

# UW-RF Faculty/Academic Staff Handbook

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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. [FS 95/96 #38]

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.  
[FS 91/92 #10]

### **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 Organization of Classes**

### **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 Deans and Director. Time and room assignments are coordinated by the Registrar's Office.

A schedule for the full year is printed each Spring, prior to the pre-registration period for the following Fall semester. It is arranged by the academic Deans and Director 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 or Director of the School in order to



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 or Director

III. Dean's or Director'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 Director 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 distributed to each instructor before the end of the semester.

### **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 5th day of the semester). 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 or Director 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 or Director. The second copy will be returned to the advisor.

### **8.2.8 Drop/Add Policy [FS 90/91 #7]**

To drop or add a 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. [FS 99/00 #19]

Students can drop/add online without a faculty signature during the seven calendar days of the term. [FS 00/01 #25] (as long as there is space available). [FS 98/99 #7]

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 or Director'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 online or at the Registrar's Office. In weeks one through six of the semester, only the date of withdrawal is recorded on the student transcript. After week six of the semester, a grade of 'W' is recorded for all coursework along with the date of withdrawal.



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. [FS 00/01 #23]

In weeks one and two, 100% of tuition is refunded, less an administrative fee. In weeks three and four, 50% less an administrative fee is refunded. In week five and beyond, there is no refund.

### **8.2.10 Absences**

### **8.2.11 Religious Observances [FS 91/92 #21]**

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).

The University makes no other provision for "excused absences" since it is assumed that, in order to learn most effectively, the student must attend classes.

### **8.2.13 University Sponsored Off-campus Activities and Field Trips [FS 98/99 #46]**

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.

#### **8.2.14 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.

#### **8.2.15 Final Examinations**

All faculty members are required to give final examinations and, unless excused by their Dean or Director, at the published hours. Any faculty member has the option of not giving a final examination if, in the opinion of the Dean or Director, 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 or Director 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. [FS 89/90 #31]

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. [FS 99/00 #26]

### **8.2.16 Final Grades**

The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fourth working day following the last scheduled examination. [FS 97/98 #6]. The instructor is responsible for checking the accuracy of the information on each class roster. Each class roster must have the signature of the faculty member issuing the grade.

### **8.2.17 Incompletes**

The instructor may report incompletes for those students who were prevented from completing the required work through no fault of their own. It is the student's responsibility to see that coursework is completed; the student is also obligated to provide reasons for the failure to complete the work to the instructor before grade reports are turned in. The instructor is obligated to report to the Registrar's office and the student the outstanding course requirements for each incomplete grade when grades are recorded at the end of the semester. An incomplete must be removed during the next two terms (excluding J-Term and Summer sessions) or a grade designated by the instructor at the time that the incomplete is issued will automatically be awarded.

The Registrar will furnish the instructors and the Deans with a list of the students who have incompletes outstanding before the end of the time allowed for their removal. A request for an extension of time must be made to the Registrar, in writing, by the instructor. [FS 02/03 #4]

### **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 or Director of the School 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 or Director 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. 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 or School Director's office. Information and other particulars concerning the grading system can be found in the current University catalog. [FS 94/95 #A]

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 or Director.

### **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 probation if:

- They earn a cumulative grade point average less than 2.000
- They are readmitted after having left UW-RF while they were on probation or suspended for academic reasons.
- They have completed fewer 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.

#### **Academic Suspension**

The suspension period will be two semesters, exclusive of the summer 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**

Students placed on academic suspension may appeal the ruling to the Dean of their college and submit an application form for re-entry at least 60 days before the start of the academic term. Depending upon the circumstances, it is the Dean's prerogative to reverse the suspension ruling.

