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## **CHAPTER 5**

### **POLICIES PERTAINING TO CLASSROOM ACTIVITIES**

#### **SECTION 1** **TEXT SERVICES**

##### **GENERAL INFORMATION:**

Text Rental is a unique service available to students at UWSP. The rental system is similar to a library through which students check out most of their course books and return them at the end of the semester. Text Rental was implemented in 1894 in an effort to make education affordable for students attending the Stevens Point Normal School.

The primary textbook usage at UWSP continues to be through the Textbook Rental system and instructors are required to use Text Rental. See Part A for guidelines concerning Text Rental. Under some circumstances, however, rental cannot provide the breadth and scope of texts required or recommended for a course, or a department wants majors to purchase certain texts, or other reasons exist for the purchase of some books. These special needs may be met through the Supplemental Purchase Texts section of the University Store. See Part B for further information about Supplementary Purchases.

Usage of texts/course materials authored by UWSP faculty must comply with all campus Text Rental guidelines.

#### **PART A — TEXTBOOK RENTAL**

Textbook Rental is a self-supporting service financed through student text rental fees. Undergraduate students pay a per credit fee in their tuition for the rental of one textbook per course. Graduate students are not assessed text rental fees and normally purchase their texts. However, graduate students enrolled in slash courses (undergraduate/graduate) may rent their texts upon payment of a rental fee based on a per-credit assessment.

Textbook Rental is located within the University Store in the lower level of the Dreyfus University Center.

## RENTAL GUIDELINES:

### TEXTS PER COURSE

One textbook is provided for each course.

### DURATION OF TEXT ADOPTION

- Textbooks requested for lower-division courses (100-200 level) are acquired for at least six semesters of classroom use.
- Textbooks requested for upper-division courses (300-400 level) are acquired for at least four semesters of classroom use.

### HARDCOVER/SOFTCOVER TEXTS

If one hardbound text will not adequately meet the needs of a course, one or more paperback texts may be used provided that the total cost of paperback texts does not exceed the average list price of a single hardbound text and is durable enough to be circulated repeatedly.

### SPECIAL TOPICS COURSES

Textbooks will not be available through Text Rental for courses in which the focus alters the content from semester to semester (Special Topics Courses) unless the topic is frequently repeated and the rental text can meet the usage guidelines.

### TEXTS CONTAINING REMOVABLE MEDIA

All textbooks with removable and additional media included; i.e. CD's, access codes, etc. will be evaluated for compatibility and usefulness by the instructor. Decisions regarding handling/packaging of the media or access code will be determined on an individual basis as agreed upon by the instructor and text rental staff.

### PROCESS OF REQUESTING TEXTS

New adoption and current inventory rental books for courses are requested each semester via the UWSP Textbook and Supply Requests system by the department academic associates according to the following due dates:

- for Interim, summer session and fall semester                      March 1
- for Winterim and spring semester    October 1

### RETURN OF RENTAL TEXTS AND REMOVABLE/ADDITIONAL MEDIA

All rental books and removable/additional media are due back by the last day of finals, or the published "late" return schedule. Books returned within the late period will be assessed a \$3 late fee. Rental materials not returned by the published late period will be billed to the student account at full purchase price.

## EXCEPTIONS TO RENTAL GUIDELINES

Exceptions to the above guidelines may be granted by the text services manager upon receipt of a written request and justification by the instructor that has been approved by the department chairperson and the appropriate dean.

## OTHER SERVICES AND INFORMATION

- After the third full week of classes, students enrolled at UWSP may check out additional rental textbooks for reference and general use.
- Winter/Summer break text rental - students can pay a \$3.00 rental fee to use a textbook between semesters.
- Rental textbooks may be purchased by students enrolled in a course at a 20% discount.
- Publishers, not bookstores, provide desk copies. Text Services will assist faculty in the ordering of desk copies for classroom use if needed. An instructor may check out a text, if available, from Text Services with a UWSP PointCard (ID) until their desk copy arrives.
- Rental textbooks may be loaned to the University Library Reserve for one semester at the instructor's request. Textbooks placed on reserve will be returned at the end of each semester, unless other arrangements are in place.
- Reducing inventory: Texts are disposed of when no longer needed for a course. Disposal may consist of selling texts to a wholesaler if value exists, placed on sale tables for students/staff to purchase at reduced prices (\$1-\$5), donated or recycled.

## **PART B — SUPPLEMENTARY PURCHASE BOOKS**

### **Required and Recommended reading**

Faculty shall observe a \$50 limit (based on new book prices) on the cost of supplemental books that a student is required to purchase for any one course. Exceptions to the \$50 maximum may be granted by the chairperson of the instructor's department. Written authorization to exceed the maximum, signed by the chairperson, shall accompany the purchase request form.

Items, such as the following, will not be furnished through Text Rental and must be purchased by students:

- |                                      |  |
|--------------------------------------|--|
| • atlases                            | • music scores                           |
| • compact discs                      | • music staff guides                     |
| • consumable materials               | • non-book course materials and supplies |
| • course outline guides              | • outline maps                           |
| • dictionaries                       | • solutions manuals                      |
| • inexpensive mass market paperbacks | • workbooks                              |
| • laboratory materials               |  |

### SUPPLEMENTAL TEXT GUIDELINES

#### PROCESS OF REQUESTING SUPPLEMENTAL TEXTS:

Supplemental books and supplies are requested each semester via the online UWSP Textbook and Supply Requests system by the department academic associates according to the following due dates:

- |   |           |
|---|-----------|
| • for Interim, summer session and fall semester | March 1   |
| for Winterim and spring semester                | October 1 |

## EXPEDITING REQUESTS

The University Store is not always able to hold books over from one semester to the next. It is not safe to assume that a book is on hand because it has been used in the past. Faculty should place book requests by the published deadlines each semester to ensure availability and affordability for students.

The following should be provided when ordering:

- ISBN
- Author
- Title
- Edition
- Publisher
- Price (if possible)
- Required or Recommended (see definitions below)
- Sequence of usage (when more than one book is requested for a course)

When class enrollments exceed original expectations, contact the University Store supplemental book staff to ensure quantities are sufficient.

## QUANTITIES OF BOOKS ORDERED

Instructors can assist in making higher education affordable for students. To help keep supplemental course books affordable the University Store supplemental book staff must be careful when ordering materials. The cost of returning overstock books each semester is significant and adds to the price of all items in the University Store, including books. The University Store supplemental book staff orders requested book quantities based on the following guidelines:

### Instructor Recommendation

Instructors are encouraged to estimate the number of books needed for a course and to notify the University Store when:

- courses are canceled
- titles have been canceled from the syllabus
- the instructor adds students to the course beyond the course limit
- or if there are any questions or concerns regarding specific course texts.

### Required vs. Recommended

Required books are used significantly in a course and acquisition of these books by students is essential for their success in the course. Readings and assignments are generally assigned out of required materials. Recommended books will not be used significantly in the course, and acquisition of these books by students would serve to enhance the student's education and understanding in this course.

- The supplemental book staff will order required books to the level of students enrolled in the course in order to ensure that all students have access to these books.
- Recommended books will be ordered in smaller quantities, or only special ordered for students as requested, due to the smaller number of recommended books that students have purchased historically.

### New vs. Used

New books are purchased directly from the publisher or distributor and will have no marks of highlights in them. In general the University Store supplemental book staff will order workbooks and “consumable” books as new. Used books are purchased directly from students at the end of the semester during “Textbook Buyback.” Used books are also purchased from used book wholesale companies. Used books are generally priced at 25% less than new book price. The University Store supplemental book staff will attempt to get as many used books as possible for each course each semester to assist students with book affordability unless it is specifically requested by the instructor that only new copies be made available, or if the book is a consumable material (i.e. workbooks).

### E-books vs. Print Books

Instructors may request that the University Store stock their supplemental course books in an electronic format and if that format is available it will be placed alongside the print version of the book in smaller quantities.

### Course History

The University Store supplemental book staff will review course history when ordering quantities of books requested.

### Book Availability and Editions

The University Store supplemental book staff will review book request and research book availability and current editions before placing orders. If there are newer editions available, or any questions or issues with availability the supplemental book staff will contact the instructor prior to ordering books.

## EXTENSION COURSES

Books requested for extension courses can be entered through the UWSP Course Textbook and Supply Requests system by the department academic associates, or coordinators. Instructors may

- Direct students to the University Store for mail order service, online ordering, or in-store purchase; or
- Instructors may pick up all purchase texts from the Store and take responsibility for the sale of texts, return of revenues and unsold books to the University Store.

### “TEXTBOOK BUYBACK”

Each semester the University Store offers a service to students called “Textbook Buyback” where students can sell their used supplemental books to the University Store or a used book wholesaler during finals week. The University Store pays 50% of new book price for books that are on the list of needed books. This list is generated by book requests submitted via the UWSP Course Textbook and Supply Requests System. If the buyback quantity has been met, or a book is not on the list, students may sell their books to the used book wholesaler at a rate of 0-33% of new book price based on wholesale value of the book.

