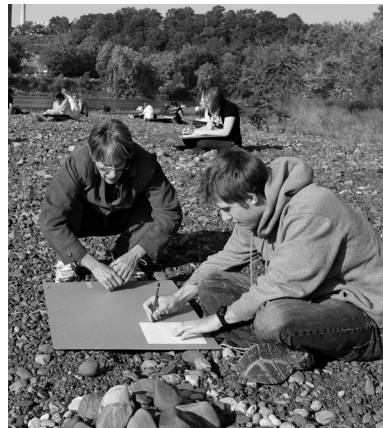


# Policies and Procedures Relating to Classroom Instruction

*A Guide for Faculty and Instructional Academic Staff*



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Office of Academic Affairs



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# Summary Calendar

<b>First day of classes</b>	■ Review class roster on MyBlugold CampS ■ During first class period <ul style="list-style-type: none"><li>• Hand out syllabus containing outline of course, absence policy, drop/withdrawal dates</li><li>• Make statement regarding students with disabilities</li></ul>
<b>End of first week of classes</b>	■ Last day to add full-semester class without signatures
<b>End of second week of classes</b>	■ Last day to drop a class with no record of enrollment.
<b>End of fourth week of classes</b>	■ Graded assignment should have been given in 100- and 200-level courses
<b>Ninth week of classes</b>	■ Mid-semester grade reports reported to freshman students via MyBlugold CampS
<b>End of Tenth week of classes</b>	■ Last day to withdraw from a class or from the university
<b>16th week</b>	■ Finals given (final grade report, web system available)
<b>Two days after last final exam</b>	■ Grades due in Records and Registration Office

**Note:** All quoted material in this document is from Chapter Seven of the Faculty and Academic Staff Handbook, unless otherwise noted. The Handbook is available on the Web at <http://www.uwec.edu/acadaff/policies/handbook/>.

# Class Rosters

## Accessing class rosters

Class rosters are available on MyBlugold 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. Send them to the Records and Registration Office for instructions. Mass e-mail reminders will be sent to all students informing them of the deadlines and procedures for officially dropping classes. For students who stop attending class, but who do not officially withdraw, you should be prepared to record a last date of attendance at the end of the semester when submitting grades.

## 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 emplID number. This is an internal identification number automatically assigned by the software when a person is added to the data base. It is different than students’ Blugold or campus ID numbers. Wisconsin state law restricts the use of Social Security Numbers for student identification.
  2. A Notify box allows you to send an email to all students or a subset of your class.
  3. Grade basis.
  4. Units (credits) may vary for variable-credit classes.
  5. Program and Plan, which represents the student’s college and major.
  6. Level or classification, based on earned credits for undergraduate students.
- NOTE: the new software does not allow for display of 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 the computer registration system checks for prerequisites for admitted undergraduates, 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 is urged to provide classes in writing a 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 Senate 11/80*)

## Students requiring special accommodations

While it is a disabled student’s 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 [www.edu/dos/chap14.htm](http://www.uwec.edu/dos/chap14.htm) 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.”)

## 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 “My Class Schedule” on MyBlugold CampS. Deadlines for specific short courses can be found on the web: [www.uwec.edu/Registrar/calendar/index.htm](http://www.uwec.edu/Registrar/calendar/index.htm). click on the term listed under “Term Session Tables.

## Final examination time and date

The final examination schedule can be found on the Records and Registration Website. Go to [www.uwec.edu/](http://www.uwec.edu/)

registrar, click on “Faculty Services” and then “Final 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. After the fifth week, once common examination times have been set, students and instructors can check their individual final examination schedule on “MyBlugold CampS.”

## Setting expectations about Civility

The Campus Civility Team suggests that each faculty member talk with their classes about expectations regarding student behavior. Their web-site (Excellence through Civility” — <http://www.uwec.edu/civility/index.htm>) contains many helpful resources, including this suggested language for the syllabus. “As members of this class, we are members of a larger learning community where excellence is achieved through civility. Our actions affect everyone in our community. Courtesy is reciprocated and extends beyond our local setting, whether in future jobs, classes, or communities. Civility is not learned individually, it is practiced as a community.”

In addition, based on a survey of students, they suggest that you consider discussing your expectations regarding the following topics: holding civil debates on controversial topics; cell phone use in class; ipod or computer use in class; eating or drinking in class; wearing hats; sleeping in class; the preferred way to address you in person and in email; the preferred method for contacting you outside of class; arriving late to class or leaving early.

