

6. ACADEMIC POLICIES AND PROCEDURES

For further information regarding academic policies and procedures, see UW System Administration General Administrative Policy Papers (GAPP) located at:
<http://www.uwsa.edu/fadmin/fpppgapp.htm>.

University Catalog is the source for all student academic policies and procedures.

6.1 ACADEMIC ADVISEMENT

Objectives of Academic Advisement

1. To make available to each student an advisor who will listen to and assist the student with academic problems and who will encourage students to utilize the services of the University to meet needs.
2. To determine and promote the student's educational and career interests and provide a source of information regarding career opportunities or advanced education in a chosen field.
3. To evaluate a student's academic readiness and capability to pursue the chosen program and advise in the student's best interest.
4. To provide a source of information, as well as to assist the student in understanding and interpreting the University's functions, services and policies.
5. To insure that each student has an educational plan as early as possible. This plan should be developed to insure the possibility of program completion within the minimal time constraints established by the individual and within the limits of University programs.
6. To assist the student in planning a schedule each term to include all course work required and/or desired to achieve the student's goal(s).
7. To provide the student with adequate access into the communication process within the University community.
8. To provide input to Departments for internal planning of course offerings, scheduling and effective use of resources.

Advisors

Each student is assigned an advisor from a pool of faculty and academic staff. New students (freshmen and transfers) who have declared a major are assigned an advisor from that program area. Those who are undecided about a major are assigned by the Coordinator of Undergraduate Academic Advisement to a general advisor. Once the undecided student selects a major s/he is reassigned to an advisor in the appropriate academic discipline.

Duties of Advisors

General advisors have the special responsibility of assisting undeclared majors in clarifying career goals and in choosing a major. The Career Center offers resources to assist students in deciding on a career including career interest tests. Program advisors also have the responsibility for helping each advisee determine whether the choice of a major has been a wise one, consistent with the student's abilities, interests and career goals.

The advisor needs to recognize students with academic deficiencies and needs to refer these students to Special Services where personnel are trained to help students in reading, writing, mathematics and study skills. Advisors must also be alert to students who may have personal problems and refer these students to the Counseling Service.

6.2 ACADEMIC FREEDOM

The Board of Regents of the UW System will not tolerate any restrictions on freedom of speech and expression of political and religious questions of any employee of the Board.

The Board concurs with the statement of principles by the American Association of University Professors on academic freedom.

The statement of Academic Freedom can be found at <http://www.aaup.org/1940stat.htm>.

6.3 ACADEMIC YEAR/CALENDAR

The contractual academic year shall consist of a full nine months (39 weeks) and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining.

The Chancellor of each institution, in consultation with the faculty, will determine its calendar and designated periods for instruction, registration, advising, and examination. The time remaining in the 39 week period, which is not on the organized calendar, shall be used by faculty members for scholarly pursuits and instructional development.

6.4 INSTRUCTIONAL RESPONSIBILITIES

6.4.1 Class Schedule and Class Meetings

Faculty and academic staff members are required to meet all classes to which they are assigned on the day, time and place indicated in the class schedule. Any deviations must be justified and receive the prior approval of the appropriate administrator.

6.4.2 Meeting Classes

All University classes should meet on schedule. When illness or emergency necessitates absence from duties, the Department Chairperson must be notified. Because of the importance of classroom activities, no classes should be dismissed unless there is no way to cover the absence.

6.4.3 Reporting Faculty and Instructional Staff Absences

Unclassified Leave Reports are received on the 1st of each month. Reports must be submitted even if no absence has occurred. See Sec. 8.1 for further details. Questions about leave reporting may be directed to the Human Resources Office.

6.5 ATTENDANCE AT COMMENCEMENT

All full-time faculty and academic staff members holding at least the master's degree are required to attend commencement in appropriate academic apparel, which may be rented through the University Bookstore, if ordered in advance.

6.6 ATTENDANCE AT DEPARTMENT AND OTHER FACULTY MEETINGS

Attendance at department and other faculty meetings is expected. Staff members unable to attend a scheduled meeting should inform the chairperson prior to the time of the meeting. Absence from a committee meeting does not excuse an individual from becoming familiar with the action taken by the group.