## SUPPLIES AND OTHER NON-BOOK MATERIALS

Course-related supplies and non-book materials should be requested each semester via the online UWSP Course Textbook and Supply Requests system by department academic

associates. If there are any items your students need you can place a request through this system. University Store staff will not assume materials are needed if they are not requested.

### ADDITIONAL RECOMMENDATIONS

- Remarks in class affect the way students buy books. Informing students that a book will not be used extensively may mean the majority of students will not buy it. Such books should be ordered as recommended.
- Instructors are urged not to quote the price of a book in class. Publishers change prices of books rapidly, sometimes as often as once per semester, and thus this semester's prices are likely to be higher than last semester's prices.



## **SECTION 2**

### **CHAPTER UWSP 14** **STUDENT ACADEMIC DISCIPLINARY PROCEDURES**

#### **UWSP 14.01 Statement of principles.**

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

#### **UWSP 14.02 Definitions.**

In this chapter:

- (1) "Academic misconduct" means an act described in UWSP 14.03.
- (2) "Academic misconduct hearing committee" means the committee or hearing examiner appointed pursuant to UWSP 14.15 to conduct hearings under UWSP 14.08.
- (3) "Chancellor" means the chancellor or designee. The chancellor's designee for the University of Wisconsin-Stevens Point is the vice chancellor for student affairs, who shall act on behalf of the chancellor in accordance with the provisions of this chapter.
- (4) "Days" means calendar days.
- (5) "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.
- (6) "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.
- (7) "Disciplinary sanction" means any action listed in UWSP 14.04 taken in response to student academic misconduct.
- (8) "Expulsion" means termination of student status with resultant loss of all student rights and privileges.
- (9) "Hearing examiner" means an individual appointed by the chancellor in accordance with UWSP 14.15 for the purpose of conducting a hearing under UWSP 14.08.

(10) "Institution" means any university or center, or organizational equivalent designated by the board.

(11) "Instructor" means the faculty member or instructional academic staff member who has responsibility for the overall conduct of a course and ultimate responsibility for the assignment of the grade for the course.

(12) "Investigating officer" means an individual, or a designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter. The investigating officer for the University of Wisconsin-Stevens Point is the director of student conduct or the director's designee.

(13) "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred.

(14) "Student affairs officer" means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter. The student affairs officer for the University of Wisconsin-Stevens Point is the director of student conduct.

(15) "Suspension" means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

### **UWSP 14.03 Academic misconduct subject to disciplinary action.**

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or

performed by a person other than the student under whose name the work is submitted or performed.

**UWSP 14.04 Disciplinary sanctions.**

(1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of UWSP 14.05, 14.06 or 14.07:

- (a) An oral reprimand;
- (b) A written reprimand presented only to the student;
- (c) An assignment to repeat the work, to be graded on its merits;
- (d) A lower or failing grade on the particular assignment or test;
- (e) A lower grade in the course;
- (f) A failing grade in the course;
- (g) Removal of the student from the course in progress;
- (h) A written reprimand to be included in the student's disciplinary file;
- (i) Disciplinary probation; or
- (j) Suspension or expulsion from the university.

(2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

**UWSP 14.05 Disciplinary sanction imposed at the discretion of the instructor.**

(1) Where an instructor concludes that a student enrolled in one of the instructor's courses has engaged in academic misconduct in the course, the instructor for that course may impose one or more of the following disciplinary sanctions, as listed under UWSP 14.04 (1)(a) through (c):

- (a) An oral reprimand;
- (b) A written reprimand presented only to the student; or
- (c) An assignment to repeat the work, to be graded on its merits.

(2) No disciplinary sanction may be imposed under this section unless the instructor promptly offers to discuss the matter with the student. At the time the instructor offers to discuss the alleged misconduct with the student, the instructor must also inform the student that he or she may bring a representative to the discussion. The purpose of this discussion is to permit the instructor to review with the student the bases for the instructor's belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

(a) During this discussion, the instructor must provide to the student a copy of this chapter and explain the right to a hearing.

(b) If at any time during the initial conference an instructor believes that a more severe sanction than UWSP 14.04 (a) through (c) is warranted, the instructor shall terminate the conference and proceed under the provisions of UWSP 14.06.

(3) A student who receives a disciplinary sanction under this section has the right to a hearing before the academic misconduct hearing committee under UWSP 14.08 to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, he or she must file a written request with the student affairs officer within 10 days of imposition of the disciplinary sanction by the instructor.

**UWSP 14.06 Disciplinary sanction imposed following a report of academic misconduct by the instructor.**

Where an instructor believes that a student enrolled in one of the instructor's courses has engaged in academic misconduct and the sanctions listed under UWSP 14.04 (1)(a) through (c) are inadequate or inappropriate, the instructor may proceed in accordance with this section to impose, subject to hearing rights in UWSP 14.08, one or more of the disciplinary sanctions listed under UWSP 14.04 (1)(d) through (h).

(1) Conference with student. When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for the instructor's belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

(a) While the initial contact with the student and the scheduling of the conference may be verbal, reasonably in advance of the conference, the instructor shall inform the student in writing of the alleged offense and of the facts or conduct on which the allegations are based. The student shall also be informed of the date, time, and place of the initial conference. The written notification shall also

1. inform the student that both the instructor and the student may be accompanied by one person of their choice;
2. inform the student that the student's failure to attend the conference will not stop the instructor from taking appropriate action on the basis of information available to the instructor; and
3. include a copy of this chapter and the institutional procedures adopted to implement this section.

(b) Nothing in UWSP 14.06 (1)(a) shall preclude the instructor and student from holding an informal meeting before written notice is presented to the student, provided that

1. the meeting is at the request of the student; and

2. the student is fully informed by the instructor at the beginning of the meeting of rights under this section and of hearing rights, after which the student may, without prejudice, elect to terminate the meeting pending receipt of written notification of allegations.

(2) Determination by the instructor that no academic misconduct occurred. If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

(3) Process following determination by the instructor that academic misconduct occurred.

(a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under UWSP 14.04 (1)(d) through (h) should be recommended, the instructor shall prepare a written report so informing the student, which shall contain the following:

1. A description of the misconduct;
2. Specification of the sanction recommended;
3. Notice of the student's right to request a hearing before the academic misconduct hearing committee; and
4. A copy of this chapter and the institutional procedures adopted to implement this section.

(b) The written report shall be delivered personally to the student or be mailed to the student by regular first class United States mail at the student's current address, as maintained at the institution. In addition, copies of the report shall be provided to the institution's student affairs officer and to others authorized by institutional procedures.

(c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under UWSP 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both. If the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer (director of student conduct) within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

(4) Process following determination by the instructor that disciplinary probation, suspension or expulsion may be warranted.

(a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that disciplinary probation, suspension or expulsion under UWSP 14.04(1)(i) or (j) should be recommended, the instructor shall provide a written report to the investigating officer, which shall contain the following:

1. A description of the misconduct; and
2. Specification of the sanction recommended.

(b) Upon receipt of a report under this subsection, the investigating officer may proceed, in accordance with UWSP 14.07, to impose a disciplinary sanction.

(c) If an instructor chooses to proceed under the provisions of UWSP 14.07 and recommends probation, suspension, or expulsion, any sanctions recommended by the instructor under UWSP 14.05 or 14.06 shall become recommendations to the investigating officer. Section UWSP 14.06 (3)(c) notwithstanding, no request for a hearing regarding the instructor's recommendation under UWSP 14.05 or 14.06 may be undertaken until after the decision of the investigating officer.

**UWSP 14.07 Disciplinary sanction imposed following a report of academic misconduct by the investigating officer.**

The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in UWSP 14.04 (1)(g) through (j).

(1) Authority of investigating officer. The investigating officer may proceed in accordance with this section when he or she receives information that a student at the institution has engaged in alleged academic misconduct and:

(a) Some or all of the alleged academic misconduct occurred outside the scope of any course for which the involved student is currently registered;

(b) The involved student has previously engaged in academic misconduct subject to the disciplinary sanctions listed in UWSP 14.04 (1)(d) through (j);

(c) The alleged misconduct would, if proved to have occurred, warrant a sanction of disciplinary probation, suspension or expulsion; or

(d) The instructor in the course is unable to proceed.

(2) Conference with student. When the investigating officer concludes that proceedings under this section are warranted, he or she shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the bases for the investigating officer's belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond. Reasonably in advance of the conference, the investigating officer shall inform the student in writing of the alleged offense, the facts or conduct on which the allegations are based, and the penalties which may possibly be recommended. The written notification shall also

(a) inform the student of the date, time, and place of the conference;

(b) inform the student that the student may be accompanied by a person of the student's choice, including legal counsel, at the student's expense;

(c) inform the student that the student's failure to attend the conference will not stop the investigating officer from taking appropriate action based on the available information; and

(d) include a copy of this chapter and the institutional procedures adopted to implement this section.

(3) Conference with instructor. An investigating officer proceeding under this section shall discuss the matter with an involved instructor. This discussion may occur either before or after the conference with the student; normally, however, the conference with the instructor shall occur before the conference with the student. It may include consultation with the instructor on the facts underlying the alleged academic misconduct and on the propriety of the recommended sanction.

