

University of Wisconsin - Superior
STUDENT INFORMATION SHEET for 2017-18

The faculty and staff at University of Wisconsin – Superior support your academic success. The information on these pages is intended to help you understand various concepts at the university and provide you with guidelines on how to engage in ethical and appropriate steps for your progress, both in classes and co-curricular activities.



The sections are divided into:

- Section 1: Information on student characteristics and related programs
- Section 2: Information on academic integrity and ethical practices
- Section 3: Information on campus policies related to courses and instruction

Section 1: INFORMATION REGARDING STUDENT CHARACTERISTICS AND RELATED PROGRAMS

UW-SUPERIOR Statement Of Non-discrimination And Title IX

The University of Wisconsin – Superior does not discriminate based on sex/gender, gender identity, race, age, color, sexual orientation, disability, military status, or national origin in the execution of its educational programs, activities, employment, daily operations or admission practices.

In accordance with Title IX of the Education Amendments of 1972, UW-Superior is committed to maintaining an environment for its students and university employees that is free from unlawful sex (gender) discrimination (including but not limited to sexual harassment, sexual assault, gender-based stalking, domestic/dating violence, etc.) in all aspects of the educational experience. If you or someone you know has experienced a violation such as these, you are encouraged to report it to the Title IX Coordinator at TitleIXCoordinator@uwsuper.edu . For more information about Title IX (sex/gender nondiscrimination) and/or to report a violation, visit the Title IX website at <https://www.uwsuper.edu/dos/titleix/index.cfm>.

If you have a non-gender-based discrimination complaint, you are encouraged to report it at <https://www.uwsuper.edu/provost/universitywide/uw-complaint-process.cfm>.

NOTE: All university employees are considered “responsible employees” and are required to report disclosures of sex discrimination and sexual misconduct to the Title IX coordinator. For a list of confidential resources visit the Title IX website at <https://www.uwsuper.edu/dos/titleix/index.cfm>

For students who are veterans or active duty military personnel

UW- Superior has a high number of students who are serving/have served in a military branch in classes. Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these to the instructors. We encourage you to contact our Veterans and Non-Traditional Student Center for services at <https://www.uwsuper.edu/vnsc/vets/index.cfm>.

For students practicing religious and/or spiritual beliefs

It is the policy of the University of Wisconsin Board of Regents that students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling all examinations and other academic requirements.

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You are permitted to make up an examination, or other academic requirement at another time or by an alternative method, without any prejudicial effect, when there is a scheduling conflict between your sincerely held religious beliefs and taking the examination or meeting the academic requirements.

If you need an accommodation, you must notify your instructor(s), within the first three weeks of the beginning of classes (or within the first week of summer session and short courses) of the specific days or dates on which you will request relief from an examination or academic requirement.

Instructors shall accept, at face value, the sincerity of your religious beliefs. Instructors may schedule a make-up examination, or course requirement, before or after their regularly scheduled examination, or other academic requirement.

For students who are welcoming new family members – information related to pregnancy and birth

Our students have many family obligations, including the birth of new family members. UW-Superior reaffirms the obligation of the institution and its employees to make appropriate physical and academic accommodations for students who are pregnant and who give birth during the academic semester, including the parent supporting those who are pregnant or giving birth.

If you or your spouse/partner/family member is pregnant and/or gives birth during the semester, then you are entitled to any necessary physical, curricular, or test accommodations needed due to the pregnancy and or childbirth. You must let instructors know in advance (ideally, at the beginning of the related semester) so that appropriate arrangements can be made.

We encourage you to contact our Veterans and Non-Traditional Student Center for services at <https://www.uwsuper.edu/vnsc/nontrad/index.cfm> including information on child care.

For students who are experiencing food insecurity

UW – Superior hosts a food pantry for students who experience food insecurity (a limited access to food leading to persistent hunger). Our Yellowjacket Food Pantry is located in the Center for Excellence in Teaching and Learning, Swenson Hall 2075 and some items are available at the Student Health and Counseling Center in Marcovich Wellness Center. Open to all currently enrolled students, the Pantry provides supplemental food and other necessities to currently enrolled students, both undergrad and graduate. Students needing assistance must bring their Student ID to utilize these services. If you need assistance, please contact Nicole Stodola, Center for Excellence in Teaching and Learning staff at 715-394-8548 or stop by the office with your student id.

For students who need a name change for email, Learn@UW – Superior (D2L) and academic records

UW – Superior recognizes gender fluidity in our student population. If your name does not reflect your gender identity and/or your preferred name, you have the option for requesting a change. You can do this in your student E-hive:

1. Log into E-hive and choose Student Center.
2. Click Personal Information from drop-down menu.
3. Select Gender Identity from drop-down menu, then select your gender and click “save”.