## 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 MyBlugold 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 adviser agree to it. A “Change of Registration” form obtained from the Records and Registration Office, S-128, 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.

Students may add short courses starting later in the semester on MyBlugold CampS through the second day of class.

**Drop periods are pro-rated for courses shorter than 16 weeks. Students can check the deadlines for dropping and withdrawing from their classes on MyBlugold CampS Self-Service by clicking on the “Deadlines” icon for each course listed on their “My Class Schedule” link.**

# Withdrawing from a Class

A student may withdraw from a full-semester class up through the end of the 10th week of the semester. The student must obtain a “Change of Registration” form from the Records and Registration Office and get both the instructor’s and the adviser’s signatures. 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 insurance if a student falls below full time. Athletes should be referred to the department of athletics. (**Note:** Students may remain in the residence halls as long as they are enrolled for at least one course.)

## 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 Senate, 4/86*)

### 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.

### 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.

### Authorized absences

The determination of what constitutes an authorized absence involves a joint effort between the offices of the College Dean and the Dean of Students Office. Authorized absences include:

1. participation in an approved field trip listed in the *Catalogue* 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

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.

### Protocol for Authorized Absences

#### Role of the Dean of Students Office

For all absences, the student is responsible for contacting professors individually or through the professors’ departments. If a student will be absent for illness, medical reasons, or exceptional personal reasons for three (3) or more consecutive class days, the Dean of Students Office may be asked to notify professors regarding the student’s absences. Students will be required to provide verifiable documentation regarding the reason for the absences to the Dean of Students Office. Through notification may be provided by the Dean of Students Office, arrangements for make-up work, make-up exams, or possible assignment adjustments are the responsibility of the students.

It is not the practice of the Dean of Students Office to document short-term illness, medical reasons, or personal reasons that have caused a student to miss class for less than three days. If the student is absent fewer than three days, it is his/her responsibility to contact his/her instructors personally, or leave a message with the department program associate. The dean of Students Office will notify instructors when the student is absent for fewer than three days if the reasons for the absence is exceptional family or personal emergency or a death in the family.

#### 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 call 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 the office of 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.

#### **Scheduling field trips**

"The faculty of the university has affirmed that field trips shall be sanctioned as a feature of the instructional program. Such trips should be anticipated and included in the *Catalogue* description of the related course. Requests for trips not included in the appropriate *Catalogue* descriptions will be approved only upon careful evaluation and subject to the following procedure: At least 72 hours in advance of the trip or event, the instructor shall file with the Dean of the College one copy of the official form entitled 'Field Trip or Scheduled Off-Campus Activity.' This copy must be signed by the department chair. If approved by the Dean, a duplicated copy will be distributed to each member of the faculty at least 48 hours prior to the trip or event."

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

## **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. (*General Faculty 2/52*)

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

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

## **Final Examination Policy**

"Every curricular offering bearing credit and a letter grade shall be concluded with a final examination unless an alternative method of evaluation is determined by the instructor." (*Faculty Senate 4/70*).

"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."

### **Final examination schedules**

"The final examination for a course 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 Records and Registration Office web site. After the fifth week, students and instructors may also check their individual final examination schedule on MyBlugold CampS.

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 or Associate Dean of the College, instructors may offer a "common examination" where all section of the same course give the same exam at the same time. Requests must be submitted to the Records and Registration Office 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 Dean of the College because 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 through the Records and Registration Office (S-128), so that there will be no room conflicts."

### **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 Senate, 1/03)

### Giving tests during the final week of classes

“Faculty should be sensitive to the student time constraints when scheduling tests during the week prior to final examinations.” (*Faculty Senate 5/83*).

## 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 Records and Registration Office. If a student has not restricted information, that office can release the following information: name, classification, telephone numbers, addresses, e-mail name, birth date, 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 the Records and Registration Office. Instructors should never sign any official form indicating that a student is enrolled.

## Grading Policy

### UW-Eau Claire grading system

A, A-  
B+, B, B-  
C+, C, C-  
D+, D, D-  
F

### Other potential grades

**CP** (credit by examination)  
**FI** (Transferred grade, calculates as an F until student submits a new grade)  
**I** (Incomplete — see below)  
**NA** (used as a place holder for Study Abroad coursework; has no GPA value)  
**NR** (no report received — used rarely when a grade is not turned in)  
**PR** (progress): used primarily for student teaching and some graduate courses  
**UV** (unsatisfactory audit)  
**S or U** (Satisfactory/unsatisfactory — see below)  
**V** (audit)  
**W** (withdrawal)  
**WV** (withdrawal audit)  
**XF** (unofficial withdrawal: this grade should be used when a student stops attending class entirely but does not officially withdraw; it is computed in the grade-point average as an “F” — a last date of attendance is required)

## Incomplete Policy

“An incomplete 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.” (See Page 33 of the UW-Eau Claire *Catalogue*.)