(4) Determination by the investigating officer that no academic misconduct occurred. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

(5) Process following determination by the investigating officer that academic misconduct occurred.

(a) If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under UWSP 14.04 (1)(g) through (j) should be recommended, the investigating officer shall prepare a written report so informing the student, which shall contain the following:

1. A description of the misconduct;
2. Specification of the sanction recommended;
3. Notice of the student's right to a hearing before the academic misconduct hearing committee; and
4. A copy of this chapter and the institutional procedures adopted to implement this section.

(b) The written report shall be delivered personally to the student or mailed to the student by regular first class United States mail at the student's current address, as maintained at the institution. In addition, a copy of the report shall be provided to the instructor and to the institution's student affairs officer (director of student conduct).

(c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under UWSP 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both.

1. Except in cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, if the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the student affairs officer (director of student conduct) within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

2. In cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, the student affairs officer (director of student conduct) shall, upon receipt of the written report under par. (b), proceed under UWSP 14.08 to schedule a hearing on the matter. The purpose of the hearing shall be to review the determination that academic misconduct occurred and the disciplinary sanction recommended. A hearing will be conducted unless the student waives, in writing, the right to such a hearing.

### **UWSP 14.08 Hearing.**

(1) If a student requests a hearing, or a hearing is required to be scheduled under UWSP 14.07 (5)(c) 2, the student affairs officer (director of student conduct) shall take the necessary steps to convene the academic misconduct hearing committee (see UWSP 14.15) and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, instructor or investigating officer, and the members of the hearing committee. The student will be contacted by the director of student conduct to determine his or her choice of hearing options.

(2) Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide written notice of the date, time, and place of the hearing; a copy of the instructor's explanation; and a copy of chapter UWSP 14 to the student.

(3) The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:

(a) The student shall have the right to question adverse witnesses, the right to pre-sent evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice, including legal counsel, at his or her own expense. The university may also be represented by legal counsel. If the university is to be represented by legal counsel, the student shall be so informed.

(b) The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.

(c) The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigence and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.



- (d) The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.
- (e) The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.
- (f) The committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
- (g) The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.
- (h) The decision of the hearing committee shall be served upon the student either by personal delivery or by first class United States mail and shall become final within 10 days of service, unless an appeal is taken under UWSP 14.09. A copy of the decision shall be sent to the instructor and to the director of student conduct.

**UWSP 14.09 Appeal to the vice chancellor for academic affairs (or the vice chancellor's designee).**

(1) Where the sanction prescribed by the hearing committee is suspension or expulsion, the student may appeal to the vice chancellor for academic affairs to review the decision of the hearing committee on the record. In such a case, the vice chancellor for academic affairs shall sustain the decision of the academic misconduct hearing committee unless the vice chancellor for academic affairs finds:

- (a) the evidence of record does not support the findings and recommendations of the hearing committee;
- (b) established procedures were not followed by the academic misconduct hearing committee and material prejudice to the student resulted; or
- (c) the decision was based on factors proscribed by state or federal law regarding equal educational opportunities.

(2) If the vice chancellor makes a finding under sub. (1), the vice chancellor may remand the matter for consideration by a different hearing committee, or, in the alternative, may invoke an appropriate remedy of his or her own.

(3) A decision by the vice chancellor may be appealed to the chancellor, who may review the decision at his or her discretion. If the chancellor grants a review, the chancellor shall be bound by the provisions of UWSP 14.09 (1) and (2).

**UWSP 14.10 Discretionary appeal to the board of regents.**

Institutional decisions under UWSP 14.05 through 14.09 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

**UWSP 14.11 Settlement.**

The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction, after proper notice has been given. Any such agreement shall be reduced to writing which, when signed by the student and either the instructor involved, the director of student conduct, or the vice chancellor for academic affairs, as appropriate, shall conclude the case. Required written reports, however, may not be waived.

**UWSP 14.12 Effect of discipline within the university system.**

Suspension or expulsion shall be system-wide in effect.

- (1) A student who is suspended or expelled from one institution in the university of Wisconsin system may not enroll in another institution in the system unless the suspension has expired by its own terms or one year has elapsed after the student has been suspended or expelled.
- (2) Upon completion of a suspension period, a student may re-enroll in the institution which suspended him or her as if no suspension had been imposed.

**UWSP 14.13 Right to petition for readmission.**

A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. If the charges which resulted in expulsion or suspension were initiated by the university of Wisconsin-Stevens Point, the petition must be in writing and directed to the vice chancellor for student affairs; in all other cases, the petition for readmission must be in writing and directed to the chancellor of the institution from which the student was suspended or expelled. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The vice chancellor for student affairs shall, after consultation with elected representatives of the faculty, academic staff, and students, adopt procedures for determining whether such petitions will be granted or denied.

A subcommittee of the University Affairs Committee, appointed by the chairperson of the Committee, will hear the petition for readmission or early readmission and make recommendations to the vice chancellor for student affairs. Neither the vice chancellor for student affairs, the director of student conduct, nor any investigating officer designee, if a member of the university affairs committee, is eligible to serve on the petition review subcommittee. The guidelines for the subcommittee are

- (1) the subcommittee shall be made up of 6 members: 3 students and 3 faculty; and
- (2) a simple majority vote is required for action.

**UWSP 14.14 Investigating officer.**

The chancellor, in consultation with faculty, academic staff, and student representatives, shall designate an investigating officer or officers for student academic misconduct. The investigating officer for the University of Wisconsin-Stevens Point is the director of student conduct. The investigating officer shall have responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under UWSP 14.07. An

investigating officer may also serve on the academic misconduct hearing committee for a case, if he or she has not otherwise been involved in the matter.

**UWSP 14.15 Academic misconduct hearing committee: institutional option.**

The chancellor, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student academic misconduct hearing committee or designation of a hearing examiner to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.

(1) A student academic misconduct hearing committee shall consist of at least 3 persons, including a student or students, and the presiding officer shall be appointed by the chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.

(a) The student academic misconduct hearing committee for the university of Wisconsin-Stevens Point shall be composed of 7 members. Three members shall be chosen from among the student body and appointed by the student government association. Three members shall be chosen from among the faculty and academic staff and appointed by the executive committee of the Faculty Senate. One member, who shall serve as chairperson, shall be appointed by the vice chancellor for student affairs.

(b) Seven alternate members shall be chosen in the same manner as the seven regular members as stated above. Two alternate members, on a rotating basis established by the chairperson of the committee, shall attend all hearings. Alternate members shall normally attend all regular committee meetings, but may be excused at the discretion of the chairperson.

(2) A hearing examiner shall be selected by the vice chancellor for student affairs from the faculty and staff of the institution.

**UWSP 14.16 Notice to students.**

Each institution shall publish and make freely available to students copies of chapter-UWSP 14 and any institutional policies implementing UWSP 14. Copies of this chapter, as amended, and copies of the university of Wisconsin system administrative code, rules of the board of regents of the university of Wisconsin system, are available to UWSP students on the campus computer network, the office of student conduct, each residence hall desk, and the office of each academic dean.

**UWSP 14.17 Notice to instructors.**

Each institution shall adopt procedures to ensure that instructors are familiar with these policies. Each institution shall provide instructors with copies of chapter UWSP 14 and any institutional policies implementing UWSP 14 upon employment with the university, and each department chair shall be provided such copies upon assuming the duties of the chair. At UWSP, notification shall be provided to new instructors and to department chairpersons that these materials are available on the campus computer network.

**UWSP 14.18 Consistent institutional policies.**

Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the board of regents and the university of Wisconsin system office of academic affairs.

## **SECTION 3**

### **CATALOG YEAR REQUIREMENTS AND ADVISING**

#### **CATALOG YEAR REQUIREMENTS**

While students typically complete general education requirements and the requirements for their major and minor currently in effect at the time of their initial enrollment, there are additional options available to them:

- complete the general education requirements currently in effect at the time of the initial enrollment but select a more recent set of requirements for the major or minor (which requires the approval of the chairperson of the major/minor department), or
- complete the requirements for the major or minor currently in effect at the time of initial enrollment but select a more recent set of general education requirements (which requires the student to request this intention at the Registration and Records Office).
  - Note: If the student requests a general education catalog year of Fall 2013 or later, then their major catalog year must be Fall 2013 or later.

Transfer students from the UW Colleges who are continuously enrolled have the option of observing the UWSP general education requirements in effect when first enrolled at a UW College campus.

#### **ADVISING POLICY**

##### **PARTICIPATING IN THE ADVISING PROCESS.**

###### **Students' Responsibilities.**

Students are responsible for

- determining a course of study that satisfies the requirements defined for the appropriate degree in the UWSP catalog;
- scheduling and appearing promptly for appointments with the adviser when necessary (at least once each semester);
- preparing for an advising session by having the necessary forms available and a list of questions and courses (and alternatives) needed;
- being knowledgeable about policies, procedures, and requirements as published;
- being prepared to discuss personal values and goals as they relate to academic and career-related needs;
- following through with appropriate action after the advising meeting; and
- accepting responsibility for the academic decisions to be made.

