

**University of Wisconsin - Superior**  
**STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT**  
**2012-2013**

## **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 in the Student Handbook, which is available on the E-Hive. (Simply click the "Current Students" link and scroll down to "Publications").

## **E-HIVE AND STUDENT DIGEST STATEMENT**

**E-Hive and the Student Digest** are the official communication tools of the university. **E-Hive** is a secure web site providing UWS student, faculty, and administrative staff with up-to-the minute campus communications, single log-on connections to check schedules, add or drop classes, and access online course information. Students are expected to utilize their E-Hive account regularly to receive e-mail communication from faculty and administrative offices. The **Student Digest** is sent out daily to students via E-Hive. Students should check this message out each time it is received, as many official announcements affecting students' campus life are put out to students using this tool.

## **DISABILITY SUPPORT SERVICES**

Disability Support Services (DSS) for UW-Superior students is housed in the Sundquist Suite of Swenson Hall (rooms 1024 and 1025). Student Support Service (SSS) staff are committed to providing reasonable accommodations for students with learning, physical, sensory and psychiatric disabilities 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 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. 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](mailto:disability@uwsuper.edu) or call (715) 394-8019 or contact a staff member in the Student Support Services Office.

**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). 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.

## 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 adopted this chapter to ensure 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.

### ACCOMMODATION FOR PREGNANCY AND BIRTH

The Faculty Senate of 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 are pregnant and/or give birth during the semester that you are a student in this class, or you are the partner/spouse of a person pregnant or giving birth, you are entitled to any necessary physical, curricular, or test accommodations needed due to the pregnancy and or childbirth. Please let instructors know in advance so that appropriate arrangements can be made.

### 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. (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.

## WITHDRAWING FROM CLASSES

Administrative Drops will no longer be processed at UW-Superior. Rather it is **the student's responsibility to drop her/himself from courses in which s/he does not wish to remain enrolled.** Students who do not drop by the 10<sup>th</sup> day of a term will have a record of the course on her/his official transcript. If the student drops the course by the 60% day of the term s/he will have a W (withdraw) listed on the official transcript. If a course is not dropped by the 60% day, faculty will enter a grade of F (failure), which will be listed on the official transcript. **International Students** with an F-1 and/or J-1 student visa status must check with the International Office before withdrawing from any classes.

## 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.**

## 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 and/or completing activities outside of class for each hour spent in class.

## COURSE EVALUATIONS

Each department establishes a departmental standard for acquiring student evaluation of instruction. Students are encouraged to evaluate their courses when instructors ask it of them. When evaluation by students is conducted, instructors will provide an opportunity for anonymous evaluation in such classes during the last part of the semester per departmental policy. 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.

## STUDENT DATA 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 10<sup>th</sup> 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. Sole possession notes (those made by one person and kept in the possession of the maker) are not considered education records. However, sharing these notes with another person, or placing them in an area where they can be viewed by others, will make them education records subject to FERPA.

Records not considered education records include: law enforcement, employment records, and medical (used solely in connection with the provisions of treatment).

School Officials are individuals acting either by themselves, or collectively in the students' educational interest and who have legitimate "need to know" right to the education record.

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.

Students may submit a Request to Prevent Disclosure of Directory Information form to the Registrar's Office (OM 139) to prevent his/her directory information from being released.

**Have a great semester!**

***The University of Wisconsin-Superior Student Information Sheet and Syllabus Attachment has been developed by the office of the Dean of Faculties.***