



UNIVERSITY of WISCONSIN - EAU CLAIRE

# INSTRUCTIONAL AND ACADEMIC INFORMATION

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## INSTRUCTIONAL AND ACADEMIC INFORMATION

### ***Procedures***

#### **Scheduling Policies**

##### ***General Policies***

Schedules will be made up at least a semester in advance. Each course will be offered only as often as necessary to meet the needs of students. Each member of the faculty and academic staff will be assigned classes in keeping with the qualifications of the individual.

##### ***Responsibilities***

The Provost and Vice Chancellor, in consultation with the Deans, has the primary responsibility for developing well-planned, economical schedules to serve the instructional needs of the University and for seeing that schedules are coordinated among the Colleges so that conflicts may be minimal. In constructing schedules, the Provost and Vice Chancellor and the Deans take into account the recommendations of department chairs concerning courses to be offered, time of offering, and staffing.

##### ***Changes in Schedules***

Any change of schedule, including course offerings, staffing, time or day of meeting are communicated via e-mail to the Associate Dean of the appropriate College, with a copy to the Registrar's Office (S-128). Associate Deans notify the Registrar's Office if the change is not approved.

##### ***Room Assignments***

The Registrar's Office (S-128) has been delegated the responsibility of assigning classrooms for instructional purposes. Each classroom or laboratory has a designated student-station capacity indicating the maximum occupancy allowed under safety and fire regulations. Furniture is provided in accordance with these capacities and is not to be moved from one room to another without authorization from the Associate Vice Chancellor for Business and Student Services. A class scheduled in a room of inappropriate size should be moved through a request to the Registrar's Office.

### **Instructional Policies and Procedures**

#### ***Books and Other Instructional Materials***

Further information is contained in the booklet, "Course Books and Materials: A Guide for Instructors," published annually and available at the University Bookstore office.

##### ***General Policy***

Books and other nonconsumable instructional materials for each undergraduate course are provided on a rental basis (except for Nursing students who, by faculty action, are required to purchase their books) through the rental fee paid by each student at the time of registration.

##### ***Selection of Texts***

Responsibility for selecting books and other instructional materials rests with the instructor in charge of a course, acting in cooperation with the department chair.

##### ***Requisition—Instructor's Responsibility***

Each individual instructor is responsible for seeing that there is an ample supply of books and other instructional materials for his or her classes. Information may be obtained from the staff of the Instructional Resource Rental Department in the University Bookstore.

### **Requisition—Department Chair's Responsibility**

Each department chair is responsible for ensuring that every reasonable effort is made to provide an adequate supply of books and other instructional materials for the first class meetings of any semester or summer session. To assist in planning, the Instructional Resource Rental Department furnishes an updated inventory to each chair through the department secretary. The Deans of the Colleges, the Provost and Vice Chancellor, and the Registrar are expected to furnish the best possible information concerning course offerings, class schedules, and anticipated enrollments. In addition, the chair will need to receive full cooperation from each instructor and to maintain close contact with the Instructional Resource Rental Department as the final requisitions are developed.

### **Requisitions—Procedures**

Books and other instructional materials are requisitioned on forms supplied by the Instructional Resource Rental Department by each semester's order deadline to assure that the books will be available for the opening of classes. Requisitions may originate with the course instructor or the department chair although they shall always be approved by the department chair. Requests are forwarded to and reviewed by the Instructional Resource Rental Department in the University Bookstore.

A schedule of deadlines for requisitions is published each year in the booklet, "Course Books and Materials: A Guide for Instructors."

### **Desk Copies**

Faculty or academic staff members desiring desk or examination copies are to obtain them directly from the publishers. When a new text is adopted, the faculty/staff member or the department secretary should at that time order the necessary number of desk copies from the publisher. The Instructional Resource Rental Department can furnish publishers' addresses, current list prices, other information, and assistance if required. For desk copies on short notice, the Instructional Resource Rental Department offers a deposit agreement under which the instructor provides the full retail price of the text. If the text is returned within 60 days with the receipt, the full deposit will be refunded.

