Deconstruction of Chapter 7: 
Faculty and Academic Staff Handbook

The Academic Policies Committee of the University Senate was given the assignment to examine Faculty and Academic Staff Handbook’s Chapter 7, Instructional and Academic Information. The assignment was to determine which items in the chapter are policies, to be included in the proposed online collection of policies, and which items belong elsewhere.

Shown below are our recommendations regarding the possible disposition of items in Chapter 7. The items are identified by headings and page numbers in the current Chapter 7 (22nd edition of FASH, 2006).

Article Five: Academic Policies

Section A: Policies established by the University Senate

We defined policies as those statements in Chapter 7 that are enforceable and that have been and are likely to be enforced. Thus, for example, the statement regarding mid-semester grades is not included in the list of policies. Although it is enforceable, there has been less than complete compliance with it, indicating that it has not been enforced. (This statement is included in Section D.)

Academic Calendar Guidelines – p. 4
Although these are called “guidelines,” they are in response to the Regent policy regarding academic calendars.

Course Syllabi – p. 4
Replaced by the recently approved Master Course File policy

Student Purchase of Supplies – p. 6
Replaced by the recently enacted Purchased Books policy

Overview of Course—p. 7
Wording replaced by recently approved Overviews of Courses policy

Admission to Class -- p. 7
General Policy: All students must be properly registered for any course which they attend.
Class Attendance – p. 8
Text on pages 7-9 replaced by recently approved Class Attendance and Authorized Absence policy

Field Trips and Scheduled Events – p. 9
Field Trips, Fees, Scheduled Events, Semester Planning

Accommodation in Testing Situations for Non-Native Speakers of English
Approved after the 22nd edition of FASH was published

Final Examinations – p. 10
General Policies
Change of Schedule by Instructor
Change of Schedule by Student Request

Grading System – p. 11
General Policies shown in the University Catalogue
Policy permitting two years to request change of grade may be changed to one year, pending action of University Senate

Student Withdrawal from Class – p. 12
General Policies shown in the University Catalogue

Accommodation of Students' Religious Beliefs -- p. 12

Student Academic Grievance Procedures -- p. 13

Academic Misconduct on the Part of Students – p. 13

Student Participation in Curricular Development – p.16

Ownership Issues Related to Online Courses – p. 16
This is a work in progress—no policy approved yet

Curricular Development – p.16 and p. 19-20
Please see Appendix for suggestions regarding how this information could be presented
Changes in Courses, Programs, Policies
Initiations of Changes
Local Levels of Decision Making
College Level
University Levels of Action for Undergraduate Programs and Academic Policies
Level of UW System and Board of Regents

Procedure and Guidelines for Changing Departmental Student Credit Targets – p. 17

Departmental Review and Planning – p. 17

Section B: Policies Established by the Board of Regents or Laws

The following items refer to laws or Regent policies. They may be more appropriately placed in a section separate from policies enacted by the University Senate.

Photocopying of Materials for Classroom Use – p. 6
See Use of Copyrighted Materials under Copyright Law.

Recording of Lectures in the Classroom – p. 6

Confidentiality of Student Records – p. 7

Procedural Steps in Cases of Academic Misconduct (UWS Chapter 14)—p. 13

Planning and Implementing New Programs and Degrees –p. 16
UW System planning principles: ACPS-1)

Section C: Procedures

The following represent procedures regarding course schedules, ordering of instructional materials, etc. All of the procedures below provide important information and should be available somewhere for easy reference. For example, procedures regarding ordering of books and other instructional materials are presented on the Bookstore’s webpage.

