

UW-RF Faculty/Academic Staff Handbook

Chapter VIII : Academic Standards, Procedures & Policies

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8.1 On Freedoms and Responsibilities

Each staff member, in conducting courses, is expected to maintain high professional standards. It is assumed that each is a mature scholar and teacher, and each is expected to work within University policy to accomplish common objectives.

Within the context of these policies, the individual has maximum freedom in determining methods, texts, and materials, subject only to budgetary limitations and to agreements made with peers for courses taught cooperatively.

8.1.1 Load

Members of the faculty are expected to teach an average of twelve undergraduate credit hours per semester, taking into consideration the student credit hour goals for each department. Equivalence for shop, laboratory work, and physical education is based on the ratio of one class period to one and one-half periods of such labs. The faculty member's professional duties include such activities as teaching, research, committee assignments, and making his or her services available to students and to the University as a whole, including the holding and posting of regular office hours in accordance with College, School and department guidelines.

The Graduate Council recommends giving a four (4) credit load for each section of a three (3) credit 700 level course and for every section of a 500 and 600 level course with at least 50% graduate enrollment. This policy applies only to courses taught in the fall and spring semesters.

8.1.2 Professional Competence

In addition to the hours spent in the classroom and in preparation for teaching, faculty members are expected to maintain scholarly competence and to advise students. They may be requested to participate in committee assignments and extra-curricular activities.

8.2 Academic Standards

8.2.1 Scheduling of Classes

Only courses listed in the official schedule of classes can be offered for credit and only for the number of credits listed. Working with individual faculty members, department chairs propose classes for the coming year, usually during the previous fall. These proposals are reviewed and approved by the academic Deans. Time and room assignments are coordinated by the Registrar's Office.

A schedule for the full year is posted online each Spring semester, prior to the pre-registration period for the following Fall semester. It is arranged by the academic Deans on the basis of available faculty and available classrooms. Any changes in courses, hours, or days must be approved by the Dean of the College in order to avoid unnecessary hardship to students. Courses that are required, but that are uneconomical, will be scheduled in alternate years.

For maximum use of space and maximum service to a variety of students, class scheduling needs to be offered through the entire day and occasionally evenings and Saturday mornings.

One semester credit consists of approximately 750 minutes of class time plus appropriate work outside of class, not including final exams.

8.2.2 Syllabi

A syllabus for each course must be filed in the office of the Dean of the College in a form prescribed by the College and University Curriculum Committees.

It is recommended that all faculty and instructional staff complete a syllabus for each class, where appropriate, to be handed out to students; the syllabus may include the following items:

COURSE NAME COURSE NUMBER
CLASS MEETS CLASSROOM
INSTRUCTOR OFFICE HOURS
OFFICE TELEPHONE
REQUIRED TEXTBOOK AND OTHER REQUIRED MATERIALS
COURSE OBJECTIVES
DESCRIPTION OF MAJOR ASSIGNMENTS AND GRADING POLICY:

Grading: (include how the grade will be determined and what will comprise final points)

Exams: (format of exams and approximate dates)

Assignments: (include what assignments will be, such as papers, cases, and other projects and points assigned to each)

Other course requirements/expectations:

ATTENDANCE POLICY
FINAL EXAM DATE
LATE WORK POLICY
COURSE OUTLINE: DATE, TOPIC, ASSIGNMENT
(list outline by week, day or sequence)

8.2.3 Prerequisites

Variations from prerequisites listed in the catalog must be authorized by the chair of the department in which the course is listed.

8.2.4 Special Course Fees

Special course fees are defined as charges in addition to the regular instructional fee (tuition) and segregated fees. These fees are assessed to all students enrolled in courses which have an approved special course fee on file with the Vice Chancellor for Administration and Finance. Special course fees must be used solely for support of the course involved. Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge a special course fee. Special course fees can be used only to cover cost of special fees related to a course. Special course fees cannot be used for expenditures that are unrelated to the original special course fee request (i.e., capital purchases, faculty travel to workshops, etc.). When filling out the Request for Approval of Special Course Fee form be sure to justify the reason for charging the special course fee.

I. Complete a Request for Approval of Special Course Fee form. This form must be completed for a new special course fee, or a revised (increase or decrease of fee amount) special course fee.

Complete the following:

A. Course Name

- B. Department number, course number, section number. If fee is for all sections of a course please indicate. The section number is important because the special course fee will be rolled over automatically for future terms; therefore, once a special course fee is approved, it will continue to be charged until a request for a change has been made. However, if a future term course has a different section number than on the original request, the special course fee will not be charged to the student.
 - C. Department name
 - D. Person submitting request
 - E. Reason for special course fee
 - F. Amount of special course fee
 - G. Department account number the special course fee should be deposited in when it is collected from the student.
 - H. Do all students in class pay the special course fee? If not, contact the Accounts Receivable Office
- II. Forward the completed Request for Approval of Special Course Fee form to department chair
- A. Department chair denies the request and returns the request to the person submitting the request or
 - B. Department chair approves the request and forwards it to the Office of the Dean
- III. Dean's Office receives the approved request for Approval of Special Course fee form and reviews it
- IV. The Vice Chancellor for Administration and Finance receives the approved Request for Approval of the Special Course Fee form and reviews it
- A. The Vice Chancellor for Administration and Finance denies the request and returns the request to the Office of the Dean or
 - B. The Vice Chancellor for Administration and Finance approves the request and
 1. Sends one copy of the approved Special Course Fee form to the person submitting the request.
 2. Sends one copy of the approved Special Course Fee form to the Accounts Receivable Office.
 3. Files one copy of the approved Special Course Fee form.

8.2.5 Admittance to Class

Students must register before attending classes. A student is not to remain in class unless the Registrar has notified the instructor by class roster of his or her admittance. Preliminary class rosters are modified during the semester. The class grade rosters are available online at the end of the semester.

Slash courses are numbered with both undergraduate and graduate numbers (300/500, 400/600.) Freshman and sophomores are not permitted in 300/500 and 400/600 courses. Juniors and seniors are permitted in 300/500 and 400/600 courses. No undergraduate students may enroll in 700-level courses under any circumstances. A sophomore may petition the Dean of Graduate Studies for admission to a 300/500 course, but only under extraordinary circumstances, and with written support of the instructor and advisor.

8.2.6 Auditing Classes

Students who wish to audit a course will be required to register for the course after those enrolled for credit have registered and on a space available basis with the following conditions:

- a. the approval of the faculty member in charge of the class must be obtained by the auditor;
- b. any special costs for course instruction other than normal fee charges are assessed auditors availing themselves of this opportunity; and
- c. a student who opts to enroll on an auditor basis under this policy may not change from an "audit" to a "credit" status or a "credit" to "audit" status after the fifth day of classes.

Students desiring to register for courses on an audit basis may obtain an audit card in the Office of the Registrar. Students must submit the approved audit card to the Registrar's Office on the last day to add a course (the fifth day of classes). An audited class is not counted in computing a student's credit load, but the instructor is required to report the satisfactory completion of the audit to the Registrar. Fees for courses which are audited vary according to the status of the student. Please contact the Cashier's Office for specific course charges.

8.2.7 Pass-Fail Privilege for Undergraduate Students

Students often hesitate to pursue coursework outside their major field. To encourage more breadth academically, the University allows qualified students to enroll in a course on a pass-fail basis.

a. The privilege

- (1) Credits earned under the pass-fail system will be counted for degree requirements but will not be included in the computation of the student's honor point ratio.
- (2) The grade will be recorded on the student's permanent record as either "S" (pass) if the grade is "D" or better or "U" (fail) if the grade is "F". A "U" grade is included in computing the student's honor point ratio.

b. Requirements for the privilege

- (1) Juniors and seniors who are not on scholastic probation may take one course per semester on a pass-fail basis with a maximum of 3 courses or 12 credits.
- (2) Courses which may not be taken on a pass-fail basis are those required for general education and for requirements or curriculum options within a departmental major or a departmental minor. Internships are an exception to this rule.

c. Conditions for the privilege

- (1) Under no circumstances will the student be permitted to change a course either to or from a pass-fail basis after the second week of classes each semester or the first week of the summer session.

Care should be taken that courses which might be necessary for a major or pre-professional program, decided on later, are not taken as pass-fail.

- (2) If it is determined that a student elected a course without being eligible or without meeting the requirements, the student will be required to carry the course on the conventional grading scale.

d. Procedures for courses on the pass-fail system

(1) A student meeting the pass-fail requirements and planning to enroll in a course on this system must secure the approval of the advisor and academic Dean prior to the end of the second week of classes each semester or the first week of classes during the Summer Session.