###### **Advisers' Responsibilities.**

Faculty and academic staff who serve as advisers are responsible for

- providing timely and accurate advising on academic and career matters;
- making advising readily available;

- maintaining necessary files on advisees for monitoring progress toward advisee's educational goals;
- conveying information on academic requirements, policies, and procedures;
- assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities;
- helping the student
  - ♦ examine course offerings in the major;
  - ♦ relate these to courses in the student's broader field of study; and
  - ♦ understand the graduation requirements for the chosen curriculum;
- tailoring the advising approach to individual students and making referrals appropriate to their needs and interests;
- being responsive to discussions of students' personal values and goals as they relate to academic and career-related needs; and
- being sensitive to issues relating to the student's retention at UWSP, and making appropriate referrals when necessary/possible.

## DELIVERING ADVISING SERVICES.

### Departments.

#### Autonomy.

Departments shall have autonomy in structuring their advising procedures within the limits set by these guidelines. (For example, a department may choose to have only a part of its faculty, or part of the faculty and academic staff, assigned to advising.)

#### Responsibility.

Individual departments shall have primary responsibility for providing timely and accurate advising to their majors and minors, and to students in related disciplines assigned to that department for advising. While peer advising may be provided in units where it is appropriate and workable, it shall not replace faculty or academic staff advising.

#### Policies.

Departments and functional equivalent units, in consultation with appropriate students, shall establish policies and procedures to support commitment to and assessment of individual advising. Where appropriate, departments shall specifically include advising as a component of departmental and university service in merit considerations.

#### New Student Orientation.

In addition to SAAC orientation (see below), individual departments may offer specific orientation programs to their majors and minors.

### Student Academic Advising Center.

#### Assists Departments.

The Student Academic Advising Center (SAAC) shall assist departments and other functional equivalent units in establishing and maintaining effective academic advising programs and in the assessment of academic advising.

#### Advising Undecided Majors; Alternative Advising.

The SAAC shall have primary responsibility for providing academic advising to undecided majors and alternatives advising. The departments, in consultation with the SAAC, may assign specific responsibility for advising freshmen to the SAAC.

Alternatives advising offers students opportunities for reassessing academic and career decisions after engaging in realistic self-appraisal.

#### New Student Orientation.

The Office of New Student Programs within the SAAC shall be responsible for the general orientation of new students at UWSP.

#### Distribution of New Information.

The SAAC shall have responsibility for distributing information to faculty advisers about changes in academic policies and procedures that do not yet appear in the UWSP catalog.

#### Career Counseling.

Career counseling shall be the joint responsibility of the academic departments, Career Services, and the Counseling Center.

#### On-line Catalog and Responsibility.

An on-line UWSP catalog shall be maintained by the catalog editor on the data base of the campus catalog system, and shall reflect changes in curriculum and degree requirements as they are made.

The SAAC shall have responsibility for distributing information to faculty advisers about changes in academic policies and procedures that do not yet appear in the UWSP catalog.

### TRAINING ACADEMIC ADVISERS.

#### Training Required.

All faculty and academic staff who serve as advisers shall complete an appropriate training and counseling program provided by SAAC.

#### SAAC Peer Adviser Training.

Individual departments electing to use peer advisers shall provide program specific training for peer advisers and shall establish policies and procedures for the use of peer advisers. The SAAC shall provide general training for all peer advisers.

SAAC Training shall, at a minimum, include discussion of the responsibilities of advisers, effective advising techniques, materials and sources for advising information and procedures for referral of advisees.

SAAC training shall include information on the importance of the General Degree Requirements for the liberal arts education of the students.

### REVIEWING THE ADVISING PROCESS.

#### Review Process.

The SAAC, in consultation with the Academic Affairs Committee, shall develop and establish a review process which includes measurement of the effectiveness of the overall advising program.

The review process shall initially include questionnaires to be completed by administrators, departments, faculty and academic staff advisers, and students. The SAAC shall aggregate the results so as to identify those elements which contribute

positively to the advising program at UWSP and those areas which may need improvement. Data shall be analyzed periodically and suggestions for the improvement of advising shall be sent to the appropriate units.

OVERSIGHT AUTHORITY.

The Academic Affairs Committee shall retain oversight authority for academic advising.



## **SECTION 4**

### **ACADEMIC FREEDOM**

From the AAUP 1940 Statement of Principles and Interpretive Comments on Academic Freedom and Tenure.

The American Association of University Professors and the Association of American Colleges agreed in 1940 upon a joint statement of the meaning, rights, and responsibilities of academic freedom. The statement was subsequently endorsed by a large number of learned and professional societies, associations, and organizations. The statement was adopted by the Boards of Regents of the University of Wisconsin and the Wisconsin State Universities prior to merger. The 1940 statement on academic freedom and tenure is at the foundation of UW System personnel policies.

The governing bodies of AAUP and AAC adopted revised language in 1990 to replace gender-specific references.

- (a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The quoted material, the paragraphs headed (a), (b), and (c), is from *Policy Documents and Reports, 1990 Edition*, American Association of University Professors, Washington, D.C.

## SECTION 5

### COPYRIGHT MATERIALS

Memorandum to Chancellors from the Office of Legal Counsel dated 3-29-83.

**NOTE.** This is a verbatim copy but there are some changes in formatting.

#### EFFECT OF COPYRIGHT LAW REVISION ON PHOTOCOPYING

A new copyright law was passed by Congress and signed by the President in 1976, which among other things, provides some guidance on the relationship of copyright to photocopying for educational purposes. Photocopying for personal research or classroom purposes is discussed below in light of the new law and accompanying guidelines.

##### *Photocopying by Faculty and Staff for Research and Teaching*

The new law does not exempt all photocopying done for educational purposes from liability for copyright infringement. Teachers, researchers and students, like everyone else, are subject to the provisions of the law allowing only "fair use" of copyrighted materials without first seeking permission from the author or publisher,

However, we believe you would be in compliance with the law if: (1) The materials are not used repeatedly; that is, you have not used them in preceding classes and you do not intend to use them in subsequent classes; (2) no more than one copy is made for each student (3) the notice of copyright is included on each copy distributed; (4) the students are not assessed a fee beyond the actual cost of reproduction; and (5) in the case of longer materials and books, the portion copied is selective and sparing in comparison to the whole of the work.

The right to make multiple copies is weakened if there is any reason to believe that the copying will directly affect the potential market for the work or if copying was done without permission when the decision to copy was made with sufficient lead time to request permission. This does not mean, however, that an instructor has free license to copy what he/she wishes if the decision is made the week before classes.

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

#### GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS

##### *Single Copying for Teachers*

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

### Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of the copyright.

### Definitions

#### Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 100 of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in 'i' and 'ii' above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) 'Special' works: Certain works in poetry, prose or in 'poetic prose' which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 'ii' above notwithstanding such 'special works' may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 100 of the words found in the text thereof may be reproduced.

**(Our note:** Remember that these are minimum guidelines for "fair use," not statutory limits on the length of pieces that can be photocopied without permission.)

#### Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.'

(**Our note:** Section (i) is related to Section III(C)(B) below. For example, multiple photocopying cannot be done at the direction of a department head and still be considered a "fair use.")

### Cumulative Effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in 'ii' and 'iii' above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

(**Our note:** Section (i) has been read to mean that, in accordance with the other brevity, spontaneity and cumulative effect conditions, teachers may make multiple copies for one or more sections of a single course they teach, but they may not make an overrun for students in other courses they teach or for other teachers. Letter from Mr. Robert Hogan, National Council of Teachers of English, to Editor, Chronicle of Higher Education, published November 15, 1976.)

### Prohibitions as to I and II above

Notwithstanding any of the above, the following shall be prohibited:

(A) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.

(B) There shall be no copying of or from works intended to be 'consumable' in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

(C) Copying shall not:

(a) substitute for the purchase of books, publishers, reprints or periodicals;

(b) be directed by higher authority;

(c) be repeated with respect to the same item by the same teacher from term to term.

(d) No charge shall be made to the student beyond the actual cost of the photo-copying.

Photocopying Done by Libraries

1. By library patrons on unsupervised equipment.

A library can avoid liability for copyright infringement in this situation by posting a notice on every machine that 'the making of a copy may be subject to the copyright law.

2. By the library for its own collection.

A distinction is made in the protection afforded a library when photocopying for its own collection (for preservation or replacement purposes) as opposed to photocopying at the request of patrons or other libraries. (See #3 below.)

A single copy of an unpublished work may be made solely for the purpose of replacement of a lost, stolen, damaged or deteriorating work, but only if the library first determines that an unused replacement cannot be obtained at a fair price.

All copies produced must bear notice of copyright.