### **Change of Textbooks**

Books and other nonconsumable instructional materials may be discarded and replaced as often as needed, provided that requisition procedures are followed which ensure availability of books and other materials in time for classes. Priorities for changing rental texts are set according to the following guidelines:

- Hardcover books which have been in use for at least three years and paperback books (including spiral-bound books) which have been in use for at least two years will have top priority for change.
- Hardcover books used fewer than three years or paperbacks (including spiral-bound books) used fewer than two years will be ranked in descending order with a book being used for only one semester having the lowest priority for available dollars.

### **Graduate Course Texts**

All texts for "graduate only" courses (courses numbered 500 and above) must be purchased by the student from the University Bookstore. Students registered in graduate-only courses are not charged a textbook rental fee and are, therefore, not entitled to use of the rental system.

### **Student Purchase of Textbooks**

Books stocked by the Instructional Resource Rental Department may be purchased by students during a specified period in each semester.

Instructors may recommend to students that they purchase supplementary books from the University Bookstore. However, except for laboratory manuals and similar items, such purchases may not be required. If a faculty member requires the use of a book not provided through the Instructional Resource Rental Department, copies of the book must be available in the Library for general use. Similar provisions apply to periodicals.

Instructors may request the University Bookstore to stock book titles which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

**Student Purchase of Supplies**

Instructors may request the University Bookstore to stock special supplies which will be recommended to students for purchase. Forms for this purpose are available from the Bookstore staff.

***Student Records and Reports***

Detailed instructions pertaining to registration and academic records and reports will be furnished from time to time by the Registrar. Such instructions may modify or amplify the general provisions in the Faculty and Academic Staff Handbook.

***Admission to Class***

**Procedures**

A preliminary class list for each course, sent by the Registrar's Office to the instructor for the course, serves as a permit to attend class for the students on the list. Students who register too late to be included on the list must present a schedule confirmation issued by Registration.

**Instructor's Responsibility**

The instructor is responsible for checking class lists against actual enrollment and for reporting any errors in registration to the Registrar's Office.

The instructor is also responsible for announcing in class the prerequisites for the course, any limitations on eligibility of students, and any credit restrictions noted in the catalogue description of the course. Ineligible students should not be permitted to continue and should be advised that they must officially withdraw from the course.

***Field Trips and Scheduled Events***

**Semester Planning**

At the beginning of each semester, faculty members are requested to anticipate all field trips and scheduled events (with approximate dates) and to inform the Deans of the Colleges accordingly so that an effort may be made to coordinate the total program.

**Procedures**

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 and must contain all information requested concerning the trip or event. 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. (GF 5/49)

***Final Examination Schedule***

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. In the winterim and summer sessions, examinations are usually given at the last scheduled meeting of the class. Upon approval of the Department Chair and Associate Dean, instructors may offer a "common examination" which will be scheduled by the Registrar's Office.

***Emergency Incompletes***

Incomplete grades are normally initiated by student request; however, when a student is prevented by illness or other emergency from completing a course, the instructor may wish to grant an incomplete.

### ***Reporting Grades***

#### **General Policy**

Final grades are to be filed with the Records Office (S-130) according to the instructions furnished for grade reporting, as soon as possible after the final examination for each course with a deadline of 48 hours after the last university scheduled final examination, excluding Sundays and holidays. In case of illness or personal emergency, the Dean of the appropriate College should be contacted for an extension.

#### **Procedures**

At the end of the semester, instructors report final grades electronically.

#### **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. The student's social security number may not be used.

### ***Student Withdrawal from Class***

#### **General Policies**

University Senate action provides that "a student who stops attending a course and fails to withdraw officially may receive a temporary grade of 'XF' which may be converted to an 'F' on the student's record." (FS 3/76) In current practice, an XF given by an instructor is recorded as XF on the student's grade report for informational purposes, and is converted to an F on the permanent record. Assignment of the XF for students who fail to officially withdraw is an important differentiator for financial aid purposes.