(2) With the advisor, the student should complete a Pass-Fail Privilege Form, obtainable from the Registrar's Office. This form is to be completed in duplicate with the original copy being forwarded to the Registrar's Office following approval by the academic Dean. The second copy will be returned to the advisor.

8.2.8 Drop/Add Policy

Students can drop/add online without a faculty signature during the seven calendar days of the term (as long as there is space available).

To drop or add a class after the first five days of class, students must obtain a drop-add card from the Office of the Registrar and get their advisor's signature and the instructor's signature on the form. Classes may not be added after the first five days of class except with permission of the instructor and advisor.

Students can drop a class during the first 15 days of the semester without any record on their transcript.

Students can drop a class within 16-30 days with "W" recorded on their transcript.

If a student drops a class after 30 days, it will be considered a late drop and must be approved by the respective Dean's Office.

Only one "W" will be allowed to appear on the transcript of any student in a given class or course.

8.2.9 Student Withdrawal

Students who withdraw from the University during the academic term must initiate the withdrawal process through the Registrar's Office, 105 North Hall. Withdrawals initiated after the 6th week of the term are indicated on the official transcript.

The academic deans can, at their discretion and in extraordinary situations, assign a grade of NG (no grade) to students withdrawing from the university effective prior to final exam week of the academic term. When a NG grade is recorded, it has no impact on grade point average.

The dates that a withdrawal is processed will determine if there is a refund of tuition. Tuition or refund questions should be directed to the Accounts Receivable Office, 117 North Hall, 715-425-3145.

8.2.10 Religious Observances

The University of Wisconsin-River Falls, in concert with University of Wisconsin System Policy, promotes a commitment to the individual needs of students by reducing attendance conflicts between education requirements and the exercise of religious beliefs. University of Wisconsin-River Falls specific guidelines are as follows:

1. Students with a legitimate conflict between an academic requirement and a religious observance must be given an alternative means of meeting the academic requirement. Individuals must notify the instructor within the first three weeks of the class (or earlier if the religious observance comes sooner), of the specific days or dates on which they will request relief.

2. Mandatory academic requirements should not be scheduled on days when an acknowledged religious observance causes students to be absent from scheduled functions. The claim of a religious function should be accepted. However, the instructor may set reasonable limits on the total number of days claimed by any one student.

3. Student grades should not be affected because the individuals are absent from class due to a legitimate conflict with a religious observance (this includes attendance requirements).

8.2.11 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the Spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University-sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by the Provost & Vice Chancellor.

Departments sponsoring such events are responsible for obtaining the Provost & Vice Chancellor's approval prior to an event for it to be determined as sanctioned. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

8.2.12 Special Events and Convocations

Faculty members may require student attendance at special events in lieu of their own classes, but only if this attendance does not conflict with other classes.

8.2.13 Final Examinations

All faculty members are required to give final examinations and, unless excused by their Dean, at the published hours. Any faculty member has the option of not giving a final examination if, in the opinion of the Dean, a final examination would serve little purpose. Reasons for such permission would include:

- a. The course is essentially a "studio" or "project" course so that there is little basis for a final examination.
- b. Sufficient exams have been given, including one during the last class or lab meeting, and the instructor prefers to discuss these exams during the final examination period.

The faculty member will meet with the class during the assigned examination period either for instructional or testing purposes. A faculty member's request to the Dean for permission to use the period for instructional purposes should be filed at least one week before the exam week.

As a general policy graduating seniors and special students are required to take final examinations. Faculty may excuse individual graduating students or special students from final examinations only when individual considerations warrant.

UW-RF requires the scheduling of a study day between the last day of regular classes and the first day of final exams every semester. Any day of the week except Sunday may be designated as the study day.

8.2.14 Final Grades

The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fifth working day following the last scheduled examination. The instructor is responsible for checking the accuracy of the information on each class roster. [FS 04/05 #19]

8.2.15 Grades and Honor Points

The official UWRF grading scale used by the Registrar's Office and eSIS is as follows [FS 04/05 #17]:

A 4.0	C+ 2.333
A- 3.667	C 2.0
B+ 3.333	C- 1.667
B 3.0	D+ 1.333
B- 2.667	D 1.0
F 0	

Grade Point Average (GPA) is calculated by dividing total honor points by the total number of graded credits attempted:

$$\text{Honor Points} \div \text{Graded Units Attempted} = \text{GPA}$$

8.2.16 Unofficial Withdrawal Policy for Title IV Aid Purposes

Students are defined as unofficially withdrawn for Title IV purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process

Instructors indicate online any student who is not, based upon their judgment, currently attending their class and are asked to give a last known date of class attendance for those students who are not attending, if possible.

A final grade of "XF" is assigned by instructors failing students due to non-attendance. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV aid and who have a semester GPA of 0.00. Those students who have all "XF's" are assumed to be 'unofficially withdrawn'.

Administrative Action

The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid.

An "XF" grade is treated as an 'F' for all other policy purposes.

8.2.17 Interim grades: Incomplete, Satisfactory Progress

Incomplete: A grade of incomplete (I) may be given for a verifiable, non-academic reason at the instructor's discretion upon student request. If the student does not complete the coursework and a A-F grade is not given within two semesters (excluding J-term and summer terms) the course grade becomes an F. See Instructor Preference paragraph below for exceptions to this rule. When a student completes the work, the incomplete (I) grade is replaced with the new grade (A-F). The notation for I and SP is taken off of the students' records when the course work is completed. The student is responsible for being aware of the financial aid implications of their grades.

Satisfactory Progress: A grade of satisfactory progress (SP) may be given by the instructor when the work of the course extends logically or for pedagogical reasons beyond the end of the term. The instructor will give the SP after assessing that the work to date demonstrates progress. If the work is not completed at the

conclusion of two semesters (excluding J-term and summer terms) and the instructor does not submit a grade, the course grade becomes an F. When the coursework is completed, the SP grade is removed from the student's records. The student is responsible for being aware of the financial aid implications of their grades.

Graduation: The student must resolve all outstanding I and SP grades before the diploma is granted.

Instructor Preference: The Registrar's Office will notify instructors of all I and SP grades outstanding in the 12th week of the semester indicating which instances will become F at the conclusion of the semester. The instructor may return by the grade deadline the list indicating students for whom he or she is extending the I or SP grades for one more semester and after that time the I or SP becomes an F. [FS 06-07 #66]

Not Reported: In cases where grades are not received through ESIS or other agreed upon means by the announced deadline, all students in the course will receive a grade of NR (not reported). The department/program chair will be notified and will contact the instructor immediately to ascertain the problem. The grades should be submitted by the instructor as soon as possible. The NR will be expunged from the students' records not appearing on either the DARS or the transcript once removed by the instructor. [FS 06-07 #117]

8.2.18 Student Appeal of Grades or Other Academic Matters

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Grading practices based on classroom standards as outlined in the class syllabus and applied to all students equally are not subject to complaints. Appeal of a grade must be made within one semester (not counting summer) of receiving the grade.

If a student wishes to make a complaint concerning a grade or other academic matters, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost & Vice Chancellor, Academic Affairs. The student may be accompanied by another member of the University community to any stage of the complaint process.

Questions or complaints involving sexual or racial discrimination or harassment are covered by policies in the Student Handbook.

Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University catalog.

The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by the Registrar's Office. The form must contain a written explanation of the error and must be signed by the Dean.

8.2.19 Suspension & Probation Policy **Good Academic Standing**

Students are in good academic standing if they maintain a cumulative resident grade point average of 2.000 or greater.

Academic Probation

Students will be placed on academic probation if:

- They earn a cumulative grade point average less than 2.000
- They have completed less than 30 credits and have a semester GPA of less than 1.000. To maintain enrollment, these students must meet with and establish an academic contract with their academic advisor or academic dean.
- They are readmitted after having left UW-RF while they were on probation or suspended for academic reasons.

Academic Suspension

The suspension period will be two semesters, exclusive of the summer session, or the J-term session immediately following suspension. Students will be suspended if:

- Their semester and cumulative grade point average is less than 2.000 at the end of two successive semesters
- They have completed 30 or more credits and have a semester GPA of less than 1.000. Students do not need to be on probation for this regulation to take effect.