#### **Re-Admission**

A student who seeks readmission to the University after academic suspension must initiate a formal application for readmission through the Registrar's Office. Readmittance cannot be guaranteed. The student must provide evidence of the ability to return to good academic standing. That proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 GPA. The courses must fulfill general education, directed elective and/or major/minor requirements. Student may use the UW-RF summer session immediately prior to reinstatement to take these courses. If these courses are taken elsewhere, students should understand that though the transfer credits usually apply toward graduation, the grades for these courses will not be calculated into their UW-RF GPA. [FS 02/03 #25]

### *Academic Misconduct Process UWS-14*

This summary for faculty and instructional academic staff provides an overview of the process you should follow when you believe that a student may have been involved in academic misconduct. A more detailed description of these rules and procedures can be found in UWS 14. We can provide this from the Dean of Students Office and consult with you about the process.

If it appears to you that a student in your class might be guilty of academic misconduct -- for example, cheating on an exam, plagiarizing a paper, or interfering with another student's lab work -- you should first offer to meet with the student to discuss your concerns. (If a student who is not enrolled in your class is involved, or if you have reason to believe the student may have been involved in other incidents, or if you feel that you could not give a student fair consideration, you should contact your academic Dean or Director or the Dean of Students for consultation.)

You do not need to provide the student with any kind of written notice in advance of this meeting. During the course of this informal meeting, you should explain why you believe the student may have committed academic misconduct. You should offer the student an opportunity to explain his or her conduct, or to argue that no action on your part is justified.

If you conclude that either no misconduct occurred or that no action is warranted, the meeting will end the matter. You do not need to make a record of the fact that you suspected the student of misconduct or report your findings to anyone. If you choose, you may retain notes for your own files.

On the other hand, if you conclude that the student is guilty of academic misconduct, you have two options. First, you may give the student an oral or written reprimand and/or ask the student to repeat the assignment . (If you choose to have a student repeat the work under this option, you must grade the work on its merits, making no deduction for the misconduct.)

If this is what you choose to do, no written report will be prepared and no report need be given to your College Dean or School Director and the Dean of Students. However, the student does have the right to appeal such a decision and have the matter heard by the University Hearing Committee.

If you believe that a more significant penalty is appropriate, you must prepare a written report which summarizes the reasons you believe misconduct occurred and imposes a sanction that may include a written reprimand, lower (or failing) grade on the assignment, and/or removal from the course. This will be placed in the student's permanent disciplinary file. (If probation, suspension, or expulsion is thought to be appropriate, the matter must be referred to the Dean of Students and there will be a hearing before the

University Hearing Committee.) You must send this report, along with a copy of the rules governing academic misconduct, to the student, and you must send a copy of the report to the Dean of Students. (Copies of the rules and instructions for writing the report referred to here are available at the Dean of Students Office.) Your academic Dean or Director should also be notified. The student has 10 days to decide to challenge either the factual conclusions in the report or the appropriateness of the sanction. If the student does not challenge the report, the sanction will stand.

If the student decides to challenge the report, there will be a hearing in front of the University Hearing Committee which includes one student member. You will be a witness before the Committee. You do not have the obligation to "prosecute" the case. The Committee will listen to evidence and arguments, decide whether academic misconduct occurred, and decide what should be the appropriate sanction.