3. Interlibrary Arrangements and Individual Requests.

The new copyright law permits interlibrary arrangements that do not have the effect of allowing a library to obtain copies "in such aggregate quantities as to substitute for a subscription to or purchase of a work." Guidelines for determining what quantity of copying will be considered a substitute for the purchase of copyrighted material were included in the conference report on the legislation. Under these guidelines, a library will not be entitled to the protection of the interlibrary arrangement exception if the library provides to any given requesting library:

- (a) Six or more copies per year from any given periodical published within the last five years; or
- (b) Six or more copies per year from any other given work.

Providing six or more copies from any given periodical published more than five years ago was left for future interpretation.

Under individual request, a library may make a single copy of no more than one article or other contribution to a copyrighted collection or periodical issue if:

- (a) the copy becomes that property of the requester and the library has no notice that the copy would be used for any purpose other than private study, scholarship or research; and

(b) the library prominently displays a warning of copyright on order forms and at the place where copies are ordered.

A library may also, upon request, make a single copy of an entire work or a substantial part of it, subject to the above conditions (a) and (b), if the library has first determined that a copy of the work cannot be obtained at a fair price.

As mentioned in #2 above, all copies produced must bear notice of copyright.

#### 4. Unrestricted Photocopying

##### A. Unpublished Works

Unpublished works, such as theses and dissertations, may be protected by copyright. If such a work was created before January 1, 1978, and has not been copyrighted or published without copyright notice, the work is protected under the new Act for the life of the author plus fifty years, 17 U.S.C. 303, but in no case earlier than December 31, 2002. If such a work is published on or before that date, the copyright will not expire before December 31, 2027. Works created after January 1, 1978, and not published enjoy copyright protection for the life of the author plus fifty years. 17 U.S.C. 302.

##### B. U.S. Government Publications

All U.S. Government publications with the possible exception of some National Technical Information Service Publications less than five years old may be photocopied without restrictions, except to the extent they contain copyrighted materials from other sources.

## **SECTION 6**

### **FACULTY AND STAFF ID CARDS**

Faculty and staff are urged to have ID cards made. The new ID cards, which include a photograph and barcode, are essential to use many of the facilities of the university. Faculty and staff normally will be required to have the new ID card to

- check out materials from the library or text rental;
- cash checks at the Information Center;
- purchase Personal Points; and
- access the UW-Madison library.

In addition, government discounts on hotels and car rentals may be available even if faculty and staff do not have a corporate American Express Card issued through the university.

Pictures for ID cards are taken at the Point Card Office, University Center, during normal business hours Monday through Friday.

## **SECTION 7**

### **CHAPTER UWSP 18** **CONDUCT ON UNIVERSITY LANDS**

#### **UWSP 18.01 Jurisdiction.**

These rules shall regulate conduct on all lands subject to the control of the board of regents of the university of Wisconsin system.

#### **UWSP 18.02 Definitions.**

For purposes of this chapter:

- (1) The "chief administrative officer" means the chancellor of an institution or dean of a campus or their designees.
- (2) "Lands" means all real property owned by, leased by, or otherwise subject to the control of the board of regents.
- (3) "Board of regents" or "board" means the board of regents of the university of Wisconsin system.
- (4) "Building" means any structure, including stadia, on university lands.

#### **UWSP 18.03 Law enforcement.**

- (1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.
- (2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word "Police" and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.
- (3) Parking attendants are authorized to enforce the parking regulations in s. UWSP 18.05.

#### **UWSP 18.04 Traffic regulations.**

- (1) No person may operate any motor vehicle (self-propelled vehicle) on any roadway under the control of the board without a valid and current operator's license issued under ch. 343, Stats., except a person exempt under the provisions of s. 343.05, Stats.
- (2) No person may operate any motor vehicle on any roadway under the control of the regents unless the same has been properly registered as provided by ch. 341, Stats., unless exempt under the provisions of s. 341.05, Stats.



(3) All provisions of ch. 346, Stats., entitled "Rules of the Road," which are applicable to highways as defined in s. 340.01 (22), Stats., and which are not in conflict with any specific provisions of these regulations, are hereby adopted for the regulation of all vehicular traffic, including bicycles, on all roadways, including those off-street areas designated as parking facilities, under the control of the board and are intended to apply with the same force and effect. All traffic shall obey the posted signs approved by the chief administrative officer regulating such traffic.

(4) All provisions of ch. 347, Stats., entitled "Equipment of Vehicles" which are applicable to highways as defined in s. 340.01 (22), Stats., are hereby adopted for the regulation of all vehicular traffic on the roadways under the control of the board and are intended to apply with the same force and effect, except those provisions of ch. 347, Stats., which conflict with specific provisions of these regulations.

(5) The chief administrative officer may require the registration of all student, faculty, or staff motor vehicles or bicycles on lands under said officer's jurisdiction and may limit or prohibit their use in designated areas during designated hours. Any person who violates institutional regulations promulgated under this subsection may be fined up to \$25.

#### **UWSP 18.05 Parking regulations.**

(1) Parking is prohibited at all times on roads, drives and fire lanes traversing university lands, except that the chief administrative officer is authorized to establish parking areas, parking limits, and methods of parking on the lands under said officer's jurisdiction, and may designate parking areas for specific groups at specific times, providing such areas are properly posted as parking areas. Parking in university parking facilities may be restricted or prohibited as required for reasons of maintenance and snow removal.

(2) Except as provided in sub. (3), parking in university parking areas shall be prohibited during posted times to persons other than those specifically assigned to those areas. Motor vehicles so assigned to any parking areas shall be identified by a valid parking permit affixed to the vehicle in a manner prescribed by the chief administrative officer.

(3)(a) In order to provide parking in university parking facilities for patrons of public university events, motor vehicles may be permitted to park in facilities designated for this purpose by the chief administrative officer. Public events parking shall be for a limited time only, not exceeding 12 hours continuously, and appropriate fees may be established. Otherwise valid permits are voidable during this period.

(b) The chief administrative officer may establish visitor parking lots and set appropriate fees for parking in those lots.

(c) Unrestricted and unassigned parking areas for students, faculty, staff and visitors may be established by the chief administrative officer.

(4)(a) Parking shall be prohibited at all times in areas which must be kept clear for the passage of fire apparatus. These areas shall be designated by standard signs reading "Fire Zone, No Parking at Any Time, Day or Night" or "Fire Lane, No Parking at Any Time, Day or Night."

(b) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. These areas shall be designated by appropriate signs.

(5) Motor vehicles parked in a restricted parking area without a valid permit or motor vehicles parked in a fire zone, fire lane, loading zone, or no parking zone, and unlicensed or partially dismantled motor vehicles may, at the owner's expense, be towed from the restricted parking areas and stored. Towed vehicles, if not claimed after notice to the owner, shall be considered abandoned and shall be disposed of as provided in s. 20.909 (1), Stats.

(6) Any person who violates any of the provisions of this section may be fined up to \$200. Each institution shall establish a schedule of fines, which may include penalties for late payment.

**UWSP 18.06 Conduct on university lands.**

(1) Litter. No person may dump any waste, trash, debris, rubbish, earth or other fill, on any university lands unless authorized by the chief administrative officer.

(2) Prohibited acts. No person may remove any shrubs, vegetation, wood, timber, rocks, stone, earth, signs, fences, or other materials from university lands, unless authorized by the chief administrative officer.

(3) Prohibited acts. No person may remove, destroy, or molest any bird, animal or fish life within the boundaries of university lands except as authorized by the chief administrative officer or except when this provision conflicts with a special order of the department of natural resources.

(4) Vandalism. No person may break, tear up, mar, destroy or deface any notice, tree, vine, shrub, flower or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter, destroy or damage in any way any other property, real or personal, within the boundaries of any university lands unless authorized by the chief administrative officer.

(5) Animals. The presence of dogs, cats, and other pets is prohibited in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. Dogs specially trained or being specially trained to lead blind or deaf persons or to provide support for mobility-impaired persons, and wearing harnesses or leashes and special capes, shall be exempt from these provisions. The presence of dogs, cats and other pets shall be prohibited on all other university lands unless they are on leash under the control of and accompanied by a person. Any dog, cat or other pet found in violation of this subsection may be impounded and its owner subject to the penalty provisions in s. UWSP 18.07.

(6) Limited entrance. The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

(7) Closing hours.

(a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods shall be posted in at least one

conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the building.

(b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.

(c) For the purpose of par. (b), "person authorized to be present" means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.

(d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public.

(8) Bicycles. No person may park or store his bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians.

(9) Climbing; walking on roof. No person may climb into, out of or on university buildings or maintenance facilities or walk upon the roof of a university building; except when emergency access to a fire escape is necessary, or for required maintenance, or when authorized by the chief administrative officer.

(10) Dangerous weapons.

(a) No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.

(b) No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.

(c) Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.

(d) In this subsection, the term "dangerous weapon" has the meaning specified in s. 939.22 (10), Stats.

(11) Fires. No person may light, build, or use any fires except in such places as are established for this purpose and designated by the chief administrative officer. No person may throw away any cigarette, cigar, pipe ash, or other burning material without first extinguishing it.

(12) Keys.

(a) No person may duplicate a university key or request the unauthorized duplication of a university key.