Appeal to the Deans/Re-Admission

A student who seeks readmission to the University after academic suspension may appeal the ruling to the dean of their college and must initiate a formal application for readmission through the Registrar's Office. Depending on the circumstances, it is the Dean's prerogative to reverse the suspension ruling.

8.2.20 Repeated Courses

A student may repeat a course in which a grade of 'C-', 'D+', 'D', 'F', 'XF', 'U', or 'W' was earned.

Students may request to repeat courses in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's advisor, the chair of the department offering the course, and the student's dean **BEFORE** registration for the course.

The original grade will remain on the student's transcript. The new grade will replace the previous grade when computing the grade point average (GPA). If a student repeats a course and earns a lower new grade, the lower new grade will be used in the computation of the GPA.

The University does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Courses may not be retaken at another institution to raise your UWRF GPA. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

Note: If a student withdraws from a course taken as a "Repeat," the original grade earned will be reinstated in the overall GPA calculation.

Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veterans' benefits may not count in benefit level determination those credits for which D's were previously earned. [FS 06-07 #25]

8.2.21 Test-Out Program

Students with especially strong backgrounds have the opportunity to test-out of up to 12 semester hours of credit through departmental testing, except in the Modern Language department which allows up to 14 semester hours of credit.

Students may not test out of courses for credit if they have taken the course, if currently enrolled in the course, or if they have taken higher level courses for which application is made. Students are not allowed to attempt to test out of a course more than once.

Transfer students may have to take additional coursework at UW-RF in the event that the institution from which they transferred did not grant test-out credits.

Students must be enrolled full time in order to test out and receive credit without paying additional fees. Students enrolled less than full time may attempt to test out. However, if successful, they must pay fees for the credits received.

A student may not receive test-out credit for more than two courses in any one department except in the departments of Modern Language and Health and Human Performance.

The Department of Health and Human Performance allows up to 3 hours of test-out credit.

The Modern Language department allows up to 14 semester hours of test-out credit. However, the student must take the next higher course in that language and pass with a grade of B or better. The Modern Language test-out for incoming freshmen who learned French, German or Spanish as a second language. Native speakers and transfer students will be evaluated on a case-by-case basis. High School special students may also receive test-out credit in French, German or Spanish by passing the test-out exam, by paying additional fees, and meeting all departmental criteria. High school special students taking the Modern Language test-out who plan to enroll at UW-RF may defer the application of their test-out credit until their enrollment as a matriculated student and their meeting all department criteria.

8.2.22 CLEP Examinations

A passing grade on any/all of the CLEP General Exams taken before July 1, 2002 will be a raw score at or above 55th percentile. A passing grade on any/all of the general exams taken on or after July 1, 2002 will be a raw score at or above 50th percentile.

The University of Wisconsin–River Falls will follow the American Council on Education (ACE) guidelines and recommendations for awarding credit for CLEP Subject Exams. The University of Wisconsin–River Falls academic departments will determine if credit is granted for specific courses or as elective credit on a case by case basis. Students may be considered for CLEP credit only if they have not already taken a college level course in the same area as the CLEP exam. [FS 05-06 #22]

8.2.23 Commencement Participation Policy

Commencement Programs are held at the completion of Fall and Spring Semesters. Information regarding graduation and applications are available from the Registrar's Office. Graduating seniors have the option to participate in Commencement the term they are completing all degree requirements. Students who are completing their final requirements during the Summer Session have the option of participating in the Spring Commencement or the following Fall Commencement. Although Summer Session graduates may select to participate in an earlier Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Fall or Spring graduates who wish to participate in an early Commencement Program must make an application for graduation and write a letter of appeal to the Registrar. Students who are requesting to participate in an early Commencement must follow the published Commencement participation deadline date for the term they are appealing. Appeals to participate in an early commencement will be approved only if all of the following conditions have been met:

1. There is an extenuating circumstance.

2. The student has nine or fewer credits to complete the degree or has only student teaching or an internship to complete degree requirements in the following semester.

The Registrar will review the appeal and approve or deny the request based on the above criteria and written notification will be sent to the student.

Although students may be allowed to participate in an early Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

8.2.24 Academic Honors Regalia

a. Seniors who graduate cum Laude, Magna cum Laude, and Summa cum Laude may wear honor cords at the Commencement ceremony. These honor cords will be bestowed at the individual college honor ceremonies.

b. Graduating seniors who have completed the Honors Program may wear honor cords at the Commencement ceremony to symbolize their achievement. The bestowing of the honor cords will be left to the discretion of the Honors Program Director.

c. Graduating seniors who are members of national honor societies that have a chapter on the UWRF campus may wear the organization's honor cords at the commencement ceremony. The bestowing of the cords will be left to each organization's local advisors.

Honors regalia may include cords, ribbons, pins, and medallions. The Provost makes administrative decisions with respect to the type of honor regalia that may be worn.

Policy effective: Fall 2007 [FS 06-07 #119]

8.2.25 Academic Merit

Academic Merit before graduation is recognized by placement on the Dean's List. Superior scholarship is recognized at the completion of Fall and Spring Terms by publication of the Dean's List. Undergraduate (Freshman-Senior) degree-seeking students are eligible to receive this honor. Students must complete a minimum of 12 credits, receive a minimum of a 3.500 term grade point average, and have no F's, outstanding incompletes or repeat grades during the academic term. Outstanding SP designations will not preclude students from receiving this honor.

At graduation three types of merit awards can be received—Senior Merit, Cum Laude Merit, and completion of the Honors Program. These awards will be given at the college award ceremonies in the spring pending completion of all credits. Persons who qualify only after all credits have been counted will also receive honors at that point.

- Senior Merit: Graduating seniors who have maintained a 3.5 GPA for their last 60 honor credits will receive Senior Merit.
- Cum Laude: Graduating seniors with a minimum cumulative 3.7 GPA for their entire college career at all institutions will receive their diplomas cum laude.
- Magna Cum Laude: Graduating seniors with a minimum cumulative 3.8 GPA for their entire college career at all institutions will receive their diplomas magna cum laude.
- Summa Cum Laude: Graduating seniors with a minimum cumulative 3.9 GPA for their entire college career at all institutions will receive their diplomas summa cum laude. [FS 06-07 #118]

8.2.26 Conversion of Incompletes Prior to 1990

For courses in which incompletes were received prior to the semester changeover (1990-91), a designation of 'N', which will be treated as a 'W', will replace the 'I'. A student may petition the Dean of the appropriate college to change the 'N' back to an 'I' in the semester that the student is readmitted.

8.2.27 Student Academic Disciplinary Procedures

Student academic disciplinary procedures are covered by the Wisconsin administrative code. Please see <http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf> for the relevant procedures.

8.2.28 165+ Credit Surcharge

Background

Starting in the fall of 2004, Wisconsin resident undergraduate students who have earned 165-credits (or 30-credits more than required for their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level. This policy, created by the Board of Regents, views a college degree from the perspective of a taxpayer. There are many legitimate reasons why students might accumulate “excessive” credits. This policy will not prevent students from pursuing their goals, but it will be at a cost that is less subsidized by Wisconsin taxpayers. This is not a policy that UW-RF can decide whether or not to implement. This is a UW-System mandate.

The policy covers all Wisconsin resident undergraduate students pursuing their first bachelors degree, including students pursuing a double major. Minnesota residents and non-residents, graduate, post-baccalaureate, and non-degree students are not affected. The policy applies to all credits earned at UW-System campuses and Wisconsin Technical College System (WTCS) transfer credits accepted toward a degree. Retroactive, Advanced Placement (AP), military, and transfer credits from outside the UW/WTCS institutions do not count toward the total.

The surcharge will be applied to students in the semester following the one in which they reach the earned credit limit. This policy is not phased in. The surcharge will add 100 percent to the Wisconsin resident tuition routinely charged, and it will be charged for all credits over the credit limit.

Warning System

Each semester, excluding J-term and summer session, the Deans' Offices will notify Wisconsin resident students from their college who have reached 130-credits that they are accumulating credits at a rate that might result in a surcharge. This notice will be copied to the student's advisor. The notice will indicate the number of credits from UW-System institutions that the student has accumulated toward the 165-credit limit and refer them to their advisor and Dean's Office if they wish to appeal.

In addition to the warning from the Dean's office, a message will appear on the DARS reports of Wisconsin residents when they reach 130 earned credits. This message will warn them that they may be accumulating credits at a rate that might result in a surcharge and direct them to a website for more information. The policy and appeal process will also be placed in the catalog and other pertinent publications and electronic media.