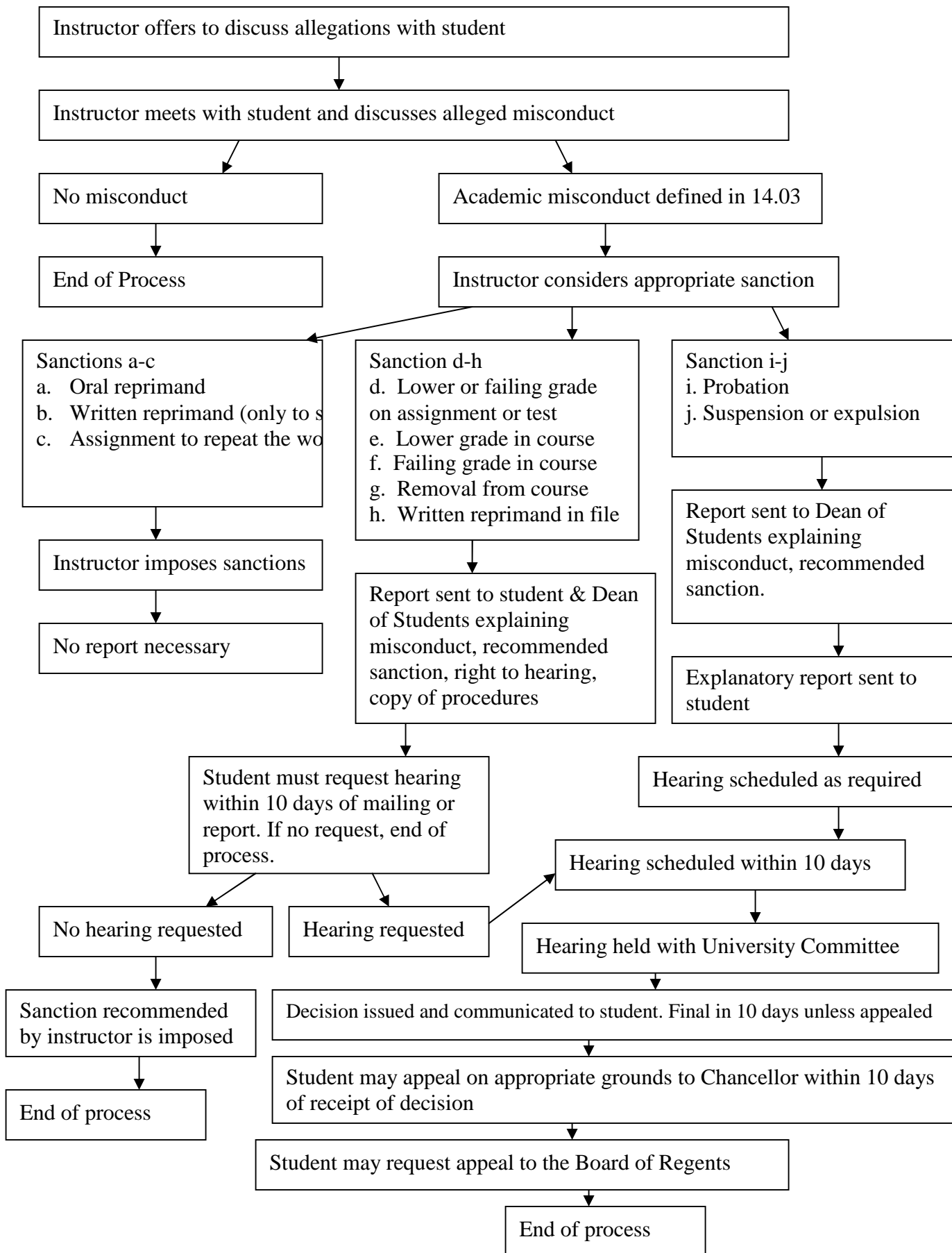
If the recommended sanction is suspension or expulsion, a hearing must be scheduled, unless specifically waived by the student. In the case of these severe penalties, if the student is dissatisfied with the decision of the Committee, he or she may appeal on appropriate grounds to the Chancellor, who will review the record of the decision submitted by the Committee. The Board of Regents has the right to review any such decision at its discretion.

For further assistance, please call 425-3711: the Dean of Students, 118 North Hall. See flow chart on the following page.

UWS 14

## STUDENT ACADEMIC DISCIPLINARY PROCEDURES

### **8.2.19 Flow Chart**



### **8.2.20 Repeated Courses**

A student may repeat any course in which a grade of 'D', 'F', 'U', or 'W' was earned. The last grade earned when a course is repeated is used when computing the grade point average. If a student repeats a course and earns a lower grade, the lower grade will be used in the computation of the grade point average. The original grade will remain on the student's transcript.