6.7 AWARDING OF CREDIT

The institutions shall award credit to students successfully completing approved institutional programs, or demonstrating competence or learning equivalent to that provided by such programs as either semester credits, or quarter credits. It is assumed that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.

6.8 COURSE SYLLABI

Every faculty member is expected to prepare a written statement of one or two pages for each of her or his classes which can be distributed to students during the first two or three meetings. The written syllabus to be filed in the Department office should include:

1. Goals of the course
2. Brief outline of the course
3. Text and supplementary readings
4. Evaluation procedures used and approximate examination dates
5. Statement of attendance policy
6. Instructor's name, office number, and office hours
7. Course description
8. Special needs/accommodations
9. Observance of religious holidays

6.9 EXTENSION AND OFF-CAMPUS COURSES

Credit courses taught by UW-Superior faculty and staff, or instructors approved by the academic departments are offered through the Center for Continuing Education/Extension. Credits earned are considered resident credit, applicable towards appropriate degrees.

The Center for Continuing Education/Extension offers courses to a diverse audience, providing educational experiences through traditional classes, weekend workshops, as well as fiber optics, compressed video, and internet courses.

Faculty and staff are encouraged to contact the Center for Continuing Education/Extension to determine feasibility of potential course offerings and procedures for course approval through appropriate academic departments.

6.10 FINAL EXAMINATIONS

An official final examination schedule is issued for each term. All faculty who teach courses which are regularly scheduled and which conclude at the end of a semester must give a final examination during the time period scheduled in the final examination schedule. Exception to this policy must be approved by the Vice Chancellor for each exemption sought. No student may reschedule examinations.

When a student misses a final examination, the disposition of the case is up to the instructor concerned. If it seems apparent that the examination was missed because of lack of preparation, a grade of "F" may be recorded; if the absence is an excusable one, the instructor may give a make-up examination or an incomplete. When a grade of incomplete is given, a note must be made on the grade report sheet indicating the manner in which the "I" is to be removed.

6.11 FIELD TRIPS

Group absences for both off and on-campus activities, such as field trips, music clinics, and athletic trips must be cleared with the appropriate administrator and a list of students participating be made available for publication. The list of students should be submitted to the Registrar's Office. Students absent for university approved activities should be excused from class and allowed to make up missed course work. It is the student's responsibility to notify the instructors prior to the absence.

6.12 GRADES

The responsibility for grading procedures rests with the instructor of record. It is the instructor's responsibility to return graded material to all students in a timely manner.

6.12.1 Reporting Final Grades

Final grades are due in the Registrar's Office as stipulated by the Registrar. Grades are recorded on final class rosters sent to Department Chairpersons together with complete instructions for recording final grades. A grade must be reported for each student listed on the form. In the event a student did not officially withdraw and did not attend class, the grade must be an "F". Adjustments may be made only through the Credits Committee. An "NR" (not reported by instructor) indicates that the final grade was not submitted on time and is not a grade for the course. Future procedures may change with the implementation of Peoplesoft student administrative system.

6.12.2 Change of Grades

It is the student's responsibility to call the instructors attention to any perceived error in grading as soon as possible after grades are reported. The process must be initiated by the eighth week of the term following the term in which the grade was recorded, excluding summer. It is the instructors responsibility to correct grading errors by the end of the term following the term in which the error was recorded. The instructor and department chair authorize the change by signing a "Change of Grade" form and forwarding it to the Registrar's Office, where the record will be changed and the student notified of the change of grade.

A change in grade after the semester following the semester in which the grading error was recorded may be made only upon approval of the Credits Committee. Requests must be made in writing and must be supported in writing by the instructor and the department chair. These papers are forwarded to the Credits Committee.

6.13 STUDENT EVALUATION OF INSTRUCTION

Students are expected to give faculty evaluations in each of their courses. Procedures for student evaluation of faculty are established by each department.