Appeal Process

Each student has the right to appeal to the Dean's Office of their respective college. Under the implementation guidelines established by the UW-System, institutions are permitted to "make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student's control." As the Dean's Office of each college is most familiar with the requirements for their respective degree programs and best understands the unique circumstances presented by an individual student, this appeal process will be handled at that level. To assure consistency across college, the Dean's are encouraged to collaboratively review the appeals. The Dean's Office will maintain documentation of the student appeal and the decision rendered.

To appeal the surcharge on credits beyond 165, the student must submit the "Appeal for Waiver of 165 Credit Surcharge" to the Dean of their college in which their advisor resides. The appeal should be submitted at least one semester before the surcharge would be in place. This form is available at the Dean's Office and on-line through the Accounts Receivable Office webpage at <http://www.uwrf.edu/accounts-receive/> The Dean's Office will review each case and report their decision to the student, advisor, and the Vice Chancellor/Provost Office. The Provost will then notify the Accounts Receivable Office.

Initially, the primary basis for considering appeals will be the following situations:

- Students who are juniors or seniors during the 2003-2004 academic year and who have been making steady progress toward program completion.

- Students who earned credits several years ago, dropped out, and enrolled in a different program when they returned to school.
- Students whose change of program was initiated by an academic unit

The Provost will maintain a cumulative report of the number of appeals, number of appeals granted/not granted, and specific reasons for the appeal. The Academic Policy and Programs Committee will review this information after one year and then revise the policy and procedures as necessary.

8.2.29 Granting Honors Program Credit in Specific Cases

The contracting component for the National Student Exchange Program with regards to the Honors Program should be accepted when the course is appropriately contracted for per Honors Contract Policies and Procedures.

Students receiving AP credit in a course may enroll in a one-credit honors course for AP students to receive one honors credit.

8.3 Extension Courses

The following policies as administered by the Director of University Outreach govern the development and offering of Extension Courses:

- Off-campus extension classes are offered in response to needs and concerns expressed by individuals in the River Falls community and West Central Wisconsin. The organization of extension classes is a cooperative effort of using University resources to respond to the needs of students, teachers, and school administrators.
- Extension classes offered for credit require the same approval as regular classes on campus. Since approval for the course and the instructor are the same for both extension and regular on-campus classes, there should be no distinction between sections of a course offered on or off-campus by regular class, media, or independent study. Such courses should be accepted in transfer on the same basis as the equivalent course taken on campus at the normal hours of instruction. All students must consult with their advisor concerning the applicability of each course to their program.
- Instructors for extension classes (full-time, part-time, or ad hoc) must meet all qualifications as established by the University of Wisconsin-River Falls and be appointed through the regular approval process. No faculty member can earn more than \$5,000 above his or her base salary (annual, academic year, or summer session) in a fiscal year from all University sources, including extension salaries.
- Any such classes must meet the same or equivalent standards of sequence, prerequisites, hours of class work, assignments, library or laboratory equipment, final examinations, adaptations to the needs of students, and supervision as are maintained for residence courses in the same subject.
- Normally, extension courses will meet once a week for a sixteen (16) week semester. For courses offered in a condensed time period, the maximum allowable time is one semester credit per week. Campus review is expected of any proposal which would be an exception to this norm. Consideration should be given as to how the course is designed in order to utilize fully the proposed time span. It is expected that, when appropriate, pre- and post-activities will be employed to supplement the contact hours within the compressed course.
- Because continuing education and extension programs must be self-supporting, there is a minimum number of students required for the course to be taught. Approximately 12 students are required but, under certain conditions, the Dean may approve courses being taught with fewer than 12.

g. All extension courses must receive the approval of the department chair, College Dean, and the Director of University Outreach. If an overload payment is involved, approval must also be obtained from the Provost & Vice Chancellor, Academic Affairs or designee.

8.4 Honors Program

The University of Wisconsin-River Falls Honors Program is designed to meet the educational needs of students with an outstanding record of academic achievement and a true sense of intellectual adventure. It allows students to experience a variety of course types and educationally related experiences while gaining academic credit. Students enrolled in the program have available Honors sections of many general education classes; take introductory and advanced Honors Seminars; participate in Honors Colloquia; complete an Honors thesis project; enroll in a service-learning project experience for credit; and receive credits for participation in the intellectual and creative life of the UW-RF community and beyond. All of these experiences are gained while still keeping within the major, minor, general education and liberal arts requirements of an Honors student's academic program.

The program should be both unified and flexible. That is, the achievement of the "broadening" and "in-depth" aims should provide experiences that are similar in structure for all participants. All participating students should have an identity in and with the Honors Program on the basis of this common experience. Simultaneously, the program should have enough flexibility to allow individuality. The program should be sufficiently varied so that participation is attractive to all students regardless of year in school, major, transfer status, full vs. part-time, etc. Honors should not be just more work but should provide a new dimension to a student's educational experience with a definite degree of rigor.

Any level of participation is encouraged. Students may opt to complete the entire program and graduate with "The Honors Program," or they may elect to participate in a few of the Honors courses but not complete the entire program.

8.4.1 Eligibility Standards

To be eligible, entering freshmen must rank in the upper 10 percent of their graduating class and/or score a 27 or higher on the ACT. To remain eligible, students must maintain a 3.3 average in their work and complete at least two Honors Program credits per year. Students who opt to participate in the program after one or more semesters of university work must have a 3.3 average.

8.4.2 Requirements for Completion

To complete the Honors program a student must have:

- At least 18 Honors Program credits
- No history of academic dishonesty

8.4.3 Credit Requirements

Seminar and colloquia (1-5 credits)

- Honors Seminar I (1 credit). This course is required of all participants
- Honors Seminar II (1 credit); not required, may be repeated
- Colloquia (1-2 credits); optional and repeatable

8.4.4 Honors Courses

Six to fourteen credits can be taken in Honors Courses.

- English 115, Accelerated Freshman English, and Arts and Ideas 255 and 256 are considered Honors Courses.
- Honors sections of a number of other General Studies courses will be made available on a rotational basis to Honors Program students and others with the permission of the instructor, if space is available.
- Honors students enrolled in a non-honors course can contract with the instructor to earn honors credits(s) for different work (e.g., in greater depth). These credits will be recorded as honors credits.
- Honors program seminars, colloquia, and courses will meet General Education or Liberal Arts requirements wherever applicable.

8.4.5 Honors Thesis/Project

The Honors Thesis (1-6 credits) is required of all participants during junior or senior year.

- Participants must submit a project proposal outlining their research hypotheses, methodologies, and expected outcomes, and suggest appropriate faculty reviewers to the Honors Committee before commencing their work.
- Each project will be evaluated by three faculty chosen by the student and approved by the Honors Committee. Projects may be graded pass/fail at the student's request.

8.4.6 Service Learning Component

Service Learning, for 1-6 credits, means unpaid volunteer work that will benefit the community and provide a significant learning experience. Service learning is based on the rationale that learning occurs through reflection on the service.

- At least one credit of service learning is required; one credit equals 45 hours of service learning.
- Service learning hours must be documented as to the amount of time contributed and the learning component completed.
- Participants must submit a proposal for service learning project(s) to the Honors Committee. These proposals will describe the service learning activity, outline its connection to the students' course work, and include the signature of the students' proposed field supervisor.
- Service learning hours may be planned and carried out individually, through the Honors Club, or with another organization. Honors Program students are encouraged to arrange service learning through other organizations they belong to in order to stimulate participation by other University community members.

8.4.7 Events

The events option, 0-2 credits, is meant to encourage Honors Program participants to engage in the intellectual and creative life of the UW-River Falls community and beyond. Approved events will include attendance or participation in professional meetings, lectures, concerts, plays and art exhibits.

- Participants must submit an event proposal to the Director prior to the events, describing the events to be attended and drawing connections between them and the participants' course of study.
- Five events (12 hours minimum) equal one credit.
- Participants must provide a portfolio of short reaction papers to each event and appropriate evidence of attendance or participation in order to earn credit.

