	
Withdraw from Course (weeks 3-11)	<b>X</b>	<b>X</b>			
Withdraw from Course (after week 11)	<b>X</b>	<b>X</b>		<b>X</b>	
Withdraw from University (after first 10 days)				<b>if required</b>	<b>X</b>
Change to higher level	<b>X</b>	<b>both</b>			
Change to higher level (after the second week of classes)	<b>X</b>	<b>both</b>		<b>X</b>	
Change to lower level	<b>X</b>	<b>both</b>			
Change to lower level (after the fourth week of classes)	<b>X</b>	<b>both</b>		<b>X</b>	
Petitions	<b>X</b>		<b>X</b>	<b>X</b>	
Second Degree Plans	<b>X</b>		<b>X</b>	<b>X</b>	
Topical Minor	<b>X</b>		<b>X</b>	<b>X</b>	

NOTE: Associate dean's signature supersedes advisor, instructor and department chair signatures.