- (b) No person may transfer any university key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key.
- (c) Keys in the possession of unauthorized persons may be confiscated.
- (d) No person shall replace without permission, damage, tamper with or vandalize any university lock or security device.

(13) Alcohol beverages.

- (a) The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.
- (b) No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of ch. 125, Stats.
- (c) In this subsection, "alcohol beverages" means fermented malt beverages and intoxicating liquors containing 0.5% or more of alcohol by volume.
- (d) Notwithstanding s. UWSP 18.09, institutional regulations developed pursuant to this subsection shall be reported to the president of the system for review and approval.

(14) Picnicking and camping. No person may picnic or camp on university lands, except in those areas specifically designated as picnic or camping grounds. No person may violate any rules and regulations for picnicking or camping established and posted by the chief administrative officer. For purposes of this regulation, camping shall include the pitching of tents or the overnight use of campers or camp trailers.

(15) Structures. No person may place or erect any facility or structure upon university lands unless authorized by the chief administrative officer.

(16) Selling, peddling and soliciting.

(a) No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except:

1. When the occupant of a specific university office, or university house, apartment, or dormitory room has given specific permission in advance for a person engaged in that activity to come to that particular office, house, apartment, or dormitory room for that purpose.
2. Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized university official.

3. Hawking newspapers and similar printed matter outside university buildings.
4. Subscription, membership, ticket sales solicitation, fund-raising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the university for the allocation or rental of space for that purpose.
5. Admission events in a university building pursuant to contract with the university, and food, beverage or other concessions conducted pursuant to a contract with the university.
6. Solicitation of political contributions under ch. 11, Stats., and institutional regulations governing time, place and manner.

(16m) Campaigning in state-owned residence halls.

(a) The residence halls students of each institution, subject to the approval of the chief administrative officer, shall establish policies and procedures assuring that political literature may be distributed and political campaigning may be conducted in state-owned residence halls consistent with the rights of residence halls students, and prescribing the time, place and manner in which these activities may be conducted.

(b) Where appropriate and consistent with the rights of residence halls students, the policies and procedures developed under this subsection shall apply to all residence halls at an institution. Matters to be addressed in institutional policies and procedures shall include at least the following:

1. The hours of the day and the time of year, if any, to which particular activities shall be limited.
2. The locations in residence halls, if any, to which particular activities shall be limited.
3. Any requirement for registering or obtaining permission to enter a residence hall before engaging in a particular activity.

(c) Notwithstanding s. UWSP 18.09, institutional policies and procedures developed pursuant to this subsection shall be reported to the board of regents for approval.

(d) Institutional policies and procedures developed pursuant to this subsection shall be available at each residence hall, at the office of each chief administrative officer of an institution, and at the office of the secretary to the board of regents.

(17) Signs. No person may erect, post or attach any signs, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer.

(18) Smoking. No person may smoke in any university building except in those areas designated for that purpose.

(19) Recreational activities.

(a) No person may swim, fish, boat, snowmobile, ride horseback or use any type of all-terrain or off-road vehicle on university lands except in those areas and at times expressly designated by the chief administrative officer and denoted by official signs.

(b) No person may dock, moor, park, or store any boats, boating gear, snowmobiles, or similar equipment on university lands except under conditions specified by the chief administrative officer.

(20) Restricted use of unions. No person, except members of the union, university faculty and staff, invited guests, and university-sponsored conference groups, may use union buildings and union grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

(21) Unauthorized presence.

(a) No person may be present in any class, lecture, laboratory period, orientation session, examination, or other instructional session or in any room, office, or laboratory without the consent of an authorized university official or faculty member.

(b) A person shall be deemed present without consent in any class, lecture, laboratory period, orientation session, examination, or other instructional session as prohibited by par. (a), if: 1) such person is not then enrolled and in good standing as a member of the instructional session, or 2) such person refuses to provide identification and refuses to leave such session upon request of a member of the university administration or faculty or other person in charge thereof.

(22) Persons prohibited from entering campus.

(a) No person who is in a state of suspension or expulsion from the university under ch. UWSP 17, or who takes leave or resigns under charges after being charged by the university under ch. UWSP 17, may enter any campus without the written consent of the chief administrative officer.

(b) No person who is convicted of any crime involving danger to property or persons as a result of conduct by him or her on university lands may enter any university lands within 2 years of the effective date of his or her conviction without the written consent of the chief administrative officer.

(c) In granting or denying consent to enter a campus under s. 36.35 (3), Stats., or par. (a) or (b), the following shall be considered:

1. The probability that the offensive conduct will be continued or repeated by the applicant.

2. The need for the applicant to enter university lands, for example, to attend a university disciplinary hearing in which the applicant is being tried or is to be a witness, or to receive treatment in university hospitals.

(d) For the purposes of s. 36.35 (3), Stats., and par. (b), "crime involving danger to property or persons" shall mean any crime defined in ch. 940, Stats. (crimes against life and bodily security); s. 941.12, Stats. (interfering with fire fighting); s. 941.13, Stats. (false alarms); s. 941.20, Stats. (endangering safety by use of dangerous weapon); s. 941.21, Stats. (disarming a peace officer); s. 941.23, Stats. (carrying concealed weapon); s. 941.235, Stats. (carrying firearm in public building); s. 941.24, Stats. (possession of switchblade knife); s. 941.26, Stats. (machine guns and other weapons); s. 941.28, Stats. (possession of short-barreled shotgun or short-barreled rifle); s. 941.29, Stats. (possession of firearm); s. 941.295, Stats. (possession of electric weapon); s. 941.30, Stats. (recklessly endangering safety); s. 941.32, Stats. (administering dangerous or stupefying drug); s. 942.37, Stats. (obstructing emergency or rescue personnel); s. 943.01, Stats. (criminal damage to property); s. 943.02, Stats. (arson of buildings; damage of property by explosives); s. 943.03, Stats. (arson of property other than building); s. 943.05, Stats. (placing of combustible materials an attempt); s. 943.06, Stats. (Molotov cocktails); s. 943.10, Stats. (burglary); s. 943.11, Stats. (entry into locked vehicle); s. 943.14, Stats. (criminal trespass to dwellings); s. 943.32, Stats. (robbery); s. 944.20, Stats. (lewd and lascivious behavior); s. 946.41, Stats. (resisting or obstructing officer); s. 947.015, Stats. (bomb scares); s. 167.10, Stats. (fireworks regulated); or attempts to commit any of the above crimes as defined in s. 939.32, Stats.

(23) Picketing, rallies, parades, demonstrations and other assemblies.

(a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the university community, and in order to prevent activities which physically obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:

1. Intentionally gather or intentionally remain assembled outside any university building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.
2. Intentionally congregate or assemble within any university building in such fashion as to obstruct or seriously impair university sponsored or university-authorized activities, or in such fashion as to violate any of the following conditions:
  - a. No group may be admitted into the private office of any faculty member or other university employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.
  - b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.
  - c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any university building or part thereof.

d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.

e. No signs supported by standards or sticks shall be permitted in any assembly in a university building.

3. Intentionally create a volume of noise that unreasonably interferes with university-sponsored or university-authorized activities.

4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the university community or university property.

(b) For the purpose of par. (a), "intentionally" means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.

(c) The chief administrative officer may designate a university official or officials who shall have primary authority to implement par. (a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful. Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.

(d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of s. UWSP 18.07.

(24) Prohibitions on blocking entrances. No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building.

(25) Sound-amplifying equipment.

(a) In order to permit the use of sound amplifying equipment on university lands, if needed for the dissemination of ideas to large audiences, but to prevent its use from interfering with university functions which inherently require quiet, the following provisions shall apply:

1. No person may use sound-amplifying equipment on any lands without the permission of the chief administrative officer, except as provided in par. (c).



2. In granting or denying permission, the following principles shall govern:
    - a. Except in extraordinary circumstances, permission may be granted to use the equipment only during the following hours, 12 noon to 1:30 p.m. and 5:00 p.m. to 7:00 p.m. every day, and only when the equipment is more than 50 feet from and directed away from any classroom building, residence hall, library or building being used as a study hall.
    - b. An applicant for permission shall have the burden of establishing the need for amplification to communicate with the anticipated audience. In particular, the applicant must show that the audience can reasonably be anticipated to include at least 250 people.
    - c. An applicant for permission shall have the burden of establishing that the volume and direction of the sound from the equipment will minimize interference with other activities.
  3. Any request for the permission required by this section must be submitted in writing to the chief administrative officer at least 24 hours prior to the intended use of the sound-amplifying equipment and must be signed by a student or employee of the institution where the equipment is to be used. The request shall contain:
    - a. The proposed hours, date and location where the equipment is to be used.
    - b. The size of the anticipated audience and the reasons why the equipment is needed.
    - c. A description of the proposed equipment which includes the manufacturer, model number, and wattage.
    - d. The names of the owner of the equipment and of any person or persons, in addition to the person signing the application, who will be responsible for seeing that the equipment is operated in compliance with the terms of the permit and the provisions of this rule. The chief administrative officer may require the presence of additional persons if said officer believes this is necessary to ensure compliance.
- (b) Permits issued by the chief administrative officer shall not be required for the use of university sound-amplifying equipment used with the permission of the university employee having control of the equipment for authorized university classes, research, or meetings in university buildings, or for university sponsored academic, recreational or athletic activities, or for crowd control by authorized university officials.
- (c) For the purpose of this section, "sound-amplifying equipment" means any device or machine which is capable of amplifying sound and capable of delivering an electrical input of one or more watts to the loudspeaker.