### Procedures

It is the student’s responsibility to initiate a request for an INC with instructor. If the request is approved, the instructor will indicate the conditions for the removal of the incomplete, including the date for submitting all work due. The instructor also will submit a default grade to be recorded as the permanent grade for the course in case the incomplete is not removed. If a default grade is not submitted by the faculty member the default grade will be an F. A computer-generated form will be emailed to instructors for any incomplete grade assigned. The form/s can serve as a reminder of outstanding incompletes.

### Emergency incompletes

When a student is prevented by illness or other emergency from completing a course, the instructor may wish to grant an incomplete. Verification of the emergency may be obtained from the Dean of Students Office. **Instructors**

assigning incompletes which were not initiated by students should make every effort to contact the student to discuss the grade and its terms of removal.

### Removal of incompletes

The deadline for an instructor to report the removal of an incomplete for an undergraduate is the end of the 10th 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 the time. If the instructor does not submit a grade by that deadline, the default grade submitted on the incomplete form will become permanent.

An extension until the 10th week of the following semester may be granted. If the incomplete is not removed by this time, the default grade will be permanent.

**NOTE:** A student's transcript will show the mark of IN until the final grade is posted with an Incomplete Removed date noted.

## S/U Policy

Undergraduate students with sophomore standing or above and a resident GPA of 2.0 or above may take courses on an S/U basis. S/U registration must be designated no later than the end of the period allowed for dropping with no record of enrollment.

The grade of S is equivalent to a grade of C or higher. A C- or lower constitutes a U; the student receives no credit for the course.

An instructor will not be notified that a student is taking a course S/U. The instructor submits a standard grade that will be converted by the Office of the Registrar. For courses designated by the department as S/U only, the instructor must submit an S or a U grade.

## Auditors

Students who are auditing a course must consult with the instructor 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.

**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.

**Exception:** University faculty and staff may be given "visitor" privileges to attend a class without officially enrolling. Faculty/staff visitor forms are available in the Records and Registration Office.

## Reporting Final Grades

Final grades are submitted via MyBlugold CampS→Self-Service→Faculty Center. You can access grading deadlines and other information on the Records and Registration Office web site under Faculty Services. See Appendix A for phone numbers.

■ **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 filing 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 form must be filed with the Records and Registration Office. The department chair and a Dean of the College in which the course is offered must sign the form. (See Student Grievance Procedures below.)

One full year after the end of a session is the deadline for any change of grade. (*Faculty Senate, 10/84*)

### 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 student 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, Old Library 2136, 836-4542.

### Recording Lectures

Board of Regents indicates that "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 (*University Senate, 3/94*).

## 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."

### 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 web site at <http://www.uwec.edu/dos/student/grievances.htm>.

## 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 or failed grade on the particular assignment or test
2. Lowered grade in the course
3. Failed grade in the course.
4. Removal from the course in progress
5. 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, [www.uwec.edu/dos/codes/chap14.htm](http://www.uwec.edu/dos/codes/chap14.htm). 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.

Please refer to <http://www.uwec.edu/dos/codes/chap14.htm> for sample letters, syllabus language, and detailed description of the misconduct process.

*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 NO.
<b>Academic misconduct</b>	Dean of Students Office	836-2325
<b>Books</b>		
Ordering textbooks	Bookstore	836-2171
Putting on reserve	Library, Center for Reserve and Instructional Media	836-5047
<b>Classroom media equipment</b>	Learning and Technology Services	836-2651
Help using, repairs and classroom emergency support		
<b>Class lists, questions regarding</b>	Records and Registration Office	836-2425
<b>Computer, faculty offices</b>	Learning and Technology Services (LTS)	836-5711
<b>Disabilities, students with</b>	Services for Students with Disabilities	836-4542
<b>Field trips, permission for</b>	Dean of your College	
<b>Grades:</b>		
Final submission	Barb Thom, Records and Registration Office, Records	836-3837
Grade submission, incompletes	Barb Thom, Records and Registration Office, Records	836-3837
Mid semester grade reports	Academic Advising, Debbie Gough	836-3487
<b>Privacy Act (FERPA), questions regarding</b>	Records and Registration Office, Registrar, Jim Barrett	836-3887
<b>Room scheduling</b>	Records and Registration Office, Scheduling <a href="http://www.uwec.edu/registrar/faculty/rmreqinfo.htm">http://www.uwec.edu/registrar/faculty/rmreqinfo.htm</a>	836-3887
<b>Student absences-excessive</b>	Dean of Students Office	836-2325
<b>Test scoring</b>	Test Scoring Services	836-3888
<b>Tutoring, students needing</b>	Academic Skills Center	836-5844