Courses MAY NOT be retaken at another institution to raise your UW-RF GPA. Transfer credits generally apply toward graduation; however, grades for these courses will not be calculated into your grade point average. This policy is effective immediately.

### **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 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.

### **8.2.23 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 belong to the Association for College Honor Societies and have been approved by the Academic Standards committee 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.

The Academic Standards committee will approve or disapprove each honor society chapter that initially requests the wearing of honor cords or other honors regalia at the Commencement ceremony. The primary criterion for approval will be the organization's membership in the Association for College Honor Societies.

d. The following national honor society organizations have been approved to wear honor cords or ribbons under prior policies, and are grandfathered in for approval under the new policy: Phi Alpha Theta (History), Phi Kappa Phi (Overall honors), and Psi Chi (Psychology). All of these organizations are members of the Association for College Honor Societies.

These policies will be effective with the December 2002 Commencement ceremony.  
[FS 02/03 #10, #43]

### **8.2.23a Academic Merit [FS 03/04 #9]**

Each Spring, superior scholarship is recognized by the awarding of Freshman, Sophomore, and Junior merit to those students enrolled during the Spring term. To receive merit, students must maintain a minimum cumulative grade point average of 3.500 with no F's, outstanding incompletes, or repeat grades on their academic record. Outstanding SP designations will not preclude Freshmen, Sophomores, and Juniors from receiving merit.

**Freshmen** who meet the above requirements and have completed 14-38 credits at UW-RF will receive Freshman Merit.

**Sophomores** who meet the above requirements and have completed 39-67 credits at UW-RF will receive Sophomore Merit and the silver "R".

**Juniors** who meet the above requirements and have completed 68-110 credits at UW-RF will receive Junior Merit.

**Senior Merit:** Graduating seniors who have maintained a minimum cumulative 3.500 grade point in their last 60 credits at UW-RF with no outstanding F's, SPs, or Incompletes during those last 60 credits at the time merit is determined will receive Senior Merit and the gold "R".

**Cum Laude:** Graduating seniors who have maintained a minimum cumulative 3.700 grade point average for their entire college career, at all institutions, with no outstanding F's and no outstanding Incompletes, will be granted "Cum Laude".

**Magna Cum Laude:** Graduating seniors who have maintained a minimum cumulative 3.800 grade point average for their entire college career, at all institutions, with no outstanding F's and no outstanding Incompletes, will be granted "Magna Cum Laude".

**Summa Cum Laude:** Graduating seniors who have maintained a minimum cumulative 3.900 grade point average for their entire college career, at all institutions, with no outstanding F's and no outstanding Incompletes, will be granted "Summa Cum Laude".

In addition to these honors, many of the academic departments annually present awards to their student majors that recognize superior scholarship, leadership, or service to the department.

#### **8.2.24 Satisfactory Progress (SP) Grade Policy**

The instructor may report a Satisfactory Progress (SP) grade for those students who have taken a course in which the work is typically completed after the end of the semester. These courses include internship, student teaching, semester abroad, and tour courses. An SP grade must be removed during the next two terms (excluding J-Term and Summer sessions) or a grade of 'F', after notification of faculty member, will automatically be awarded. This policy will be effective starting with the 2003-2004 academic year.

The Registrar will furnish the instructors and the Deans with a list of the students who have SP grades outstanding before the end of the time allowed for their removal. A request for an extension of time must be made to the Registrar, in writing, by the instructor. The SP grade is available only to internship, student teaching, semester abroad, and tour courses. Departments offering other courses for which the SP grade is deemed appropriate may petition the Academic Standards committee to have the course included in the list of courses in which the SP grade may be granted. [FS 02/03 #12]

#### **8.2.25 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. [FS 02/03 #12]

## **8.3 Extension Courses**

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

- a. 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.
- b. 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.

c. 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.

d. 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.

e. 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.

f. 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 or Director may approve courses being taught with fewer than 12.

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

## **8.4 Honors Program**

[FS 87/88 #85; FS 97/98 #5, #7]

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.