8.4.8 Benefits for students

- Small classes
- Priority registration
- Discussion-style teaching
- Opportunity to develop one-on-one relationships with faculty

- Special curriculum
- Fellow Honors students
- Honors Club
- Honors Faculty
- Notations on transcripts and diploma
- Special record of academic achievement
- Enhanced opportunities for scholarships and fellowships

8.4.9 Benefits for Faculty/Departments

- Opportunities to work with exceptional students in small classes
- Opportunities to teach topics in Honors courses, seminars and colloquia which are difficult to fit into the existing curriculum
- Documented experience as part of the Honors program for merit review
- Opportunity to negotiate reassigned time or extra pay for teaching of Honors Seminars
- Student Credit Hour production for departments will be minimally affected by the offering of Honors general education sections

8.4.10 Benefits for University

- Systematic program by which the University can offer our increasing numbers of well-qualified students opportunities to study faster or in greater depth than our current programs allow
- Marketing and recruiting tool to attract even more well-qualified students
- Retention tool to keep well-qualified students who enroll by offering them more challenges
- Enriched learning environment for all students and faculty at UW-RF

Additional information on the Honors Program can be obtained from the Provost & Vice Chancellor's office.

8.5 Professional Experiences, Internships, Field Experience, Cooperative Extension

Professional experiences/internships are available in virtually every discipline in the University, providing an important opportunity for students to blend their academic experience with a supervised work experience.

Guidelines for off-campus credit-bearing work experiences vary among Colleges and the School of Business and Economics, as well as among departments. Students and faculty are advised to inform themselves about the guidelines that apply to their field and to take advantage of these career-enhancing opportunities.

8.6 International Study Programs

The University believes that a study experience in a different country is important in fostering awareness of other cultures, deepening one's awareness of one's own culture and developing future career paths. Consequently the University encourages study abroad and facilitates program planning for those students who wish to earn academic credit for studies accomplished in other countries.

UWRF sponsors a number of study abroad programs. It also participates in networks of established programs around the world. In addition, students can tailor individual programs in foreign countries according to their own academic, professional and personal needs. Special course/program fees may be associated with international study programs.

Information on all international programs and guidance on study abroad are available through the Global Connections office, 102 Hagestad Hall.

8.7 Advising

Faculty Responsibility

A major part of the teaching responsibility is in the advising or counseling of students the faculty has in class or those assigned as advisees. For that purpose, each faculty member should be available at specific times.

Early in the semester, faculty members should post near their offices and send to the Dean of the College or Director of the School a schedule of those hours during which they are available for consultation with students. The hours listed should be in sufficient number and varied during the days so that any student has an opportunity for consultation.

8.7.1 Advisor Assignment

Undergraduate Students:

- a. New Students: Students who have not declared an academic major are advised through the Pre-Major Advising Program in the Academic Success Center. Students with a chosen major will be assigned a faculty advisor by their academic Dean. The faculty advisors in the various academic areas will be appointed by their department chair. Changes of advisor assignments will be made upon request of the student or advisor and will be confirmed by a written notice to the previous advisor from the Dean of the College. The advisor folder containing test reports and other material should be forwarded to the student's new advisor.
- b. Continuing students: The assignment of advisors to continuing students will reflect the request of the student and the approval of the advisor and the departmental chair. Usually sophomores stay with their freshman advisors. Some departments may assign advanced students to senior staff or to the chair.

Graduate Students:

An advisor in the student's area of specialization will be assigned during the process of a student's admission to a graduate degree program. It is the advisor's responsibility to help the student formulate a plan of study leading toward the accomplishment of the student's objectives. Students may change advisors by obtaining the approval of the new advisor and the Dean of Education and Graduate Studies. Most of the information that follows is geared toward undergraduate student advising. Faculty should consult the Graduate Catalog for specific information regarding graduate program policies and regulations.

8.7.2 Advising Information and Procedures

The following factors are worthy of consideration in advising the student on educational goals:

- (1) ACT profile information
- (2) Aptitudes and abilities
- (3) Previous achievement
- (4) Motivation and attitudes
- (5) Financial resources and employment
- (6) Personality
- (7) Health
- (8) Career goals

8.7.3 Advisor/Advisee Agreement [FS 97/98 #27]

Advisors should hand the following document to their advisees when this relationship is established. The document informs students what is expected of them and what they can expect from their advisor.

Responsibilities of Advisors in the Advising Process

The advisor's responsibility is to:

1. Meet with new advisees in order to become familiar with their educational and career objectives.
2. Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals.
3. Read advisees' grade reports and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
4. Direct advisees experiencing academic difficulties to appropriate sources of assistance.
5. Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities and graduate programs.

Responsibilities of Students in the Advising Process

The student's responsibility is to:

1. Become familiar with general education, graduation and program requirements and monitor progress toward fulfillment of these requirements.
2. Schedule an appointment with his or her advisor in advance of the registration date and come prepared for this meeting with a course schedule and a draft of the next semester's class schedule.
3. Schedule an additional appointment with his or her advisor when in academic difficulty, before declaring a major or before withdrawing from the University.
4. Seek his or her advisor's assistance with academic decisions rather than expecting advisors to make these decisions. The student must accept responsibility for the decisions that he or she (the student) makes.
5. Seek information about on-campus activities related to his or her major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs.

8.7.4 Graduation Requirements

The undergraduate catalog lists general education and diversity requirements for all undergraduates as well as requirements for each major and minor.

The graduate catalog lists all requirements, regulations and procedures for graduate programs.

Undergraduate Student Load :

A student should average 15 credits of work for 8 semesters for a total of 120 credits. A maximum load of 18 credits per semester or 12 credits a summer session is permitted for sophomore, junior, and senior students. The maximum load for freshmen students is 17 credits per semester. Full-time students are designated as being enrolled for 12 or more credits. Students in the Honors Program may carry one honors course per semester in addition to the regular course load. (For additional information regarding the Honors Program, see previous section in this chapter.) [FS 95/96 #9; FS 97/98 #5, #7]

Excess Load:

Students may apply to the Dean of their College or the Director of their School at registration time for an excess load. Application forms for excess load are available in the Office of the Registrar. Only students whose average is "B" or better should be recommended for excess load except under special conditions. Similar procedures are in effect during the Summer Session.

Grades:

Online grade records should be used as a basis for further counseling and planning with the student.

Long-range planning:

Some departments require that a plan of studies be worked out in the sophomore year for the junior and senior years. It is useful for students to plan ahead so far as possible, particularly in the spring for the ensuing year. All departments have worked out a four-year model for use in planning a student's course work toward the degree.

Students may also elect to sign a Four-year Graduation Agreement. The Four-year Graduation Agreement binds the student and the University to a clear progression to the student's graduation in 48 months. Certain stipulations must be met by both the student and the academic department entering into The Agreement for it to remain binding during this period. Students interested in this plan should check with department chairs at the time of admission or initial registration. [FS 97/98 #24]

8.7.5 American Cultural Diversity and Global Perspectives Course Requirements

Students are required to take one course designated as Global Perspectives (**G**) and one course designated as American Cultural Diversity (**D**). This requirement may be satisfied as part of their General Education program, their major or minor programs of study, or their elective credits. To the degree possible, courses designated D or G should also address issues of gender and class. Courses must be taken at the 200 level or above and must be at least three credits.

American Cultural Diversity (D)

Criterion:

a. Courses designated **D** will examine changing social identities and divergent beliefs of one or more racial or ethnic group of American culture as defined by the UW-System to include the following groups: African American, Hispanic/Latino(a), Asian-American, and American Indian.

Outcomes:

- a. Students will examine the ways in which issues of race and/or ethnicity shape social identities and influence behaviors within diverse segments of American society.
- b. Students will analyze social and historical factors that may influence their interaction with members of a diverse society

Global Perspectives (G)

Criterion:

a. Courses designated **G** will require students to examine subject matter from a global/international perspective.

Outcomes:

- a. Students will describe and analyze global or international issues.
- b. Students will compare and contrast various aspects of an international culture to their own.

8.7.6 Advising Aids

ACT Profile Sheets:

The UW System requires that all incoming freshmen take the ACT to assist faculty in advising. The Admissions Office will provide these profiles to the advisors beginning with the initial registration during summer orientation. The profiles will then be forwarded to the student's permanent advisor.

Placement Tests:

All freshmen are required to take the Wisconsin English Placement Test and the Wisconsin Math Placement test before registering for their first term of enrollment. The profile sheets reporting the results of these tests will be provided by the Admissions Office to advisors during the registration prior to the student's first term of enrollment. The profile sheets will then be forwarded to the student's permanent advisor. Students who have studied a foreign language (French, Spanish or German) in high school are advised to take the Wisconsin Modern Language Placement test; this test is given at Regional Testing in the Spring, each morning of Freshman Summer registration, or by special arrangement with the Modern Language Department.

Individual Testing:

When additional information is needed concerning a student, arrangements for testing and assessment may be made through Career Services and the Academic Success Center. A minimal fee may be charged.