#### **Procedures**

A student who wishes to withdraw from a course should be directed to the Registrar's Office or the Registrar's Web site to obtain a Change of Registration form. Further procedures are detailed on the form. In emergencies, withdrawals may be initiated by the Associate Deans of Students (see Student Withdrawal from the University below).

### ***Student Withdrawal from the University***

#### **General Policies**

If a student withdraws from the University during the first two weeks of classes, no record of specific course enrollment will be made. If a student withdraws from the University from the third through tenth weeks, the grade of W will be recorded for each course. If a student withdraws from the University after the deadline for withdrawing from courses, the grade of F will be recorded for each course remaining unfinished, except in extenuating circumstances as determined by the Dean of the College in which the student is enrolled.

#### **Procedures**

A student who wishes to withdraw from the University should be referred to the office of the Dean of the College in which the student is enrolled, to obtain the official form for withdrawing. Further procedures are detailed on the form.

#### **Emergency Withdrawals**

In cases of illness or other emergency, when the student is unable to initiate withdrawal procedures, the Associate Deans of Students will initiate and process withdrawal from the University, withdrawal from one or more courses, or incompletes, as appropriate. Faculty members may refer emergencies of which they have knowledge directly to the Associate Deans of Students.

***Procedural Steps in Cases of Academic Misconduct (UWS Chapter 14)***

A summary of the procedural steps follow:

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 faculty member determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under UWS 14.04 (1)(a) through (h) should be imposed (see item 5 below), the instructor must notify the student in writing. The instructor's notification shall contain (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) a full copy of UWS Chapter 14 as implemented at UW-Eau Claire. A copy of the letter should be sent to the department chair and the Associate Dean of Student Development who serves as the investigating officer (IO).
4. 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, etc.) are referred directly to the IO.
5. The disciplinary sanctions listed under UWS 14.04 follow:
  - Oral reprimand.
  - Written reprimand presented only to the student.
  - Assignment to repeat work which will be graded on its merits.
  - Lowered or failed grade on the particular assignment or test.
  - Lowered grade in the course.
  - Failed grade in the course.
  - Removal from the course in progress.
  - Written reprimand to be included in student's disciplinary file.

Faculty or academic staff members using these procedures should request information and assistance from the Student Development and Diversity office. More detailed information is available in the University Web site at: <http://www.uwec.edu/sdd/conduct.htm>.

***Academic Advising: Department Chair's Responsibility***

The department chair is responsible for the coordination and supervision of academic advising within the department. This includes fostering the development of a departmental guideline for student advising, designating faculty and academic staff members as advisers, assigning advisees and maintaining a record thereof, and providing information to department advisers regarding university policies and procedures, registration procedures, development of a degree plan, and educational and career options within the discipline.

***Advisers to Organizations***

Each student organization recognized for facilities use on the university campus must have an adviser who is a member of the university faculty or staff.

### **Responsibilities of the Adviser to the Organization**

(1) Assist the organization to function in accordance with its constitutional objectives, and provide advice and counsel; (2) assist in the development of leadership skills among members; (3) give counsel on financial matters relating to the organization.

### **Responsibilities of the Organization to its Adviser**

(1) Seek the advice and counsel of the adviser; (2) inform the adviser of the organization's plans and activities; (3) keep the adviser informed of the financial status of the organization; (4) look upon the adviser as a person who is interested in helping the organization to function effectively and achieve its objectives.

## **Curricular Development**

### ***Ownership Issues Related to Online Courses***

The University Senate Technology Committee has prepared and maintains “Frequently Asked Questions” (FAQ) regarding ownership issues for online courses. These FAQ can be found at both the faculty/staff Web site — <http://www.uwec.edu/home/facstaff.htm>, link under the heading “Teaching resources” — and the TLTDC Web site — <http://www.uwec.edu/tltdc/TL/index.htm>, link under the heading “Issues Concerning Teaching and Learning.”