6.14 OFFICE HOURS

Faculty members and instructional academic staff are expected to make themselves available in their offices to students a minimum of five (5) hours per week. These office hours are to be posted each term.

6.15 COURSES TAUGHT FOR OTHER UW INSTITUTIONS

The policy and guidelines to be followed when teaching courses for other UW institutions can be found in Financial Policy and Procedure Paper 18 (FPPP 18). See <http://www.uwsa.edu/fadmin/fpppqapp.htm>.

6.16 POLITICAL ACTIVITIES

Employees of the University of Wisconsin System are included among those categories of individuals who are not subject to the Federal Hatch Act. Board of Regents Resolution #5364 (November 1989), however, provides a Leave of Absence Policy, and Policy for Unclassified Employers Seeking or Accepting Political Office or Appointments. The policy can be found at web site <http://www.uwsa.edu/rpd/rpd89-8.htm>.

6.17 PROGRAM PLANNING

6.17.1 Procedures for Submission of (a) New Course(s)

All new course proposals are first reviewed and approved by the appropriate Department chairperson who then forwards the proposal to the Department. Upon departmental approval, a proposal for an undergraduate course is forwarded to the Academic Affairs Council; a proposal for a graduate course is forwarded to the Graduate Council. Final approval of undergraduate course and curricular matters is the responsibility of the Faculty Senate. A proposal relating to teacher education is submitted to the Teacher Education Committee for approval before submission to the other Council. Slash courses must be approved by both Councils.

6.17.2 Procedures for Submission of Program Proposals

The procedures for submission of program proposals follow UW System Guidelines. Formats for the submission of information, and time frames for submission, approval and implementation are included. The guidelines are for the promotion of efficient processing of proposals through UW System Administration for ultimate action by the Board of Regents. It is assumed that prior to submission to the UW System Office of Academic Affairs, that institutional support has been given for the proposed program.

UW System Academic Program Guidelines, commonly coded ACIS, are available in the Office of the Vice Chancellor.

6.18 RESEARCH WITH HUMAN SUBJECTS

All research involving human subjects will seek to safeguard the rights and welfare of all participants in a manner that is consistent with recognized principles of health and human dignity.

The UW-Superior Institutional Review Board must review research involving human subjects prior to data collection for Protection of Human Subjects. This includes research with external funding and research without such funding; and research initiated by students as well as that initiated by faculty. Proof of such review is usually required by external funding agencies. Contact the Dean of Faculties for information relating to specific ethical principles and to the review process. For research falling in "exempt from review" categories, a brief written explanation may replace the committee review process.

6.19 STRIKES AND BOYCOTTS

A faculty or academic staff member of the University of Wisconsin System, as an employee of the UW Board of Regents, is prohibited, as a condition of employment, from engaging in strikes or boycotts, and from advocating such strikes or boycotts. Such conduct may result in forfeiture of salary, suspension without pay, or termination of employment under such rules and regulations as may be promulgated by the Board of Regents, University of Wisconsin System.

6.20 TAPE RECORDINGS OF LECTURES

By resolution of the UW Board of Regents, it is the responsibility of the individual instructor to determine policy concerning recording of lectures in her/his classroom.

6.21 TEACHING LOAD

The normal undergraduate teaching load for a full-time faculty or academic staff member is 12 credit hours per term or the equivalent thereof in contact situations such as laboratories, studio courses, and supervision.

A full time summer school teaching load is 8 credits for undergraduate courses and 7 credits for graduate courses.

6.22 TEXTBOOKS

The choice of textbooks is the responsibility of the individual faculty member. Textbooks are to be ordered in compliance with stated time lines and on designated forms. Faculty are bound by adoptions submitted to the University Bookstore unless other arrangements can be made with the Bookstore Director. If a textbook change is made and a loss to the University Bookstore is incurred, the loss will be billed back to the program requesting the change. Normally the bookstore will obtain the latest edition of the textbook. Faculty will be responsible for obtaining from the publishers desired desk copies. The bookstore will also handle the sale of special supplies.