8.7.7 Access to Records

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review those records, files, documents and other materials which are maintained by the University and which contain information directly related to them. Exceptions are: personal notes of UW-RF staff and faculty, employment records, medical and counseling records used solely for treatment, records in the Department of Public Safety, parents' financial records, confidential letters and statements placed in the records prior to January 1, 1975, and confidential letters and statements of recommendation for admission, employment or honorary recognition, placed in the records after January 1, 1975, but for which the student has waived the right of inspection and review.

Students must submit written requests to review their records, and the University has 45 days to comply with such requests.

Students have the right to challenge information in their educational records which they believe to be inaccurate, misleading, or inappropriate, and to insert in the record a statement explaining any such material from their point of view. A formal challenge to any information is accomplished by a written request for a hearing to the chief administrator of the appropriate office.

The Vice Chancellor for Administration and Finance has been designated by the Chancellor as the custodian of all public records maintained at the University of Wisconsin-River Falls.

"Directory Information" includes name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities including sports, weight and height of members of athletic teams, dates of attendance (including classification and year, matriculation and withdrawal dates), degrees and awards received and the most recent previous educational agency or institution attended. This information will be routinely released to any inquirer unless the student requests, in writing to the Registrar, that all or part of it be withheld.

There is an electronic phone book linked to the UW-RF Home Page (<http://www.uwrf.edu>). Information listed on each individual includes: name, email address, alias, classification, major(s), minor(s), hometown, local address, and local telephone number. As is the case with other directory information, this information will not be posted if the student so requests, in writing, to the Registrar.

8.7.8 Annual Schedule of Advising

Introduction:

Advising starts when a student expresses an interest in UW-RF and continues until the student completes his or her education at UW-RF or leaves. Each department is responsible for an advising program that uses the services of UW-RF for the specific needs of the student--the choice of classes for majors and minors, remedial concerns, development of special talents, enrichment through extra-curricular involvement, and career planning. Each chair should assign faculty to contact students interested in the department.

The following outline provides information about advising whereby the department maintains consistent contact with new students, continuing students, and interested students.

Prospective Students:

The names of prospective students are sent to departments on a continuing basis. These names come from interest cards completed by prospective students when Admissions Counselors visit schools or when they attend college fairs and career days as well as from mail inquiries to the Admissions Office. These names also come from students who have taken the ACT or SAT and had their score reports sent to UW-RF.

Throughout the year, letters from the department heads are sent to these interested students, stressing the advantages the department has for the student. These letters may be standard, but an extra handwritten comment is suggested.

Computer printouts of accepted students are sent to the Deans and Director, on a monthly basis, from the Admissions Office. This information is sorted by major, address of student, and other data.

Freshmen & Transfer Students:

June-July Orientation/Registration: New students register during a number of days dedicated to this process. At that time new students will meet with department representatives who will advise them on course work and requirements. Testing and initial orientation also takes place on these advising days. The Admissions Office provides students with detailed advance information on services available at this time.

August-September Orientation/Registration: New students may also register on a specified day just prior to the opening of the academic year.

Continuing Students:

In the month of October, students and their academic advisors will receive information regarding advising periods and registration times for the next Spring Semester. In the month of March, students and their academic advisors will receive information regarding advising periods and registration times for the next Fall Semester. Students and their advisors will meet prior to the student's registration appointment in order to work out the student's schedule for the following semester and to do whatever long range planning is appropriate (see previous sections on advising).

8.7.9 Advisors and Lost PINs

The Registrar's Office will not reissue lost PIN numbers without written authorization from the advisor. Acceptable written authorization includes a hand-written or word-processed note, not an email correspondence. The note may be carried by the student to the Registrar's Office.

8.9 Instructional Support and Services

8.9.1 Textbook Services

Policy :

Textbook Services at UW-RF is supported entirely by undergraduate students who pay a textbook rental fee as part of their segregated fees at the beginning of each semester. This payment entitles the student to the use of the primary text for each undergraduate course. Supplemental texts are also provided to the maximum extent possible, with special emphasis given to courses taught in "book intensive" areas, and in courses where source material is used. Depending on the needs of the instructor and the course, texts may also be purchased for reserve reading (through the Reserve Desk in the Library) at the recommended ratio of one book for every twelve students, or ordered for students to purchase in the Bookstore. Exceptions to textbook policy may be requested (in writing) through the respective Deans or Director. Approval is contingent on cost, availability of funds, justification, etc. The Provost & Vice Chancellor is the final authority on such requests.

Although Textbook Services is a rental system, undergraduate students who wish to purchase their textbooks may do so during the textbook sale, held the middle eight weeks of each semester.

Since graduate students do not pay rental fees for textbooks, they may not use Textbook Services except in special circumstances. Texts for graduate students enrolled in 700 level courses or 500 and 600 "slash" courses may be purchased from the UW-RF Bookstore. If graduate students are enrolled in undergraduate classes or in "slash" courses, they may rent texts from Textbook Services only if the text is not available for purchase in the Bookstore and after all undergraduate requirements for the text have been met. Authorization from the instructor is required and a rental fee will be collected at Textbook Services.

Ordering:

Instructors are responsible for ordering textbooks for their undergraduate courses, with approval of the department chair. Textbooks are requisitioned by faculty members using forms countersigned by the department chair. Texts must be ordered with sufficient lead time to ensure they will be available at the beginning of the semester, and they must be used a minimum of two years before they can be replaced. Consult "Textbook Rental Policy for Faculty Members," available at Textbook Services, for a complete discussion of policies and procedure.

Texts for graduate students are ordered through the UW-RF Bookstore.

Desk Copies:

Faculty should order desk copies of textbooks directly from the publisher(s).

Customized Class Materials:

Instructors may design customized class materials to be distributed through Textbook Services. The instructor must provide a good, legible copy of materials, the name and address of the copyright holder for each copyrighted item, and the page number(s) involved. Textbook Services will contact the copyright holder, pay all (reasonable) copyright clearance fees, and pay for duplication of materials.

8.9.2 Library

Reserve Library:

The reserve collection acts as an auxiliary to Textbook Services. Primary textbooks are issued to each student by Textbook Services while supplementary materials are issued on a two-hour, twenty-four-hour or a three-day basis by the Reserve Desk in the Library. Reserve materials are purchased from undergraduate textbook fees, so funding is not available to support graduate courses. A ratio of one copy to twelve students enrolled is recommended up to a maximum of ten copies.

Reference Services:

The major goal of the Reference Department is to facilitate access to library collections through direct personal service to the University's clientele. Librarians provide user assistance at the Reference Desk, as well as enhanced services including bibliographic instruction, interlibrary loan, and online searching.

The Reference Desk provides a central service point for faculty and students who need assistance formulating search strategies, accessing library collections, and utilizing the online catalog and the electronic databases available in the Reference area. The Desk is staffed throughout the day, evening, and weekends, to insure that help is readily available for all library users when they need it.

Reference Department librarians offer various forms of bibliographic instruction to help students utilize the library more effectively. Librarians can lead classes at both the beginning and advanced level to discuss how to use library resources most appropriate for the course assignment. Classes can be scheduled to cover general reference materials, as well as specialized materials found in the Government Document and Archives Collections. Such sessions are most effective if they are scheduled at the point when students are expected to begin a specific library assignment. Public Service Librarians should be contacted to schedule bibliographic instruction sessions or to discuss the creation of appropriate library assignments or exercises.

The Interlibrary Loan Service obtains books and copies of articles that the Chalmer Davee Library does not own. Interlibrary loan request forms are available at the Reference Desk and on the Library Home Page (<http://www.uwrf.edu/library/>). Materials generally can be obtained within ten working days; however, materials which are more specialized may take longer. Loan periods for books are set by the lending library, and vary from one to four weeks. Wisconsin libraries supply the majority of requested items. These books and articles are provided without charge to users if loaned by libraries that have signed agreements with WILS, the Wisconsin Interlibrary Loan Service.

Circulation:

The Circulation Desk is located at the entrance of the Chalmer Davee Library. All transactions, including checking out, renewals, and pick-up of interlibrary loan materials require a campus ID card, which can be obtained from the Food Service Office. All circulating materials--books, audio and video tapes, records, CDs and government documents--have a 28-day check-out period. Unless an item is needed by another patron, materials may be renewed for additional 28-day periods up to one year. No fines are charged for materials returned late, but a replacement fee of \$50.00 is charged for lost items. Faculty, students and staff should ask for assistance at the circulation desk if they are unable to locate needed materials or if materials have been checked out by another patron.