### ***Procedures for Making Alterations in Major and Minor Requirements***

University Senate action provides as follows:

A change in the requirements for an academic major or minor program published in the current university catalogue may be made in the following manner.

1. A department wishing to make a change in the requirements for any major or minor under its jurisdiction must make the proposal by a motion carried in a meeting of the department.
2. Such changes should be approved by the College by early November. The department in question must give notification of the proposed change by mid-November to the university faculty through publication in the *University Bulletin*.
3. If no specific objection to the change is raised within 15 days of notification, the change shall be considered official and shall be entered in the next catalogue.
4. Within 15 days of notification a member or members of the University Faculty may file objections to the proposed change with the chair of the curriculum committee of the College offering the major or minor.
5. The curriculum committee must invite the department to defend the proposed change at a hearing held as soon as possible after the expiration of the 15-day notification period. The curriculum committee decides whether to approve or disapprove the change.
6. The decision of the curriculum committee may be appealed first to the Faculty of the College, then to the University Senate Academic Policies Committee, and then to the University Senate. All appeals must be brought in a timely manner so that the change, if finally approved, can still be published in the next catalogue. (FS 2/87)

## **Campus Buildings**

### ***Schedules***

All academic buildings on campus are provided primarily for the accommodation of the instructional program and activities related directly to it. Building schedules are established to meet the needs of faculty, academic staff, and students and to provide reasonable security for the buildings and the

equipment located in them. Deviations from established schedules must be made on a special-arrangement basis as the occasion arises.

Classrooms and laboratories will be open to meet the requirements of the regular class schedule in all buildings and to meet special needs as arranged and scheduled in advance. During interim periods, they will be left locked unless scheduled for use. Instructors are not to expect custodians to assume supervision responsibilities.

### ***Facilities Planning and Management Services***

#### **Use the Telephone:**

1. To report a utility or building emergency.
2. To describe requirements for minor maintenance or servicing of buildings or physical plant equipment, including unsatisfactory heating or cooling.

Call the Facilities Planning and Management Office, ext. 36-3411, during working hours (7:45 a.m. to 4:30 p.m., Monday through Friday). Emergency situations occurring outside of working hours should be reported to the University Police, ext. 36-2222.

#### **Use a Work Request:**

1. To request alterations, improvements, major maintenance, or repair to buildings and grounds.
2. For all facilities work not chargeable to Facilities Planning and Management.
3. For maintenance and repair of departmental equipment.

### ***Building Regulations***

1. Smoking is not permitted in any campus building.
2. Classrooms and laboratories are not to be used as study halls unless scheduled through the regular processes. Students should be encouraged to use the library or designated study areas for study purposes. Classrooms and laboratories may be used only when space is unassigned at that time.
3. Coffee and food preparation is authorized only in designated facilities. Vending machines may be authorized in instructional buildings.
4. The faculty and staff are encouraged to exercise good judgment concerning the use of buildings. Care should be taken to close windows, turn off lights, and be certain that doors are completely latched when assigned tasks are completed. Care should also be taken to see that all gas and electrical appliances are properly secured when not in use.

### ***Fire Regulations***

Each building on campus is equipped with a manually-controlled fire alarm system, operated by special devices mounted on the corridor wall at regular intervals. Except for regular familiarization programs scheduled in advance each semester, the fire alarm signal has a single meaning: evacuate the building.

1. Procedure for reporting a fire is as follows:
  - a. Alert occupants of the building—use the alarm system (this requires faculty members to know where the alarm is in each building and how to use it).
  - b. Notify Eau Claire Communications Center (Dial 9-911), indicate EMERGENCY, FIRE - BUILDING, ROOM, etc.—YOUR NAME.
  - c. Evacuate; do not attempt to fight the fire!!
2. Procedure for evacuation:
  - a. Ask students closest to windows to close them.
  - b. Indicate route to nearest exit (standard routes are not designated because of constantly changing conditions—instructors must determine closest exit route, etc., from each room in which the instructor has class and convey this information to the students).