# APPENDIX B

## Registrar's Guide to Student Referrals

Question Regarding	Refer to					
	College of Arts and Sciences College of Business College of Education and Human Sciences College of Nursing and Health Sciences	Associate/ Assistant Dean of Student's College	Associate/Asst. Dean of College Offering the Course	Departments	Dean of Students Office	Instructor
Academic leave (see also study abroad leave)				X		
Cancellations (student has NOT attended class/es) —retro- active		X				
Course restrictions, due to need for admission to College (Bus, Ed, Nursing)		X				
Credit changes in variable credit course						X
Credit overload	X					
Enrollment verification						X
Grade changes					X	
Graduate student changing from grad to undergrad credit						X
Incompletes • Student should contact the Dean of Students Office if unable to come to campus to initiate paperwork.				X		X
Independent/Directed Study			X			
Late registration						X
Late changes to registration— Late add of course after first 2 weeks of class Level change to higher level after first 2 weeks Level change to lower level after first 4 weeks Retroactive drop - no record Section change after first week of class To/from S/U To/from Audit Withdrawal from a course with "W"						
Major/minor changes			X			
Name changes						X
PAC (Personal Advising Code) *Student's adviser			X			

**Start in  
Records and Registration Office —  
see "Signatures Required" sheet**

**Refer to**

<b>Question Regarding</b>	<i>Dean of Student's College</i>	<i>Dean of College Offering the Course</i>	<i>Departments</i>	<i>Dean of Students Office</i>	<i>Instructor</i>	<i>Records and Registration Office 128</i>
PIN (Personal Identification Number)						<b>X</b>
Petitions/Waivers	<b>X</b>					
Prerequisites, restrictions, class size overrides *Department 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.)			<b>X</b>			S
Prior approval of transfer credits						<b>X</b>
Program change forms for grad students	<b>X</b>					
Reciprocity forms						<b>X</b>
Remedial (Engl, Math) registration holds	<b>X</b>					
Repeat exception	<b>X</b>					
Restriction of student information						<b>X</b>
Study Abroad Leave				<b>X</b>		
Suspension appeal	<b>X</b>					
Transcript/Degree audit requests						<b>X</b>
Transfer work needing UWEC equivalency *Chair of department course is in.			<b>X</b>			
Transfer work special course characteristics (Including cultural diversity; foreign language/foreign culture; wellness designation; service learning.)		<b>X</b>				
Undergrads requesting permission to enroll in graduate-level coursework						<b>X</b>
Withdrawal from course with "W"						<b>X</b>
Withdrawals from University (student HAS attended class/es)						<b>X</b>

# 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.**

### Late Registration

**Instructor(s)**

**Adviser:** Any student with a PAC on file

**Final approval:** Assistant/associate dean of the student's College

### Drops/Withdrawals from courses

**Instructor:** Beginning the third week of classes for all students

**Adviser:** Beginning the third week of classes for all admitted students (not Specials)

**Final approval:** Assistant/associate dean of the student's College after withdrawal deadline

### Adds

**Instructor**

**Adviser:** All admitted student (not Specials)

**Final approval:** Assistant/associate dean of the student's College after the second week of classes.

### Section changes

**Instructors:** Both

**Adviser:** Signature not required

**Final approval:** Assistant/associate dean of the student's College after first four weeks of classes

### Level Changes

(All Math; all Foreign Language; Chem. 100, 103, 104, 115; Phys 211, 231)

**Instructors:** Both

**Adviser:** All admitted students (not Specials)

**Final approval:** Assistant/associate dean of the student's College after first two weeks of class for changing to a higher level and after first four weeks of class for changing to a lower level

### Credit changes in variable credit courses:

**Instructor**

**Final approval:** Department Chair

### Changes To/From Audit or S/U basis:

**Instructor:** required for Audit, (not for S/U) after second week of classes

**Final approval:** Assistant/associate dean of the student's College after first two weeks of classes

### Summer and winterim sessions:

Deadlines & approvals required vary with length of course;

**Note:** All Drop & Withdrawal deadlines are listed on MyBLU-GOLD accessed through the "Course Searching" option.