Six photocopy machines are located in the library. Copies can be made with coins or the University I.D. card. One machine is programmed to bill a department for copies. Instructions on charging copies to a department can be given by department support staff. Instructions are also available from publications staff who are responsible for the photocopy machines.

The Library maintains three microfiche and two microfilm/fiche reader/printers. VCRs, CD players, tape players and record players are in individual AV listening/viewing rooms.

Archives/Area Research Center:

The Area Research Center and University Archives serves as the official repository for the permanent, historical records of UW-River Falls and makes those records accessible for research to faculty, staff, students and the public. Through its affiliation with the State Historical Society of Wisconsin, the Archives houses a wealth of historical resources from northwestern Wisconsin and the St. Croix River Valley. The region includes the counties of Burnett, Pierce, Polk and St. Croix. Collections include original manuscripts, governmental records, University archives, photographs, newspapers, maps and published material. The holdings do not circulate, but a photocopier and microfilm reader/printer are available. Instruction is available to classes and groups on the use of the Archives' holdings.

Government Documents:

The Government Publications Department contains publications from the federal government, state of Wisconsin and state agricultural extension materials. The federal depository library is part of a nationwide system of libraries which house federal government publications. The Chalmer Davee Library was designated a U.S. depository library by Congress in 1962. This library is a "selective" depository, that is it receives only a portion of the publications which are made available from the U.S. Government Printing Office. Additionally, the library is a "regional" depository for the Wisconsin Depository System.

Current government documents are available on the Library's online catalog. All types of government documents are accessible via the online catalog. Government documents circulate through the library's main circulation desk.

Database Searching:

Online Search Service is offered on an equal access basis to students, faculty, academic staff, and administrators in the UW-RF community. This service is designed to assist with research needs and to facilitate access to library resources not located on the UW-RF campus. Search requests will be performed among databases found to be appropriate by the Reference Librarian who will perform the search. The online search service will not duplicate print, electronic, or CD-ROM sources which are found in the library. Search request forms may be picked up anytime at the Reference Desk.

The cost of the search depends upon the service which is requested. Searches of 25 basic bibliographic citations or less per database per search request will be conducted at no cost to the user. Searches which exceed 25 citations per database per search request will incur charges. Searches which require offline prints, abstracts or full text databases will incur charges. Charges are based on online connect hour rate and a print citation rate. These charges will vary depending on the database.

The cost of searches may be billed to a departmental account.

Faculty Lending Policy:

Faculty members can withdraw books for 28 days and may renew them if they are still needed unless a hold has been requested by other faculty or students. Books may be renewed in person, via email, or by returning the overdue notice with "Renew" written on it. Renewals will not be accepted by telephone. Faculty members are expected to make payment for books or other library materials that are lost. Faculty members must clear their library obligations with both the University Library and Textbook Services before permanently leaving the University.

Collection Development Policy:

Library Books and Periodicals: The Library Collection Development Policy, approved by the Faculty Senate Library Committee, describes in detail the policies and procedures relative to the selection and deselection of library resources.

1. Book Orders: All departments are allocated a base budget by formula for books at the beginning of the fiscal year. Orders for new books should be submitted to the department's designated liaison which is the department chair, unless he or she designates an official liaison.
2. Periodicals: Currently departments may suggest new subscriptions but, in exchange, the Library must cancel a title of equal value in that subject area. Title suggestions should be given to the department liaison and forwarded to the Collection Development Librarian. In the event that additional funding becomes available, suggestions that go beyond the current level of purchases will be given appropriate consideration.
3. Electronic Resources: All existing selection criteria apply to the selection of electronic resources. In addition, retrieval software must be included as part of the data file. The product must be easy to use and install. Circulating sources will be selected only when a computer where the product can be used is available on campus and accessible to the public (computer availability must be arranged by the selector before the item is purchased). Multimedia material is purchased when it offers greater educational benefits than the print version. License restrictions will also be considered. Suggestions should be given to the department liaison and forwarded to the Collection Development Librarian.

8.9.3 Bookstore

The University Bookstore is located on the main floor of the University Center. The store provides supplementary reading materials as well as required text readings. The Bookstore also sells educational supplies, art materials, magazines, and souvenir clothing.

8.9.4 Instructor Supplies

Office supplies are usually ordered by departments; however, individual staff members can submit requisitions through the department chair. Requests are filled in Central Stores from 7:45 a.m. to 3:00 p.m.

8.9.5 Information Technology

Information Technology Services provides the campus community with information technology to support effective teaching, learning, and administrative functions. A summary of services is provided below; check the web page for ongoing updates.

Organization & Staffing

Information technology services at UW River Falls campus are organized into two primary groups. The Information Technology Services (ITS) department provides IT support for the main campus while the Student Affairs IT group provides IT support for the Student Affairs administrative offices and the residence hall students. Beyond these two primary support areas, several administrative and academic departments have staff within their areas that provide support exclusively to their area. These include Library Automation, Career Services, Facilities Management and College of Education & Professional Studies educational technology center.

ITS is under the direction of the campus' Chief Information Officer. The CIO reports to the Vice Chancellor for Administration & Finance. There are 28 full-time technical staff within ITS and 1.5 FTE of Program Assistants. Student Affairs IT is under the direction of a manager who reports to the Director of Auxiliary Budgets & Contracts. This Director reports to the Associate Vice Chancellor for Student Affairs who, in turn, reports to the Vice Chancellor for Administration & Finance. There are 5 technical staff, including the manager, and one program assistant.

Both ITS and Student Affairs IT utilize a substantial number of student workers to augment their workforce.

Information Technology Services

Network Services

Network Services is the team within Information Technology Services that is responsible for the management of the campus network and the services and servers provided to utilize it. Supported services include shared file and print services, web services, email, and centralized databases.

Computer Support Services

Computer Support Services provides hardware and software support to instructional computer labs, and Technology Enhanced Classrooms (TECs), providing a stable computing environment for instruction and student projects. Computer Support Services supports students, faculty and staff in the effective use of hardware, software, network and information services to achieve their academic and professional goals. The HelpDesk student workers and student technicians work in conjunction with fulltime staff to provide phone, email and in person assistance. Computer Support Services also conducts various workshops on topics such as email, calendar, file management, web development, Desire2Learn, and “How To” for TECs.

Information Systems

Information Systems is charged with providing all aspects of analysis, design, programming, implementation, database administration, operations and information system software support for campus information systems. One of their primary responsibilities is maintaining, upgrading and enhancing the Oracle/PeopleSoft student information system known locally as eSIS.

Electronic Repair

Electronic repair is charged with design, installation, maintenance and support of the physical infrastructure pertaining to the electronic transportation of information within and connected to the UW-River Falls campus. Electronic Repair is responsible for the physical installation and maintenance of telephone and data wiring as well as telephone-related equipment. The unit also maintains audio-visual equipment of all types on campus including classroom equipment.

Television Services

Television Services supports distance learning classrooms, satellite downlinks, two cable channels, event production, equipment checkout, duplication services, editing, and repairs of equipment. The unit also provides support to academic programs that utilize the television studio as a teaching facility

Student Affairs IT

Student Affairs includes student life programming, residential living, health & counseling services, multicultural affairs, conference services, involvement center, student life facilities, budgets, contracts, day care, intramurals, field house and ice arena. Student Affairs is the liaison with contractors such as the bookstore, food service operations, vending, laundry and the Kansas City Chiefs summer camp. A majority of the funding for this IT operation comes from user fees and revenue generated within the dining, housing and student center operations; some areas are GPR supported.

Student Affairs Administration

Student Affairs IT staff support the software and web development needs of the department, developing in-house software and integrating third-party applications. The staff also supports the enterprise management system, Supermarket, used to manage residential and food services, the card office and door access systems.

FredNet

FredNet (a morph of the mascot Freddy Falcon and ResNet) is tasked with supporting the 2,450 students living on campus. FredNet provides 100 Mb Ethernet service to each student, television service offering 30 channels including a movie channel managed by the department, and telephone services. FredNet also provides technical assistance with computers, telephones and television equipment owned by students through in-room support. Small computer labs are provided in each residence hall. FredNet provides a help desk function to assist residence hall students with campus wide applications such as e-mail, web, student file storage and online course learning. (Note: Because residence hall fees support FredNet's operations, services do not extend to students living off campus; students living off campus are supported by Information Technology Services exclusively.)