- c. Personally close the classroom door after students are out and follow students outside the building until "all clear" is indicated.
  - d. Assist those with a disability to safety.
  - e. Assist in further evacuation efforts or emergency service only on authorization of Fire Department or university administrative officials.
3. Each instructor is requested to explain these procedures to classes under his/her jurisdiction each semester.

## Reservation of Instructional Space

The Registrar's Office is responsible for the assignment of all instructional space. Office space is assigned by the Assistance Chancellor for Business and Finance.

1. In the disposition of instructional space, the following priority order is established:
  - a. Scheduled classes.
  - b. Major all-university activities, including convocations and intercollegiate competitions.
  - c. Non-scheduled instructional uses.
  - d. Student activities.
  - e. Off-campus groups and organizations.
2. The following procedures govern the reservation of space:
  - a. The basic assignment of space is made in conjunction with the instructional schedule as published in the Class Schedule. The master schedule for the use of instructional space is maintained by the Registrar's Office.
  - b. Requests for instructional space for non-scheduled instructional use should be made directly to the Registrar's Office. These include requests for rooms for special classes, examinations, seminar discussions, meetings of faculty and academic staff committees, etc.
  - c. Procedures for reserving space for all other events which are to be scheduled in university buildings are as follows:
    - 1) The request for placement on the calendar and for space will originate with the individual or organization desiring the space or with the Director of University Centers. Requests should be made at the Conference and Operations office, Davies 159 (adjacent to the Lobby Shop), between 8:30 a.m. and 4:00 p.m., Monday through Friday.
    - 2) When the event has been accepted for the university calendar, a request should be made to the Registrar's Office for the space desired. This request may be transmitted by the individual originating the request or by the Director of University Centers.
    - 3) When the availability of the space has been confirmed and the use approved, the space will be assigned to the requesting individual and the Director of University Centers will be notified by the Registrar's Office.
    - 4) When necessary, the custodial staff will also be notified by the Registrar's Office.
  - d. The Director of Theatre will maintain a schedule for the use of Kjer Theatre. If this auditorium is desired for instructional purposes other than those within the sphere of the Theatre Arts program or on the official calendar, the Registrar's Office will ascertain the availability of the auditorium from the Director of Theatre and will confirm its use for the requested purpose.
  - e. The space within the Library will be the responsibility of the Director of Libraries.
  - f. In the Fine Arts Building, Gantner Concert Hall and L. E. Phillips Recital Hall will be scheduled by the Chair of the Department of Music and Theatre Arts; Foster Art Gallery by the Chair of the Department of Art; and Riverside Theatre by the Director of Theatre. Other spaces unique to the instructional areas of the building, such as practice rooms and studios, will also be scheduled by the appropriate department chair. The Registrar's Office will schedule such special spaces only after

consultation with the responsible chair; however, space without highly distinctive characteristics will be available for assignment for non-scheduled use by the Registrar's Office.

- g. The basic use of the McPhee Physical Education Center will be established by the class schedule. A schedule for the use of this facility will be maintained by the Chair of the Department of Kinesiology.
  - h. The University Arena will have top priority use as an auditorium-arena. As suggested, all scheduling of the use of all facilities in this building will be the responsibility of the Director of University Centers. Since the University continues to be short of facilities in several areas where this building is vital to the total program, the following uses will be given priority, subject only to needs for auditorium purposes, as indicated below:
    - Between November 1 and March 1 of each year the building will continue to be used for intercollegiate basketball. All intercollegiate basketball contests will be scheduled in the Arena and will occupy a favored position in Arena assignments according to the schedule developed by the Athletic Conference. The building shall be regularly reserved for the intercollegiate basketball team practice each day from 3:00 p.m. until 6:30 p.m., Monday through Friday, and at such other times as may be arranged with the Director of University Centers. Athletics has agreed that when auditorium use will preclude the use of the floor for basketball practice, notice will be given to the Director of Athletics by the Director of University Centers at least one week in advance of the day when there is a conflict, so that arrangements can be made for the intercollegiate basketball practice to be held in the E. R. McPhee Physical Education Center on such days. It is recognized that special emergencies may necessitate a 49-hour decision to change the location of practice, or even in extreme emergencies to change on the same day. The last two actions, however, would be extraordinary in nature and would be taken only in the most extreme situations.
  - i. The scheduling of Schofield Auditorium is delegated exclusively to the University Centers office.
3. If a request for space originates from a source which would be expected to pay a rental charge, appropriate consultation should take place between the Provost and Vice Chancellor and the Vice Chancellor for Business and Student Services prior to confirmation. The Director of University Centers will coordinate all requests from off-campus sources for use of instructional space.

