

University of Wisconsin - Superior
STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT
2010-2011

ACADEMIC INTEGRITY STATEMENT

UWS 14.01 STATEMENT OF PRINCIPLES: The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWS 14.03 ACADEMIC MISCONDUCT SUBJECT TO DISCIPLINARY ACTION:

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination, collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

To ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned Turnitin.com. More information concerning this policy can be found on the UWS Student Code of Conduct located at www.uwsuper.edu/studentconduct and at UW-System www.legis.state.wi.us/rsb/code/uws/uws014.pdf.

E-HIVE STATEMENT

The E-Hive provides UWS student, faculty, and administrative staff with web based student administration system. Students use the E-hive to manage class schedules, access academic records, view grades, add or drop classes, access online course information, access billing statements and financial aid information. Students are expected to utilize their E-Hive account regularly. Student email accounts are provided for students to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices. Official campus communications/announcements will be emailed to students through the Student Digest daily.

DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) for UW-Superior students is housed in the Center for Academic and Career Advising in Old Main, Room 134. Center staff are committed to providing reasonable accommodations for students covered by the Americans with Disabilities Act (ADA). Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability against persons in any program or activity receiving or benefiting from federal funds. Section 504 and the Americans with Disabilities Act also require these institutions to make reasonable accommodations for students with disabilities. These mandates apply to documented learning, physical, sensory, and psychiatric disabilities.

Students are to familiarize themselves with the DSS Handbook online at www.uwsuper.edu/advise.

The Disability Support Services (DSS) advisor serves as a liaison for students with disabilities, and coordinates reasonable accommodation requests. To become eligible for accommodations, interested students must: 1) Identify themselves to DSS and provide appropriate documentation of the disability; 2)

Schedule an appointment to review the information and develop an accommodation plan with DSS; 3) Inform instructors of accommodation needs at the beginning of each semester by giving them a FAF (Faculty Accommodation Form); and 4) Meet with DSS to update the accommodation plan and to arrange timely services. For questions related to Services for Students with Disabilities, e-mail disability@uwsuper.edu or call (715) 394-8515 or contact a staff member in the Center for Academic and Career Advising. Disability-Related Reasonable Accommodations:

Students with documented medical disabilities, as covered under the 1990 ADA, will be reasonably accommodated once the student has provided the instructor a signed copy of the FAF (Faculty Accommodation Form) provided by Disability Support Services (DSS). Since accommodations are not retroactive, students must identify themselves and their reasonable accommodation needs (via FAF) to the instructor at the beginning of each semester accommodations will be needed, or within a reasonable period of time before the accommodations will be required. The DSS office is located in 134 Main. Questions related to DSS accommodation-related needs may be made by calling 394-8515 or e-mailing disability@uwsuper.edu.

ACCOMMODATIONS OF RELIGIOUS BELIEFS

UWS 22.01 DECLARATION OF POLICY. It is the policy of the Board of Regents that students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling all examinations and other academic requirements. The Board of Regents adopts this chapter in order to ensure that all institutions of the University of Wisconsin system have in place appropriate mechanisms for ensuring the reasonable accommodation of student's sincerely held religious beliefs, and for appeals related to these matters.

UWS 22.03 ACCOMMODATION OF RELIGIOUS BELIEFS

1. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where:

a. There is a scheduling conflict between the student's sincerely held religious beliefs and taking the examination or meeting the academic requirements; and
b. The student has notified the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses) of the specific days or dates on which he or she will request relief from an examination or academic requirement.

2. Instructors may schedule a make-up examination or course requirement before or after their regularly scheduled examination or other academic requirement.

3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.

INCOMPLETE GRADE

A grade of Incomplete (I) may be given by an instructor when a student has been engaged for at least two-thirds of the class but has been prevented by emergency circumstances from completing the course. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without again attending regular class sessions or needing extensive instructor supervision.

A grade of Incomplete must be removed by the end of the next semester attended or within one year from the end of the semester in case of non-attendance. If the course work is not completed and the grade not recorded on the final roster within the specified time, the grade will remain an "I" and cannot be changed.

WITHDRAWING FROM ALL CLASSES

When withdrawing from the first day of the term forward, obtain a Withdrawal Form from the Registrar's Office, obtain the required signature approvals from your Advisor, Financial Aid (even if you are not receiving financial aid) and the Bursar's Office. Then take the form to the Registrar's Office. You are not withdrawn until your unofficial transcript (found on your E-Hive site under academics) has the notation, "Withdrawn (and the date)" printed toward the bottom. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on your E-Hive site by dropping all classes, or at the Registrar's Office. International Students with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

IMPORTANT DATES:

2010-2011 Fall Semester

August 12-Sept 16 (Th-Th) E-Hive Registrations for Fall Semester
August 24-Sept 1 (T-T) Opening Week for Faculty/Staff
August 25-Sept 9 (W-Th) Advisement/walk-on registration
August 26 (Th) Faculty contracts begin
September 2 (Th) Fall Semester begins
September 6 (M) Holiday Break
September 9 (Th) Last day to add full-term classes
September 9 (Th) Pass/fail deadline
October 20 (W) December degree applications due
October 27 (W) Last day to drop classes
November 15-Dec 3 (M-F) Spring early advisement and registration
November 22-December 3 (M-F) Early advisement for transfer students
November 25-26 (TH-F) Thanksgiving Break
November 26 (F) State-Mandated Furlough Day; University closed
November 29 (M) Last day to add arranged classes
November 29 (M) Last day to file UW Extension fee waiver
December 15 (W) Last day of classes
December 16-22 (Th-W) Final exams
December 18 (S) Winter Commencement, Marcovich Wellness Center (2 pm)
December 22 (W) Semester ends
December 23 (Th) J-Term 2011 begins

2010-2011 Spring Semester

January 14-21 (F-F) Advisement/registration, Opening meetings
January 17 (M) Holiday break
January 21 (F) J-Term 2011 ends
January 24 (M) Spring semester begins
January 28 (F) Last day to add full-term classes
January 28 (F) Pass/fail deadline
February 16 (W) May degree application deadline
March 21 (M) State-Mandated Furlough Day; University Closed
March 21-25 (M-F) Spring break
March 31 (M) Last day to drop classes
April 22 (F) No classes
April 11-21 (M-Th) Early advisement/registration
April 18-27 (M-W) Early advisement for transfer students
April 25 (M) Last day to add arranged classes
April 25 (M) Last day to file UW-Extension fee waiver
May 13 (F) Last day of classes
May 16-20 (M-F) Final exam week
May 20 (F) Spring semester ends
May 21 (S) Commencement, Wessman Arena (2 p.m.)

2010-2011 Summer College

May 23 (M) Summer College begins
May 30 (M) Holiday break
May 31 (T) Last day to add full-term summer classes
June 15 (W) Deadline for August degree applications
July 4 (M) Holiday break
July 11 (M) Last day to drop summer full-term courses
July 25 (M) Last day to add arranged classes for summer
August 12 (F) Summer College ends

LIBRARY HOURS

The Jim Dan Hill Library hours during the semester will be:
Monday – Thursday 7:45 am-10:00 pm, Fridays 7:45 am-4:30 pm, Saturdays 10 am-4pm, Sundays 2-10 pm

WEATHER RELATED INFORMATION

Students, faculty, and staff may call the UW-Superior Weather Hotline at (715) 394-8400. You may also check with the local media.

HOW TO CONTACT A FACULTY MEMBER

If you have questions regarding your class, speak with your instructor. Faculty usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

CLASS ATTENDANCE

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

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 posted on the University's website or sent by e-mail to the campus community by the sponsoring authority. Students absent for University-approved activities will be excused from class and allowed to make up missed course work. Instructors may require students to complete a supplementary assignment in lieu of class attendance. It is the student's responsibility to directly notify the instructors prior to the absence.

EXPECTATION OF WORK

Full-time college students are expected to spend approximately 40 hours each week in class attendance and study outside of class. Plan to spend two (2) to three (3) hours studying outside of class for each hour spent in class.

CREDIT LOAD

Refer to the chart Credit Load for Undergraduate Students in the current catalog also posted at www.uwsuper.edu/catalog/2010-12/policies to ascertain maximum credit load for undergraduate students. Full-time status is 12-18 semester credits for undergraduate students. Additional fees will be charged for credits over 18 or for online or Distance Learning Center courses. Class standing is determined by the number of credits earned, not by the number of semesters attended. Students who are in academic difficulty or employed may find it beneficial to take less than a maximum load. This load could be prescribed by their advisor or by the Student Reinstatement Committee.

Students carrying credits in UW-Extension (either UW-Superior or UW-Madison) must include these credits in computing total load.

WE'RE HERE FOR YOU!

The administration, faculty, and staff want you to be successful in your learning experience here at UWS! If you have questions or concerns, seek help **EARLY**.

HELPFUL NUMBERS (Remember: If calling from a campus phone you need only dial the last four digits of the number)

Academic & Career Advisement 394-8515
Admissions Office 394-8230
Bookstore 394-8278
Campus Safety 394-8247 (desk),
Non-emergency on-campus dial extension 8114
Non-emergency off-campus dial 394-8114
Emergency dial 911
Career Services 394-8308
Dean of Students Office 394-8244
Distance Learning/Continuing Education 394-8487
Counseling Services 394-8236
Financial Aid Office 394-8200
Graduate Studies 394-8295
Health & Wellness Center 395-4610
International Programs 394-8138
Jim Dan Hill Library 394-8343
Multicultural Affairs 394-8084
Parking Services 394-8177
Registrar's Office 394-8228
Residence Life 394-8438
Student Activities Board 394-8382
Technology Services Help Desk 394-8300
Writing Center 394-8095
Yellowjacket Union Information Desk 394-8244

COURSE EVALUATIONS

Students are encouraged to evaluate their courses each semester. Instructors will provide an opportunity for anonymous evaluation in each of their classes during the last part of the semester.

Faculty value student feedback and utilize it to revise their courses. Faculty will not have access to the results of the surveys until after final grades are submitted.

Have a great semester!

The University of Wisconsin-Superior Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Academic Departments and the office of the Provost.