UW-RF 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 Office of International Programs, 104 North Hall.

## **8.7 Weekend and Evening Degree**

Program Through the Weekend and Evening Degree program, adults have an opportunity to earn a Bachelor of Science degree by attending classes after 5:00 p.m. and on Saturday mornings. The program is designed for:

- (1) People desiring the career advancement opportunities that only a college education can provide, and
- (2) Those individuals whose work or other commitments prevent them from attending regular weekday classes.



The requirements are the same as those for students attending weekday classes, and courses are taught by regular faculty members. Currently, the Weekend and Evening Degree Program offers majors in: Accounting, Broad Area Business Administration, and Business Administration with a minor. The Bachelor of Science degree includes a variety of general education and liberal arts courses which will provide graduates with a well-rounded educational background. The program is administered by the Coordinator of Outreach.

## 8.8 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.

### **8.8.1 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 or Director. 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 or Director of the School. 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.

### **8.8.2 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

### **8.8.3 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.

### **8.8.4 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.

#### **Report of Grades:**

At the end of the semester, faculty advisors shall receive from the Registrar a record of the grades of each of their advisees. 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]

### **8.8.6 Diversity Course Requirement**

General Philosophy:

It is a major goal of the University of Wisconsin System and the University of Wisconsin-River Falls to prepare students for lives in a society characterized by issues of race, gender and ethnicity. To fulfill this goal, the University strives to reflect this diversity in its student body, faculty and staff, to provide a campus climate conducive to diversity and to include the study of diversity and related issues in its curriculum.

In recognition of the need to institute a strong and effective diversity component within its curriculum, the University has developed a specific program. Students should be certain to discuss with their advisors the manner by which they will satisfy the diversity requirements within their programs. In addition to the infusion of diversity material by the faculty into their courses, special attention is given to the infusion of diversity content into all General Education courses. And, as a more specific supplement to this infusion, students will be expected to fulfill the following requirement.

Each student is mandated to take a graduation requirement of one course (three credit hours) which deals primarily with issues of race and ethnicity. This course may be taken at any time in a student's educational program and can be a component of General Education, the major or minor, college requirements or an elective. Acceptable courses approved at this time for this requirement are listed on page 11 of the 1999-2001 Undergraduate Course Catalog. Advisors and students should stay informed about additions to the list of diversity courses.

Criteria for Courses Meeting the Diversity Requirement [FS 98/99 # 13]:

The following are the evaluation criteria for reviewing courses to meet the diversity requirement:

- the course proposal should clearly delineate how the course will meet the 3-credit diversity requirement;
- the course should include objectives related to diversity which are concrete, informative, and closely tied to the course outline;
- course content should focus on one or more of the following racial/ethnic groups:
  - § African American;
  - § Hispanic/Latino;
  - § Asian American; and/or
  - § American Indian;
- course content should focus on the experience of one or more of the above four groups in the United States;
- the course may be discipline based or may be interdisciplinary, and should be approached from a thematic or conceptual basis linked to the particular group(s). Some examples of a thematic or conceptual base may include:
  - § social class differences;
  - § equity and equality;
  - § justice;
  - § politics;
  - § public policy;
  - § demographics;
  - § attitudes;
  - § bilingualism;
  - § creativity;
  - § environment; and/or
  - § multiculturalism; and
- the course proposal should include a 1-2 page annotated bibliography.

Individuals preparing proposals should be aware of the following language in the UW System Administrative Guidelines for Creating a Five-year Plan (1998-2003) related to Plan 2008: Educational Quality Through Racial/Ethnic Diversity, p. 4 #7, which reaffirmed the intent of the diversity course requirement in the earlier Design for Diversity plan (1987-97). The guidelines state:

"The three-credit graduation or general education requirement for coursework in African American, Hispanic/Latino, Asian American and American Indian topics continues unchanged. Courses on international issues, or on topics related to women, or to gay, bisexual, lesbian, trans-gender groups or the economically disadvantaged complement this ethnic studies requirement. They are not a substitute for it. Additional institutional course requirements may also be developed to complement this requirement, thereby enhancing the educational experience for students."