## ***Guidelines for Teaching and Advising***

*The University Senate Academic Policies Committee recommends that the following two items be incorporated into orientations for new faculty and instructional academic staff and emphasized by CETL in the workshops they schedule. These two items are not stated as policies since they have not been enforced. They do represent what APC considers to be excellent practices in teaching and advising.*

### ***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. (GF 2/52)

### ***Mid-Term Progress Reports***

#### **Freshmen**

Freshman students receive a midsemester grade report from each of their instructors, whatever the level of the course. Faculty submits these grades electronically, and they are e-mailed to the students. Advisers receive a copy of the grade report if the student receives a C- or lower.

### **Other Students**

"An instructor of a course offered for credit must give to any student enrolled in the course who requests it an indication as to whether or not the student is doing passing work at mid-term in the course. Such request must be made during the eighth or ninth week of a regular semester and must be honored by the instructor during the same eighth- or ninth-week period, which is to be considered mid-term. The purpose of this procedure is to enable the student to assess his or her progress and, thereby, enable that student to reach an informed decision relative to the option of withdrawing." (FS 5/72)

*APC recommends that the following item, which describes effective advising of students, be incorporated into workshops on advising. The section on student responsibilities should be included in information given to students. The section on faculty responsibilities may be helpful to departments in establishing criteria for evaluation of advising.*

### **Academic Advising: UNDERGRADUATE ADVISING AT THE UNIVERSITY OF WISCONSIN-EAU CLAIRE** **Advising Philosophy**

Because academic advising is an important component of a student's academic experience, the university has established a structure intended to bring each student into a friendly, helpful, collaborative relationship with a faculty or academic staff member who shares the student's academic or professional interests. Advising is most effective when it is viewed as a developmental process in which the students and advisers work as partners. Students have the ultimate responsibility for monitoring their progress toward graduation and they should work closely with their advisers to develop a corresponding academic and career plan. Advisers should serve as a resource for students, providing accurate information and referring them to appropriate sources of help through the university.

### **Advising Structure**

Each student is assigned an adviser as part of new student orientation. Students who have not yet chosen a major (undeclared) are assigned an adviser in the office of Advising and New Student Initiatives (Schofield 226). Special students and students admitted with a conditional status are also advised in this office. A student who has decided upon a major field of study is assigned to a faculty member from the appropriate department. Students in pre-professional programs are given a faculty adviser familiar with the requirements in those areas. Students should also consult with an adviser in the department of their minor.

Special advisers are available to provide additional assistance to specific populations: international students are helped through the Center for International Education; transfer students can find additional assistance through the Office of Advising and New Student Initiatives; returning students through the Nontraditional Student Services office; multicultural students through the Office of Multicultural Affairs; students with disabilities through the Office of Services for Students with Disabilities; and first generation/low income students through Student Support Services, a TRIO program. The Academic Skills Center provides tutoring and developmental education courses for students, including those in negative academic standing.

Students must see an adviser at the following times:

- All freshmen and sophomores, as well as juniors and seniors who are not in good standing, and all students with a major in the College of Business must consult with an adviser prior to registration. They receive a Personal Advising Code or PAC at this time.

- All new transfer students, regardless of classification must see an adviser prior to registering. This is done as part of the Orientation program.
- All students must see an adviser prior to withdrawing from a class.

