

6. ACADEMIC POLICIES AND PROCEDURES

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

For further information regarding academic policies and procedures, see UW System Administration Academic Information Series (ACIS) located at:

<http://www.wisconsin.edu/acss/acis/>

6.1 ACADEMIC ADVISEMENT

6.1.1 Seven Learning Goals of Academic Advisement

1. To help students reflect on academic and professional goals.
2. To discuss with students how liberal arts and professional education at UW-Superior may fit in with these goals.
3. To help students become aware of steps necessary to reach academic and professional goals including undergraduate education, graduate education, examinations, and licensing requirements.
4. To direct students to needed support services.
5. To help students understand the advisement process
6. To help students understand requirements for graduation at UW-Superior including degree progress reports, major, minor, upper division, and general education requirements.
7. To assist students in registering for classes.

6.1.2 Advisors

Each student is assigned an advisor from a pool of faculty, instructional academic staff, and Center for Academic Advising 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 Director of the Center for 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.

6.1.3. Duties of Advisors

General advisors have the special responsibility of assisting undeclared majors in clarifying career goals and in choosing a major. 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.

Advisors should work 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.

The advisor needs to recognize students with academic deficiencies and needs to refer these students to Student Support 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 Student Health and Counseling Services.

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 [1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments](http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm) as adopted by the American Association of University Professors. (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.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 calendar may be organized in semesters, quarters, or modules of shorter terms (mini-sessions, inter-sessions, etc.) within the academic year period. 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. (for System Policy see <http://www.wisconsin.edu/acss/acps/acps4.pdf>)

6.4 INSTRUCTIONAL RESPONSIBILITIES

6.4.1 Class Schedule and Class Meetings

Faculty and academic staff members are required to meet all classes (including those offered via Distance Learning) 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 instructional activities, no classes should be dismissed without significant cause.

6.4.3 Reporting Faculty and Instructional Staff Absences

Unclassified Leave Reports are available in your portal <http://my.wisconsin.edu>. Reports must be submitted by the 5th of each month 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.

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 credits to students successfully completing approved institutional programs. A credit hour is defined as an amount of work represented in intended learning outcomes expected to be accomplished in not less than the amounts of time reasonably approximating those outlined in UW Superior Policy # AP1127 <http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP1127-Credit-Hour-Definition->

[2011-08-10-2.pdf](#); 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 syllabus (written statement) for each of her or his classes which can be distributed to students no later than the first or second class meetings. The written syllabus must be filed in the Department office and should include:

1. Goals of the course
2. Brief outline of the course
3. Required text(s) 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. Syllabus Attachment covering student policies

<http://www.uwsuper.edu/deanfaculties/forms/academic-policies-and-forms-for-faculty.cfm>

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.

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. No student may reschedule examinations.

When a student misses a final examination, the disposition of the case is up to the instructor concerned.

If final exams must be cancelled due to inclement weather, procedures in AP#0901 will be followed (<http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP0901-Final-Exam-Cancellation-2010-12-21.pdf>).

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 no later than one week following the last day of 4organized student activities for each instructional term. Grades are recorded electronically in the PeopleSoft system. 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. In accordance with AP#1102, a grade of I (Incomplete) may only be given when a student has been engaged for at least two-thirds of the class, and has, in the judgment of the instructor, a reasonable probability of being able to complete the course successfully without again attending regular class sessions or needing extensive instructor supervision. In the event an I is given, a note of what is required for completion of the course must be included in the grade report. If a grade change is not submitted by last day of the subsequent term, by the instructor who assigned the Incomplete grade, the Registrar's Office will lapse the Incomplete grade to a Failing (F) grade the day after the last day of the term.

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 instructor's 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 (<http://www.uwsuper.edu/registrar/forms/upload/Grade-Change-Form-2011-07-07.pdf>) 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. See <http://www.wisconsin.edu/fadmin/fppp/fppp18.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 Policy #20-6 (formerly 89-8) provides a Policy on Non-Medical Leaves of Absence for unclassified staff which includes provision for those seeking or accepting political office or appointments. The policy can be found at web site <http://www.wisconsin.edu/bor/policies/rpd/policies.pdf>.

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 Advisory Committee (TEAC) for approval before submission to the appropriate Council (Undergraduate Affairs or Graduate). Courses intended for both undergraduate and graduate students must have unique syllabi for each of the levels and the appropriate syllabus must be approved through the appropriate Council.

6.17.2 Procedures for Submission of Proposals for New or Significantly Changed Programs

The procedures for submission of new or significantly changed program proposals follow UW System Guidelines (<http://www.wisconsin.edu/acss/acis/acis-1.pdf>). Formats for the submission of information, and time frames for submission, approval and implementation are included. Prior to submission to the UW System Office of Academic Affairs, institutional (UW Superior) support must be attained for the proposed program. Procedures for this are outlined in Policy AP1117 <http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP1117-Approval-of-Undergrad-Academic-Matter-curr-chart-2011-12-05-UPDATED-2011-12-21-UPDATED-2010-04-20-2.pdf>

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. For the protection of human subjects, the UW-Superior Institutional Review Board must review and approve research involving human subjects prior to any data collection. This includes research with or without external funding and research initiated by students as well as that initiated by faculty. Proof of such review is usually required by external funding agencies. Forms and procedures are available at <http://www.uwsuper.edu/irb/index.cfm>.

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 System 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 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 selections must be communicated to the UWS 'Jacket Book and Supply Store prior to the publication of the class schedule each term. 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 unless notified differently by the faculty member. Faculty will be responsible for obtaining desired desk copies directly from publishers. The bookstore will also handle the sale of special supplies.