Departments who wish to drop the diversity designation on a course will notify the Academic Policy and Program Committee and the campus in general before they do so. The Academic Policy and Program Committee will then notify the registrar. [FS 99/00 #22]

### **8.8.6 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.

### **8.8.7 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.

### **8.8.8 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).

#### **8.8.9 Advisors and Lost RAFs** [FS 99/00 #12]

The Registrar's Office will not reissue lost RAFs or 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 Student 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 Services (ITS)**

Information Technology Services was created by the merger of Academic Computing, Administrative Computing, Electronic Repair, TV Services and Telephone Services in February 1997, one of the products of the University's Reach for the Future Initiative. Brief descriptions of several key IT services of interest to faculty are featured in this section. For further information on ITS and its component services, we recommend browsing the ITS Web pages on the University WWW site. Either find your way from the UWRF Home Page to the ITS information, or use the URL [www.uwrf.edu/its](http://www.uwrf.edu/its) to access it directly.

#### Television Services:

Television Services, located in the Fine Arts Building, provides a full service studio facility; satellite, teleconference, telecourse, and downlinking capabilities; videotape editing and duplication capability; equipment checkout including camcorders, VHS and SVHS decks and a collection of University-produced video tapes. TV Services also houses the campus satellite telecourse library.

#### Audio-Visual/Media Services:

UW-RF does not have an actual audio-visual or media services department; this operation was eliminated as part of the Reach for the Future effort. Likewise, the campus does not have a centralized loan service for audio-visual equipment, other than any exception noted below. The campus has instead decentralized management of AV equipment and dispersed it to numerous locations across the campus. This makes most required equipment available close to academic departments and to the faculty who teach with it.

Currently all classrooms have one overhead projector and a permanently mounted screen. Television sets, VCRs and VCR combos have been placed on carts in every classroom building. The major classroom buildings have equipment rooms, typically managed by academic departments within the building. Equipment for the room may be purchased either by the departments or centrally by the University; presentation equipment is stored in these rooms and signed out by faculty. Typically program assistants in nearby departments manage the reservation books for this equipment. Faculty are requested to locate their nearest resources and make reservations with the appropriate person. As a professional courtesy to colleagues, materials should be requested well in advance and returned promptly. Any malfunctions must be reported immediately so repairs can be made in a timely fashion.

ITS supports AV equipment with one full-time technician. Services include maintenance of campus audio-visual equipment and general electronic repair; development of new media resources; and setup of sound and media services for major campus events.

#### Multi-media Equipment:

ITS is rolling out computer-based multi-media equipment to meet the demand for presentation technologies. These include the following:

- Permanent Technology Enhanced Classrooms (TECs) are equipped with an enclosure containing Macintosh and PC computers, VCR, laserdisc player, document camera and stereo sound. AV and computer equipment in the enclosure is connected via switches to a ceiling-mounted LCD projector. These classrooms are best suited for large classes that make extensive use of media. Currently all TEC classrooms are large and are scheduled by the Registrar's Office based on class size, course requirements and policies developed in concert with the Instructional and Learning Technologies Committee.
- Mobile TECs are carts that contain either a Macintosh or PC computer with network adapter, a projector, a document camera and other equipment that can be moved from room to room within a building. These units can be stand-alone, but they are also well suited for use in a networked classroom. Reservations for these units are made via designated program assistants within various academic buildings.
- Networked classrooms have an active network jack, but the faculty member must supply the computer. A Mobile TEC cart is excellent for this purpose, but other mobile computers can be used as well.
- Sign-out equipment: IT Services has a limited number of notebook computers and LCD projectors that can be signed out for presentations by faculty, staff and students. Equipment can be reserved through the IT program assistant in Davee Library. Because of the limited number of units and the difficulties imposed by scheduling equipment, cooperation is essential. Those wishing to use this equipment should consider all aspects of their requirements when planning such presentations. Students reserving equipment for classes should coordinate through their instructor. If the presentation is on campus,

availability of a mobile TEC should be checked first; they are closer, are typically ready to go, and transport of equipment across campus can be avoided. If such units are not available in the building where equipment is needed, or if the presentation is off campus, a portable unit can be reserved.