(26) Containers in spectator facilities. No person may carry or possess any disposable container within the confines of public areas in spectator facilities. As used in this sub-section "disposable container" means any bottle, can, or other container designed or used for carrying

liquids or solids, but does not include a personally owned container designed for reuse and originally sold or purchased exclusively as a refillable container. The provisions of this section shall not apply to containers used or supplied by authorized concessionaires who are required to dispense beverages to consumers in either paper or plastic containers.

(27) Throwing hard objects. No person may, in a manner likely to cause physical harm or property damage, throw, drop, kick, hit or otherwise project any hard object, bottle, can, container, snowball or other item of a similar nature on university lands or within or from within university buildings or facilities.

(28) Ticket scalping.

(a) Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, or performance given by or under the auspices of the university of Wisconsin system, or an institution or center of the university of Wisconsin system, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed.

(b) No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket.

(29) Skateboards, roller skates and roller blades. No person may skateboard, roller skate, or use roller blades or any other similar wheeled device in or on university buildings, or on sidewalks, roadways or parking areas on university lands, except in areas designated for this purpose by the chief administrative officer.

**NOTE.** This section is initially applicable at the time the chief administrative officer first exercises the authority to designate areas for skateboarding, roller skating, roller blading or similar activities.

(30) Disorderly conduct. No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

(31) Retail theft.

(a) No person may intentionally alter indicia of price or value of merchandise or take and carry away, transfer, conceal or retain possession of merchandise held for resale by a merchant, or property of the merchant, without his or her consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.

(b) In this subsection, "merchant" includes any "merchant" as defined in s. 402.104 (3), Stats., and any vendor or bookstore authorized to sell in university buildings or on university lands.

(32) Improper use of university identification cards.

(a) No person may falsify, alter or duplicate, or request the unauthorized falsification, alteration or duplication, of a university identification card.

(b) No person may knowingly present a false, altered or duplicate university identification card with the intent that such card be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.

(c) No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user, and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.

(d) University officials may confiscate false, altered or duplicate university identification cards, or university identification cards used in violation of par. (c).

(33) Improper use of telephones.

(a) No person may make or cause the telephone of another repeatedly to ring with intent to harass any person at the called number.

(b) No person may make repeated telephone calls, whether or not conversation ensues, with intent to harass any person at the called number.

(c) No person may intentionally use an emergency telephone in a university building or on university lands when the person knows or reasonably should know that no emergency exists.

(34) Providing false information. No person may knowingly give false information to a university peace officer with the intent to mislead him or her in the performance of his or her duty.

(35) False fire alarms. No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.

(36) Possession of marijuana.

(a) No person may intentionally use or possess marijuana on university lands, except when such use or possession is authorized under ch. 161, Stats. or is permitted under s. 46.60, Stats.

(b) In this subsection, the term "marijuana" has the meaning specified in s. 161.01 (14), Stats.

(37) Issuing worthless check under \$500.

(a) No person may issue any check or other order for the payment of money less than \$500 which, at the time of issuance, he or she intends shall not be paid.

(b) In this subsection, prima facie evidence that the person, at the time he or she issued the check or other order for the payment of money, intended it should not be paid, has the meaning and includes the items of proof set forth in s. 943.23, Stats.

(c) This subsection does not apply to a postdated check or to a check given for a past consideration, except a payroll check.

(38) Fraud in university accommodations or eating places.

(a) No person may, after having received any food, lodging or other service or accommodation at any university housing facility or eating place, intentionally abscond without paying for it.

(b) No person may, while in any university housing or lodging facility or eating place, intentionally defraud the university or its employees or agents in charge of the facility or eating place, in any transaction arising out of the relationship as a user of the housing or lodging facility or eating place.

(39) Use of cheating tokens. No person may obtain the property or services of another by depositing anything which he or she knows is not lawful money or is an unauthorized token in any receptacle used for the deposit of coins or tokens.

(40) Possession of fireworks.

(a) No person may possess or use fireworks on university lands without authorization from the chief administrative officer.

(b) In this subsection, the term "fireworks" has the meaning specified in s. 167.10 (1), Stats.

(41) Petty theft under \$100. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of under \$100, without consent and with intent to deprive the owner permanently of such property.

**UWSP 18.07 Penalties.**

Unless otherwise specified, the penalty for violating any of the rules in s. UWSP 18.06 shall be a forfeiture of not more than \$500, as provided in s. 36.11 (1)(c), Stats.

**NOTE.** Violations of the rules in s. UWSP 18.06 will be processed in accordance with the citation procedure established in s. 778.25, Stats.

**UWSP 18.09 Institutional regulations.**

Institutional regulations promulgated under ss. UWSP 18.04-18.06 shall take effect when filed with the secretary of the board.

**UWSP 18.10 Additional statutory provisions regulating conduct on university lands.**

(1) Controlled substances. The use or possession of controlled substances as defined in s. 161.01 (4), Stats., is prohibited on all university property with the specific exemptions set forth

in ch. 161, Stats., and as permitted under s. 46.60, Stats. The penalty provisions of ch. 161, Stats., chs. UWSP 17 and 18 may apply to violations occurring on university lands.

(2) Persons prohibited from entering campuses. Student convicted of dangerous and obstructive crime. Section 36.35 (3), Stats., provides: "Any person who is convicted of any crime involving danger to property or persons as a result of conduct by him which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor's designee within 2 years, may for each such offense be fined not more than \$500 or imprisoned not more than 6 months, or both."

## SECTION 8

### STUDENT CREDIT HOUR GUIDELINES FOR TENURE MANAGEMENT

Tenure management within academic programs at the University is based, in large measure, on the student credit hours produced by each program at the lower (LD), upper (UD), and graduate divisions (GR). Different modes of instruction across the disciplines as well as within a given discipline give rise to different expectations regarding the level of staffing required to adequately address student needs. The following (per semester) student credit hour guidelines are generally used to define a full-time-equivalent faculty position for tenure management purposes.

<b>UNIVERSITY WIDE GUIDELINES</b>	<b>LD</b>	<b>UD</b>	<b>GR</b>
There are guidelines that apply to specific groups of courses regardless of the department or college, such as:			
Humanities General Degree Requirements Courses	475	300	200
Social Science General Degree Requirement Courses	475	300	200
Writing Emphasis	200	200	
Seminar courses		180	
Also, a number of specialized courses have been assigned individual SCH guidelines. For information on these courses, consult the Registrar.			
<b>COLLEGE OF FINE ARTS AND COMMUNICATION</b>	<b>LD</b>	<b>UD</b>	<b>GR</b>
<b>ART AND DESIGN</b>			
Art - Appreciation and History	475	300	200
Art - Foundation Studio	250	250	150
Art - Specialty Studio	225	200	150
Art Education – Nonstudio	475	300	200
Art Education – Studio	225	200	150
<b>ARTS MANAGEMENT</b>	250	250	
<b>COMMUNICATION</b>	300	250	150
<b>FINE ARTS</b>	250	250	

<b>MUSIC</b>			
Music - Appreciation, History and Literature	475	300	200
Music - Applied/Private Instruction	70	70	70
Music - Large Ensemble	270	270	200
Music – Small Ensemble	140	110	110
Music – Theory	180	100	100
Music Education – Lecture	475	300	200
Music Education – Studio	225	200	200
<b>THEATRE AND DANCE</b>			
Dance Education – Lecture	475	300	200
Dance – Appreciation	475	300	200
Dance – Studio	200	150	120
Theatre Arts Education- Lecture	475	300	200
Theatre Arts – Appreciation	475	300	200
Theatre Arts – Practice	200	150	120
<b>COLLEGE OF LETTERS AND SCIENCE</b>	<b>LD</b>	<b>UD</b>	<b>GR</b>
<b>BIOLOGY</b>	375	250	120
Biology Education	475	300	200
<b>CHEMISTRY</b>			
Lecture	475	288	
Lab	120	60	
Discussion	288	288	
<b>COMPUTING, NEW MEDIA TECHNOLOGIES</b>			
Computer Science Education	475	300	200
Computer Information Systems	270	250	200
Learning Technologies	475	300	200
Web and Digital Development	270	250	200
<b>ENGLISH</b>			
English - Literature	475	300	150
English - Writing	250	250	150
English Education	475	300	200
<b>FOREIGN LANGUAGES</b>			
Comparative Literature	475	300	150
Foreign Language – Education	475	300	200
Chinese, French, German, Japanese, Russian, etc.	300	200	150
<b>GEOGRAPHY AND GEOLOGY</b>			
Geography – laboratory	375	250	120