Scheduling Policies – p. 4

Books and Other Instructional Materials – p. 5

Student Records and Reports – p. 7
Field trips -- p. 9
Semester Planning, Procedures

Final Examination Schedule – p. 10

Emergency Incompletes – p. 11

Reporting Grades – p. 11

Student Withdrawal from Class – p. 12

Student Withdrawal from the University – p. 12

Procedural Steps in Cases of Academic Misconduct – p. 13-14

Procedures for Making Alterations in Major and Minor Requirements – p. 17-18

Campus Buildings – p. 21-25

Section D: Guidelines for Teaching and Advising

There are three items in Chapter 7 that are not stated as policies but that represent what we consider to be excellent practices in teaching and advising. We recommend that the following two be incorporated into orientations for new faculty and instructional academic staff and emphasized by CETL in the workshops that they schedule. These two items represent policies that have not been enforced.

Early Testing in Freshman Courses – p. 9

Mid-Term Progress Reports – p. 10

The following item describes effective advising of students. We recommend that it also 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 – p. 14
A revised statement on Academic Advising was approved by the University Senate in April, 2009
APPENDIX

Curricular Changes -- p. 16 and pages 19 -- 20

The section on curricular changes presents some policies in the text and a compendium of proposed actions and levels of approval in a table on p. 19. The table is shown below. On the page following the table the proposed actions and levels of approval are presented in text. There was a difference of opinion among APC members regarding the clarity and ease of using the two modes of presentation. We are suggesting that both be placed wherever the Curricular Changes policy will be located. On the other hand, we recommend deletion of the Curricular Flow Chart on p. 20.

We are also recommending that for ease of use of this information by those proposing a change, the location of the Curricular Changes policy also provide a possibility for clicking on an item that is be being proposed or changed. With a click the levels of approval needed would show. For example, if a user were to click on “Establish new major,” the screen would show

Levels:
- Department or equivalent
- College/School Curriculum Committee
- College/School Faculty
- University Senate Academic Policies Committee
- University Senate
- Provost
- System Administration
- Board of Regents

It would also be helpful if a form needed for the curricular change were accessible with a click. Somewhat different forms are used by the different Colleges, but all these could easily be made accessible.
### Undergraduate Academic Program Changes: Is Action Required?

<table>
<thead>
<tr>
<th>Type of Proposal</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept. or equivalent</td>
</tr>
<tr>
<td>Courses (including Honors)</td>
<td>Establish new course</td>
</tr>
<tr>
<td></td>
<td>Eliminate course</td>
</tr>
<tr>
<td></td>
<td>Substantial course content change</td>
</tr>
<tr>
<td></td>
<td>Change title/credits/prerequisites</td>
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<tr>
<td></td>
<td>Honors – Establish new course</td>
</tr>
<tr>
<td></td>
<td>Honors – Change/eliminate course</td>
</tr>
<tr>
<td>Credit-Bearing Certificate Programs¹ &amp; Study Abroad Programs</td>
<td>Establish or eliminate certificate</td>
</tr>
<tr>
<td></td>
<td>Change certificate requirements</td>
</tr>
<tr>
<td></td>
<td>Establish new study abroad program</td>
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<tr>
<td></td>
<td>Eliminate study abroad program</td>
</tr>
<tr>
<td></td>
<td>Change study abroad requirements</td>
</tr>
<tr>
<td>Minors, Emphases, &amp; Pre-Professional Programs</td>
<td>Establish or eliminate</td>
</tr>
<tr>
<td></td>
<td>Suspend or reinstate</td>
</tr>
<tr>
<td></td>
<td>Change Requirements</td>
</tr>
<tr>
<td></td>
<td>Rename</td>
</tr>
<tr>
<td>Majors</td>
<td>Establish new major</td>
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<tr>
<td></td>
<td>Eliminate major</td>
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<tr>
<td></td>
<td>Suspend or reinstate major</td>
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<td></td>
<td>Change major requirements</td>
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<tr>
<td></td>
<td>Rename major</td>
</tr>
<tr>
<td>Degrees</td>
<td>Establish new degree</td>
</tr>
<tr>
<td></td>
<td>Eliminate or rename degree</td>
</tr>
<tr>
<td></td>
<td>Change requirements (university)</td>
</tr>
<tr>
<td></td>
<td>Change requirements (college/school)</td>
</tr>
<tr>
<td>Departments</td>
<td>Establish new department</td>
</tr>
<tr>
<td></td>
<td>Eliminate or rename department</td>
</tr>
<tr>
<td>Schools/Colleges</td>
<td>Establish new college/school</td>
</tr>
<tr>
<td></td>
<td>Eliminate or rename college/school</td>
</tr>
<tr>
<td>Other</td>
<td>Apply for extramural grants/programs with new curricular implications</td>
</tr>
<tr>
<td></td>
<td>Articulation Agreement</td>
</tr>
<tr>
<td></td>
<td>New Prefix</td>
</tr>
</tbody>
</table>