When planning a presentation which includes use of the Internet, one must be aware that not all rooms on campus have live connections and that none has a live telephone jack. Most meeting rooms in the Student Center do not have net connection jacks. Furthermore, even if net connections exist in a given room, some or all of them may not be active. It is critical to plan ahead.

#### Computer Laboratories Located in Davee Library:

IT Services operates five general-access computer labs in the Davee Library complex; the entrance is in room 160 in the center of the east hallway of the ground floor. The Help Desk is located near the entrance.

A total of nearly 200 computers are located in the complex. Any University student, staff or faculty member may use lab computers; non-University individuals do not have access to these computers. An Anet account is required for access.

The Blue, Brown and Orange labs contain IBM-compatible, Windows 95-based computers. The Red and Green labs contain Apple Power Macintosh computers. Work stations in all labs have Internet access.

The Blue and Red labs are computer classrooms, and regularly scheduled classes meet there. These rooms and several alternate labs in the complex can also be scheduled for individual class meetings, subject to availability and campus accessibility guidelines. Hours when a lab is reserved for the current and the following week are posted in the display case near the door to each lab. Every attempt is made to ensure that at least one PC-compatible lab and one Macintosh lab is available for general access at all times.

When a lab is not reserved, all work stations are available on a first-come, first-served basis. Generally, it is asked that users limit their use to one hour per day when labs are busy.

#### North Hall Computer Laboratory:

The North Hall Computer Lab, located in room 145, North Hall, is an open access computer laboratory. It principally supports Math and Computer Science students.

### **8.9.6 Further Technological Resources**

#### Departmental Computer Laboratories:

There are computer labs available in many academic departments. Most are oriented to use of computer applications for a specific discipline and are therefore typically restricted to students completing assignments for courses taught by these departments.

#### Educational Technology Center:

The College of Education Educational Technology Center provides Macintosh and IBM compatible computer equipment for the development of computer-based and multi-media instructional materials. The Educational Technology Center also has a variety of equipment and supplies to produce effective instructional materials including a chartmaker, laminating equipment, motion and still video cameras, and videodisc players.

#### The IDe3A Center:

The IDe3A Center (written IDe to the 3rd power A, which stands for Instructional Design, Development, Delivery and Assessment) is housed in the Educational Technology Center and is facilitated by the Director of the Educational Technology Center. The IDe3A center serves as a communication/technology incubator for campus-wide faculty and academic staff. Here all faculty are welcome to utilize special systems, explore instructional design issues and share technology-supported teaching projects. Peer-to-peer instruction is encouraged. The IDe3A center supports the efforts of faculty who receive Technology-based Instructional Design Grants each summer.

#### The Writing Center:

The Writing Center is a tutoring center for students with all kinds of writing needs. Students receive friendly, competent assistance from trained undergraduate tutors on all stages of writing work. The Center is in 105 Davee Library; appointments can be made in person or by calling 3608. The Center is administered by the English department.

#### Interactive Television (Distance Learning):

UW-RF offered its first classes via interactive television (ITV) in 1994. There are currently three interactive television rooms on campus. Two rooms offer full-motion video. The third room offers compressed video, which allows communication to all 50 states and worldwide through the use of fiber optics and telephone lines.

River Falls is a member of two fiber optic networks, WONDER (Wisconsin Overlay Network for Distance Education Resources) and WestWING (Western Wisconsin Instructional Network Group).

Current interactive television course descriptions can be found on the World Wide Web at:

<http://www.uwrf.edu/distance-ed/>



# 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 three 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.