FredNet also supports the desktop and telephone needs of the approximately 400 student, paraprofessional, and professional staff members who work in Student Affairs.

Other Technology Functions

Technology Leadership Cadre

The TLC is a student group who provides instruction in use of technology for both faculty and students. The group is managed through the College of Education and Professional Studies.

Library

The Library is a large consumer of and depends heavily on IT services. ITS manages the library's open computer labs on the main floor and in the library instruction lab on the upper level of the library and assists with managing the proxy server that allows off-campus access to the many library electronic resources.

Departmental Systems

In addition to the areas listed above, various other administrative and academic departments have special-purpose information systems that they have acquired or written to support their specific area. These include Interfase.com (Career Services), Facilities Management, Recruitment Plus (Enrollment Services), Donor 2 (Alumni/Foundation), Fundware (Alumni/Foundation), CaseIT (Biology), Broker (Ag. Economics), PeopleWare (Outreach), Accounting (Perkins Loan – ECSI), Ad Astra classroom scheduling system (Enrollment Services), PowerPark parking ticket system (Parking), and Decision Support Systems (College of Business and Economics).

Technology Environment

Network Environment

The campus network is Ethernet based utilizing single-mode and multi-mode fiber optic cabling between all central campus buildings enabling LAN speeds of up to 1-Gigabit of bandwidth. All offices and classrooms have hard-wired network connections.

Residence hall rooms are all hard-wired with a “port per pillow” deployment in the nine double loaded corridor buildings. In the newly constructed George R. Field South Fork Suites, there are approximately three ports per pillow considering the two ports per bedroom, one port in the living room, and one in the kitchen. In addition, there are ports in lounges. As of the 2007-08 academic year, all campus academic buildings and residence halls have wireless access.

The network backbone equipment is primarily based upon Cisco switches with a Cisco 6509 Core. Internet connectivity is currently obtained via a membership to the WiscNet consortium through a connection capable of OC3 speeds.

Server Environment

Microsoft Windows and Sun Solaris are the two primary network operating systems that are used on campus servers. There are older servers running Linux but those are being phased out in favor of Sun Solaris servers. Servers are split across 4 computer rooms in 3 buildings.

Desktop Environment

All faculty and those staff considered knowledge workers have desktop computers assigned to them that are replaced on a 5-year cycle. There is a four year replacement cycle for staff in Student Affairs. There are approximately 1,100 desktop computers in use by employees and student employees. Seventy-five percent of these are Windows based and 25% are Macintosh based. All have high-speed network access.

Instructional Technology Environment

There are 40 computer labs containing 649 computers for general student use and classroom instruction. Additionally, there are 51 technology enhanced classrooms with computers, projectors, network access, and document cameras which are available to faculty for instructional purposes. A course management system, Desire2Learn, is also available for all faculty and is hosted centrally by UW System through the utility Learn@UW..

Applications Environment

The primary application supported by the central ITS department is the eSIS student information system based on Oracle/PeopleSoft ERP software. The eSIS application is resident on the River Falls campus. Additionally, UW System provides access to a shared financial system based on PeopleSoft and located in Madison with plans to implement centralized PeopleSoft HR/Payroll and Procurement modules which will also be located in Madison.

ITS also supports the underlying applications that the University relies upon daily, including: file and print services (for staff and student storage and management of documents), Web (internal and external publication of information), directory services (LDAP) account management and phone book, e-mail and calendar, databases used for helpdesk management, parking, admissions, and alumni functions.

8.10 Academic Benefits, Opportunities and Rewards

8.10.1 Faculty/Academic Staff Development Program

Professional development opportunities are administered by the Faculty/Academic Staff Development Board. For details see Chapter III, under Faculty Administrative Committees, and the Faculty Development Web pages at:
<http://www.uwrf.edu/facdev/welcome.htm>

Development opportunities include, but are not limited to:

- retraining and renewal grants
- improvement of classroom instruction grants
- recruitment and retention funds
- UWRF participation in UW-System Faculty College and Teaching Fellows programs
- Regents' Teaching Excellence awards for individuals and departments
- Undergraduate Teaching Improvement Council conference grants
- UW-RF proposals to the Undergraduate Teaching Improvement Grants program
- faculty research grants
- incentive grants (to write grant proposals)
- sabbatical leaves
- administrative internships for women
- faculty professional development grants
- end-of-year grants
- academic staff professional development grants
- UW-System Institutional Enhancement Grants
- On-campus faculty development events, e.g., workshops during fall and spring semester administrative days
- UW-System Race and Ethnicity grants

8.10.2 Reimbursement of Fees

Fees may be reimbursed for courses taken by faculty members of the University of Wisconsin System, providing that the courses are job-related and will improve performance. Approval must be obtained in advance from the head of the faculty member's department and the Chancellor.

8.11 Teaching/Service Awards

8.11.1 The Distinguished Teacher Award

The Distinguished Teacher Award is presented annually. The method of selection and presentation is as follows:

- a. The recipient is selected by polling the current graduating class, third year graduates, and fifth year graduates.
- b. Each member of the classes is requested to make two nominations for the award, with a first and a second choice.
- c. The nominations are tabulated with a weight of "2" for a first choice and "1" for a second choice. The teacher with the highest rating is granted the award.
- d. Of the nominees, the only name to be announced will be that of the teacher selected for the award.
- e. The selection is announced at Spring Graduation.
- f. A teacher may receive the award only once.

8.11.2 Advisor of the Year Award [FS 98/99 #39; FS 99/00 #15]

An academic advisor of the year award will be presented annually. The method of selection and presentation is as follows:

1. The recipient will be selected by polling the current class, third year graduates and fifth year graduates.
2. The nomination materials will be sent out in the same package as those for the distinguished teacher award
3. Each member of these classes is invited to make a nomination for the award. Space will be provided on the nomination materials to record the nominator's comments on their selection.
4. The committee's selection will not solely be based on the number of nominations received but will also take into account students' and alumni comments in order to address the disparity in advising loads in different departments.
5. The committee's recommendation will be sent to the Chancellor. The committee will forward to the Chancellor one name per year.
6. Of the nominations, the only name that will be announced will be that of the advisor selected for the award.
7. The winner will be announced at the same time as the Distinguished Teacher of the Year. It is recommended that a monetary prize accompany the award.
8. An advisor may receive the award only once.
9. After the award has been announced, the Advising Committee will evaluate the comments made on the nomination materials to gain insight on what seniors and alumni consider to be the criteria for outstanding advising. This will further allow the committee to focus on ways to improve advising on campus.

8.11.3 Outstanding Faculty Awards

Outstanding Faculty Awards are presented annually by each of the four colleges.

College of Agriculture, Food and Environmental Sciences:

- (1) One award annually: NACTA Outstanding Faculty Member Award
- (2) Faculty nomination; selection by a faculty committee
- (3) Criteria to be considered include:
 - (a) Teaching
 - (b) Student advising
 - (c) Extra-curricular activities
 - (d) Alumni perceptions
 - (e) Rank in the nominee's department and the College of Agriculture, Food and Environmental Sciences based on student evaluations
 - (f) Courses taught and student enrollment

College of Arts and Sciences:

- (1) Award presented annually to one faculty member from each division--Humanities, Social Sciences, Natural Sciences
- (2) Selection by polling all two-year and four-year graduates. Each graduate may nominate two outstanding faculty members from each division. Each nomination has equal weight.
- (3) Criteria to be considered include:
 - (a) Teaching
 - (b) Advising
 - (c) Extra-curricular student contact

College of Education and Graduate Studies:

- (1) One award annually
- (2) Faculty nomination by self or others
- (3) Selection made by a committee of the most recent three recipients and chaired by the member in his or her third year of service on the committee.

(4) Criteria to be considered include:

- a. Teaching
- b. Service to Department, College and University (i.e. Committees, Individual Student Advising, Advising of Student Organizations, Administrative Responsibilities)."
- c. Professional Activities (i.e. Local/State/National Professional Offices, Publications, Research, Presentations and/or Speeches, Professional Community Contributions).
- d. Other (Noteworthy faculty activities not covered in above categories).

8.11.4 The Chancellor's Award for Excellence

The Chancellor's Award for Excellence is presented annually to a non-instructional academic staff member who has made an outstanding contribution to the University. Letters of nomination are made to the Chancellor from faculty, students, and staff. Selection is made by the Chancellor upon the recommendation of a committee composed of the Provost & Vice Chancellor, the Chair of the Faculty Senate, the President of the Student Senate, and an appointed classified person.

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