Y = Yes  
N = No  
— = Not Applicable  
I = Information Only  
P = Provost/Vice Chancellor  
D = Dean

¹General Education courses require action by the University General Education Committee (UGEC). Refer to the current UGEC Procedure Manual.

²University Faculty are informed of changes through publication in the University Bulletin or by action and minutes of the University Senate. On petition, the Full Faculty may review and confirm, modify, or reject any action of the University Senate.

³All actions are recommendations to the Chancellor. Administrative acceptance is accomplished at the various levels by the Department Chair, Dean, or the Provost/Vice Chancellor.

¹Undergraduate/graduate and graduate only certificate programs require action by the Graduate Council.
Changes in Courses, Programs, Policies

Initiation of Changes
Suggestions for curricular modification and development may originate with any member of the faculty or academic staff or administration, and all members of the University are encouraged to offer suggestions for improvement. Most proposals for courses and programs are initiated at the level of the department or equivalent unit. Proposals for changes in university-wide academic policies are usually initiated through or by the Academic Policies Committee of the University Senate.

Local Levels of Decision Making
The responsibilities of the College faculties are specified in the Constitution of the University Faculty and University Academic Staff (Article Four, Sections E and F) and implemented by provisions of the College constitutions.

College Level
Action on a) creation of new courses and deletion, modification, updating of courses, b) changes in major, minor, emphasis, credit-bearing certificate, and pre-professional program requirements, and c) suspensions and reinstatements of minors, emphases, and pre-professional programs is required and completed at the College level.

The following are exceptions to this rule:
- General Education courses require action by the University General Education Committee (UGEC) in addition to College approval.
- Changes in requirements in the University Honors Program require approval by the University Senate Academic Policies Committee.
- Establishment, elimination or change of requirements in study abroad program requires approval by the University Senate Academic Policies Committee.

University Levels of Action for Undergraduate Programs and Academic Policies
Proposals regarding undergraduate programs typically proceed from the College to the University Senate Academic Policies Committee, the University Senate, and the Chancellor. These local levels of decision making are represented in the Curricular Flow Chart on page 20. These include the following:
- Establishment, renaming, or elimination of minors, emphases, credit bearing certificates, and pre-professional programs
- Establishment, elimination, or renaming of majors
- Establishment and elimination of degrees
- Establishment, elimination, or renaming of departments
- Establishment of new prefixes (resulting from establishment or renaming of
Applications for extramural grants/programs with new curricular implications

By action of the University Senate, the University Senate Academic Policies Committee approves credit bearing certificate programs and study abroad programs and reports these action for the record to the University Senate.

Establishment of a new college/school requires action by the University Senate Academic Policies Committee, the University Senate, and the Chancellor.

Elimination or renaming of a college/school required action by the college/school curriculum committee, college/school faculty, the University Senate Academic Policies Committee, the University Senate, and the Chancellor.

Proposals for establishing or changing university academic policy (e.g., final examinations, authorized absences, grading system) proceed from the College or the Dean of Undergraduate Studies to the University Senate Academic Policies Committee, the University Senate, and the Chancellor.

Level of UW System and Board of Regents
The following require action by UW System and the Board of Regents:
  ● Establishment of a new major
  ● Establishment of a new degree
  ● Establishment, elimination, or renaming of a college/school