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For students with differing abilities and who may need accommodations

UW - Superior recognizes that students have a diversity of characteristics, skills and abilities. For some, accommodations are needed to assist with a differing ability such as those who are deaf/hard of hearing, blind/visually-impaired, those with mental health diagnoses (including cognitive).

Disability Support Services (DSS, <https://www.uwsuper.edu/dr/index.cfm>) is housed in Swenson Hall in the Educational Services Center. Staff are committed to providing reasonable accommodations as indicated 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 and requires institutions to make reasonable accommodations for students with disabilities. The Disability Support Services (DSS) advisor serves as a liaison for students with disabilities, and coordinates reasonable accommodation requests.

If you are in need of accommodations:

1. Schedule a meeting with DSS staff via email (disability@uwsuper.edu) or phone (715-394-8188) or going to DSS offices.
2. During the meeting, discuss your documentation related to your disability and develop an accommodation plan with DSS.
3. Inform instructors of accommodation needs at the beginning of each semester by giving them the Faculty Accommodation Form (FAF). This form is what is required for specific and reasonable accommodations in the classroom. Since accommodations are not retroactive, you must identify your request using the FAF to the instructor at the beginning of each semester in which accommodations will be needed, or within a reasonable period of time before the accommodations will be required.
4. Meet with DSS to update the accommodation plan and to arrange timely services.

Section 2: ACADEMIC INTEGRITY

Academic integrity is the pursuit of learning in an open, honest and responsible way. The UW System 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. (Information from the UWS 14.01 Statement of Principles.)

What is academic misconduct? (From the UWS 14.03 Academic Misconduct Subject To Disciplinary Action)

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.

Examples of academic misconduct include, but are not limited to:

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- a) cheating on an examination, collaborating with others in work to be presented, contrary to the stated rules of the course;
- b) 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;
- c) submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas;
- d) stealing examinations or course materials;
- e) submitting, if contrary to the rules of a course, work previously presented in another course;
- f) tampering with the laboratory experiment or computer program of another student;
- g) 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.

If an instructor determines that your behavior in a course, including related activities may demonstrate misconduct, disciplinary actions can be taken. Instructors may 1) require you to resubmit an assignment, 2) assign a failing grade to the assignment, and/or 3) fail you in the course. Specific policies guide their actions and can be found at <https://www.uwsuper.edu/studentconduct/policies/academic.cfm>.

Section 3: INFORMATION ON CAMPUS POLICIES RELATED TO COURSES AND INSTRUCTION

How will UW –Superior instructors, advisors, and others contact you?

Your UW – Superior email address (name@uwsuper.edu), E-Hive and the Student Digest are the official ways that instructors, advisors and others contact you. Use the same log-in and password to access all your UW – Superior accounts (including Learn@Superior for your courses).

PLEASE CHECK YOUR EMAIL DAILY!!

E-Hive is a secure web portal providing you with access to your student record and other information. You should utilize your E-Hive account regularly to view class schedule, register, add, drop classes, view transfer report and order official transcripts. The Student Digest is an email notice that is sent out daily to students via students' uwsuper.edu email accounts. We encourage you to check this message out each time it is received, as many official announcements affecting students are announced using this method of communication.

Learn@Superior (also called D2L) is the system instructors use for courses. Courses which are entirely online use it extensively, while face-to-face course instructors use it in a variety of ways. Please check with your instructor regarding their use of this system.

What happens if you are not at the first day of classes each semester?

Beginning Fall 2014, the Administrative Drop Policy was implemented at UW-Superior. This policy states that if you do not attend the first class meeting, do not participate in a course related activity in an online course, or do not notify the instructor of an expected absence for special reasons, you will be dropped from the related course. However, you should not assume that you will be dropped automatically and thus it is your responsibility to verify your enrollment in courses for the related semester. Please check with your advisor if you have any questions.

We understand that there may be valid reasons why you cannot be in class on the first day of the semester. In this case, you should contact the instructor.

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What happens if you need to take an incomplete in a course?

There may be circumstances that prevent you from completing a course, such as a family emergency (including death of a loved one or illness). A grade of Incomplete (I) may be given by an instructor when you have been engaged for at least *two-thirds* of the class but have been prevented by emergency circumstances from completing the course. There should be, in the judgment of the instructor, a reasonable probability that the you can complete the course successfully without again attending regular class sessions or needing extensive instructor supervision. An incomplete should not be taken if you have not participated in the course and/or missed significant assignments throughout the semester.

A grade of Incomplete must be removed by the end of the next semester attended. (For spring that is the following fall, for summer the following fall and for fall the following spring.) If the course work is not completed and the grade not recorded on the final roster by the last day of the subsequent term, the Incomplete grade will lapse to a Failing grade.