In addition, juniors and seniors in good academic standing are encouraged to continue meeting with an adviser at least once a semester.

### ***Advising Responsibilities***

#### **Student Responsibility**

It is the responsibility of all advisees to:

- ✓ Take the initiative in seeking advising and, with the aid of their advisers, develop a degree plan.
- ✓ Understand and fulfill all degree requirements.
- ✓ Understand academic policies and become familiar with important deadlines.
- ✓ Learn to read and use the degree audit.
- ✓ Meet regularly with an adviser to confer on educational matters, including long range academic and career planning, personal interests and abilities, course selection and choice of major(s), work load, withdrawing from class, and problems related to academic achievement.
- ✓ Prepare thoroughly for those appointments.
- ✓ Use appropriate student services: i.e. career planning, counseling, tutoring, services for students with disabilities, and other resources available at the university.

#### **Adviser Responsibility**

It is the responsibility of advisers to:

- ✓ Be available to their advisees, maintaining a reasonable number of office hours and communicating by other appropriate means.
- ✓ Initiate meetings with new advisees and to monitor closely freshman advisees and those who are experiencing academic difficulties.
- ✓ Meet with all advisees during the student's freshman and sophomore years and with juniors and seniors in academic difficulty prior to registration and sign all course withdrawals throughout the student's undergraduate career.
- ✓ Help their advisees to develop and implement a comprehensive, long-range academic and career plan and to understand the relationship between the curriculum and their future plans.
- ✓ Work with advisees to track their progress towards their degree and provide consultation for students on such matters as course selection, balancing work, and school, and academic achievement.
- ✓ Address advisees' concerns by referring them to appropriate student services.
- ✓ Be knowledgeable about the requirements of a particular major, the General Education program, specific degree requirements, academic policies and regulations of the University.
- ✓ Help students understand the value of their liberal arts based education.

## ***Best Practices/Recommendations for Online and Hybrid Teaching and Learning***

### ***1. Appropriate enrollment for online or hybrid courses***

#### **Recommendation:**

Optimal class size is a function of various factors including course design and desired outcomes. The authority to determine online course enrollment minima/maxima resides with the Dean of each college. The most important factors in setting enrollment ranges are:

- a. Existing enrollment ranges for a single-section size of the same course when offered on campus.
- b. Any special needs and requirements of the course delivered in an online format.
- c. The recommendations from the professor teaching the course.
- d. Whether or not the course is taught in a compressed schedule (e.g., summer sessions).

Courses requiring more student/instructor interaction and student-centered activities should be a candidate for a lower enrollment maximum. Ideally, all online courses will incorporate student-centered learning pedagogy.

## **2. *Use of campus standards for the design and layout of online or hybrid courses***

### **Recommendation:**

To assist students in their learning, online/hybrid courses need a standard design and layout. Online and hybrid courses should be developed with input from appropriate campus units. The campus units will provide professional development resources for faculty and staff interested in developing online/hybrid instruction.

## **3. *Maintaining the integrity of online or blended testing and other embedded assessments***

### **Recommendation:**

Both technology- and nontechnology-based strategies should be employed to maintain academic integrity in an online/hybrid environment. Faculty should work with appropriate campus units to develop a long-term technology strategy for establishing a secure testing environment. Any recommended technology would need to be deployed and supported by Learning & Technology Services (LTS). Faculty are encouraged to provide within the course materials a link to the University of Wisconsin—Eau Claire (UWEC) academic misconduct policy, well-defined standards for ethical integrity, and a strong sense of accountability and properly focused “community” attitudes. Faculty are encouraged to maintain currency in testing integrity by utilizing the educational guidelines and tip sheets for educators as developed by online program development partners such as Center for Excellence in Teaching and Learning (CETL), the Educational Technology Office (ETO), or LTS.

## **4. *Using emerging technologies in online or hybrid courses***

### **Recommendation:**

Online/hybrid educators should consult with appropriate campus units when exploring the use and support of sustainable, emerging technologies and the cost-benefit analysis related to their use.