What should you do if you need to drop a course?

Dropping a course(s) is an option but should not be your first step if you experience a challenging course. Talking with the instructor regarding your concerns can help identify next steps, strategies and resources. Additionally, the Writing Center and Educational Success Center can assist with tutoring and other services.

If you do need to drop a course(s), it is your responsibility to take the next steps. Dropping a course(s) has the potential to affect your financial aid, so please talk with the staff in the Financial Aid Office. In addition, talk with your advisor as dropping a course(s) also has the potential to affect your degree progress. International Students with an F-1 and/or J-1 student visa status MUST check with the staff in the International Office before dropping any classes.

Should you move ahead with dropping a course(s), the deadlines for dropping a course(s) can be found at <https://www.uwsuper.edu/registrar/news/calendar.cfm>. Please note that if you drop a course after a certain day in the semester, you may have a withdraw (W) noted on your official transcript for the related course. Depending on the time of the semester, you can drop a course in your student E-hive (generally within the first week of the term). Dropping a course later in the semester may require signatures from your advisor, the instructor, and others depending on the situation. Please contact your advisor or the Center for Academic Advising (<https://www.uwsuper.edu/advise/index.cfm>) for more information.

How are you contacted if there is a campus alert, including poor weather conditions?

UW - Superior uses Safe Alert to contact students and staff regarding serious campus concerns (including weather closures). To sign up, go to <https://www.uwsuper.edu/safety/alerts/index.cfm>. Additionally, the local media is notified when campus is closed due to weather.

How often should you attend class?

You are expected to attend all classes as identified in course syllabi. 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 (usually by email or phone).

At times, you may need to miss classes due to a University – approved activity (such as a field trip, research presentation, music performance, athletic event or student club activity). Students absent for University-approved activities will be excused from class and allowed to make up missed course work. Instructors may require you to

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complete a supplementary assignment in lieu of class attendance. However, it is your responsibility to directly notify your instructors prior to the absence.

How much work can you expect to do for your courses?

Higher education sets guidelines on how many hours of work are equated with credit-load (on average). Each credit for which you are enrolled involves a total of three hours involvement of class time and study time each week. For a 3-credit course, this time includes time in a face-to-face class (three hours each week) plus six hours of study time. When you are in an online or hybrid course, the “in class” portion differs based on the content of the course and learning activities, but is equal to the same amount of time per credit. (The policy can be found at <http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP1127-Credit-Hour-Definition-2011-08-10-2.pdf>.)

How and why should you complete course evaluations?

Each department establishes a departmental standard for acquiring student evaluation of instruction. You are encouraged to evaluate your courses at the time of an instructor’s request. Instructors value student feedback and utilize it to revise their courses. Instructors will provide an opportunity for anonymous evaluation in such classes during the last part of the semester per policy.

What can I do if I have a concern about a course, instructor, grade, or other?

If you believe you have a reason to file a complaint (i.e. to appeal your final grade, or share concerns about an instructor’s teaching capacity or classroom behaviors, including online) the university is obligated to listen. UW-Superior and the UW System have established procedures to respond to student complaints in a fair and equitable manner. In general, you should follow the following process outlined at this link to resolve the complaint <http://www.uwsuper.edu/provost/universitywide/uw-complaint-process.cfm>. Your advisor, department chair, and the Dean of Academic Affairs can provide you with information regarding the process as well.

What are your rights to privacy?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of educational records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education (FPCO). The Act states that: (1) *students* must be permitted to inspect their own *education records* and (2) *school officials* may not disclose personally identifiable information about a student without written permission from the student. (Students are defined as those individuals who are enrolled and fully admitted. Persons who applied for admission, but were not admitted, or have not enrolled after the 10th day of a term, have no rights under FERPA.)

An Educational Record is defined as those records (in any media form) directly related to a student and maintained by UWS, or by a party acting for UWS. These records may contain a student’s name, SSN, SID, address, or other piece of information that could be considered personally identifiable.

UWS considers the following Directory Information, and may provide this information to parties who request. Full name, address (campus and home), phone number(s), academic honors, class level (Fr., So., Jr. Sr.), email address, major or program, athletic achievements, weight & height of student athletes, dates of attendance (withdrawal date/ dates or terms enrolled), degrees/ certificate awarded and date conferred, previous colleges attended, full or part time status, home town, and photographs. If you would like to restrict what is shared with others, you may submit a Restrict Directory Information form to the Registrar’s Office (OM 139) to prevent your directory information from being released at <http://www.uwsuper.edu/registrar/forms/upload/Restrict-Directory-information-form-2015-05-16.pdf>.