Geography – lecture	475	300	150
Geology	375	250	120
<b>HISTORY</b>	475	300	200
<b>INTERDISCIPLINARY</b>			
International Studies	475	300	200
Peace Studies	475	300	200
Women's Studies	475	300	200
<b>MATHEMATICAL SCIENCES</b>			
Mathematics	400	250	150
Mathematics Education	475	300	200
<b>PHILOSOPHY</b>	475	300	200
Anthropology	475	300	200
Religious Studies	475	300	200
<b>PHYSICS AND ASTRONOMY</b>			
Astronomy	375	300	200
Physics	300	150	120
<b>POLITICAL SCIENCE</b>	475	300	200
<b>PSYCHOLOGY</b>	475	300	150
Psychology – Statistics		250	150
<b>SOCIOLOGY</b>	475	300	200
Sociology – Statistics		250	
<b>COLLEGE OF NATURAL RESOURCES</b>	<b>LD</b>	<b>UD</b>	<b>GR</b>
<b>NATURAL RESOURCES</b>	375	250	120
<b>PAPER SCIENCE</b>	250	200	120
<b>COLLEGE OF PROFESSIONAL STUDIES</b>	<b>LD</b>	<b>UD</b>	<b>GR</b>
<b>BUSINESS AND ECONOMICS</b>			
Accounting	400	300	200
Business	475	300	200
Economics	475	300	200
Economics – statistics		250	200
<b>COMMUNICATIVE DISORDERS</b>	250	150	80
Communicative Disorders Education	475	300	200



EDUCATION			
Early Childhood Education	475	300	200
Education	475	300	200
Student Teaching		300	
Instructional Resources	475	300	200
HEALTH, EXERCISE SCIENCE, AND ATHLETICS			
Athletic Training	300	150	
Coaching	300	250	200
Health Education	475	300	200
Physical Education	300	250	200
Physical Education for the Exceptional Individual	300	250	200
Recreation	300	250	200
Sports Medicine	300	250	200
Wellness	475	300	200
HEALTH PROMOTION AND HUMAN DEVELOPMENT			
Family and Consumer Education	475	300	200
Food and Nutrition	350	200	120
Food Systems Management	350	200	120
Health Promotion/Wellness	300	250	200
Human Development	350	200	120
Safety and Health Protection	300	250	200
INTERIOR ARCHITECTURE			
Interior Architecture	350	200	120
IA – History	475	300	200
Foundation Studio	250	250	
Specialty Studio	225	200	120
Practice		150	
Seminar Studio	180	180	
Seminar		180	120
LEARNING RESOURCES	475	300	200
MEDICAL TECHNOLOGY	375	250	120
MILITARY SCIENCE	475	300	200

## **SECTION 9**

### **GRADUATE COURSE POLICY**

#### **DEFINITIONS OF SPECIAL GRADUATE COURSES**

Independent Study emphasizes a specific topic. The topic selected is not normally a regular course offering. Instruction is generally under the guidance of a professor who meets regularly with the student. Credit may be variable, depending on the workload and the time span over which the course is offered. Topics for which credit has been received cannot be repeated.

Special Topics courses emphasize a topic of narrow focus. The topic selected is generally one that meets the special needs of a group of students. The topic is not intended to be repeated. Instruction is normally in the form of lectures, discussions, or other means of exchange of ideas. Credit may be variable, depending on the workload and the time span over which the course is offered.

Workshops emphasize a topic of interest to a wide group of students. Workshop offerings may be repeated. Instruction involves free discussions, the exchange of ideas, demonstration of methods, the acquisition of skills and techniques in a specialized area within a discipline, and participation and problem-solving given mainly for and by adults already employed or those adequately prepared with common interests and problems based on the needs and wants of the group. The final result should be clearly defined, such as progress in a particular skill, or individual or group reports or papers on the conclusions reached or solutions developed or for class analyses and reactions. Workshops may have variable time spans as well as variable graduate credit.

A Seminar collects a small group of advanced students engaged in presenting either existing or original research under the guidance of a professor who meets regularly with them for reports, discussions, and informal lectures. Seminars may have variable time spans as well as variable graduate credit.

A Colloquium stresses discussion of a specific subject or meetings that several lecturers take turns in leading. Colloquia may have variable time spans as well as variable graduate credit. (Colloquium is normally included under Special Topics.)

A Symposium is a meeting or conference of limited duration for discussion of some topic at which several speakers deliver short addresses on various aspects of the topic. No graduate credit.

#### **MINIMUM GRADUATE STANDARDS FOR DUAL-NUMBERED (SLASH) COURSES**

Courses granting graduate credit should be structured and taught primarily at the graduate level of instruction. Ideally, dual-numbered courses should enroll primarily graduate students, with a minority of the course enrollment made up of academically superior undergraduate students. Graduate Council recognizes, however, the impracticality of this ideal in some disciplines. Therefore, Graduate Council establishes the following minimum guidelines for graduate students enrolled in dual-numbered courses:

1. Graduate students will be required to accomplish at least one additional objective beyond the requirements of undergraduate students in the same course. Faculty are encouraged to utilize more than one of these additional objectives in their classes. Additional objectives shall be qualitative rather than quantitative in nature. Examples of suitable additional objectives are a research project with a written and/or oral report, a term paper, a seminar or presentation given to the class, a classroom utilizable product that can be shared with others, or essay and/or oral examinations as alternatives to objective exams given to undergraduates in the same class. These examples are not inclusive, and faculty are encouraged to develop other qualitative objectives for their specific courses. These additional qualitative objectives will be included in the syllabus for each course.
2. In addition, faculty members teaching dual-numbered courses are encouraged to utilize modes of instruction that involve dialogue, student discussion, and student presentations. Where this is not feasible for the entire class, faculty are encouraged to have separate or additional discussion/seminar sessions for the graduate students.
3. Dual-numbered courses will be taught by members of the Graduate Faculty.
4. All departments offering dual-numbered courses will use these Graduate Council guidelines to develop specific procedures insuring adequate graduate level instruction in those courses. These procedures will be submitted for information to the Graduate Council and filed with the Graduate Dean.

## **SECTION 10**

### **EQUAL ACCESS FOR STUDENTS WITH DISABILITIES**

#### **STATEMENT OF POLICY**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability. Classroom accommodations may include, but are not limited to:

- Alternate Format (Black/White Copy)
- Braille Material
- Calculator
- Enlarged Materials
- Extended Time for Tests
- Grammar Editor
- Interpreter
- Lab Assistant
- Note-taker
- Oral Test
- Preferential Seating
- Reader or Proctor for Test
- Spelling Checker
- Tape Recorder
- Taped Test
- Taped Text
- Tutor
- Scribe

#### **DEFINITION OF DISABILITY**

A "person with a disability" is someone with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. "Major life activities" include functions such as performing manual tasks, seeing, hearing, speaking, and learning.

#### **DEFINITION OF LEARNING DISABILITY**

Learning Disabilities is a generic term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual and presumed to be due to central nervous system dysfunction. Even though a learning disability may occur concomitantly with other handicapping conditions (e.g., sensory impairment, mental retardation, social and emotional disturbance), or environmental influences (e.g., cultural

differences, insufficient/inappropriate instruction, psychogenic factors), it is not the direct result of those conditions or influences.

## **PROCEDURES FOR REQUESTING ACADEMIC ADJUSTMENTS (PROGRAM ACCOMMODATIONS)**

### **STEP 1**

Students seeking academic accommodation due to a disability must provide documentation to the "504" Coordinator.

### **STEP 2**

The "504" Coordinator will meet with the disabled student to discuss the appropriate accommodation(s) based on the documented disability and/or the disabling condition.

### **STEP 3**

The "504" Coordinator will arrange a meeting with the disabled student and the designated representative(s) from the Committee on Accommodation and Disability (the Committee must include representatives from English, Mathematics, Communication, Foreign Language, and Physical Education) to recommend appropriate accommodation(s) for the student. Other members of the Committee on Accommodations and Disability may be consulted as needed.\*

\*October 5, 1993: Change in procedure to expedite processing of requests. Instead of a meeting as indicated in Step 3, the student will provide a statement or letter describing prior experiences (history), selection of the degree option where appropriate, and other contributing information, along with the documentation. This information would be made available to the committee for review, and a meeting would be held with the student only if the request was not approved. This change in procedure (which is not a change in the scope of the policy) was agreed upon by the committee chair and the 504 coordinator.

### **STEP 4**

The recommendation(s) for accommodation arrived at in Step 3 will be forwarded to the appropriate Dean(s) for approval.

## **APPEAL OPTIONS**

If a Dean refuses to approve a recommendation for accommodation submitted by the Committee on Accommodation and Disability, the student may appeal this decision to the Vice Chancellor for Academic Affairs.

If the student believes that accommodation(s) recommended by the Committee on Accommodation and Disability or the Dean are inappropriate or insufficient, the student may request a review. The student may collect supporting testimony relating to his/her condition from external professionals, describe the additional accommodation(s) requested, and present this to the entire Committee on Accommodation and Disability and the Vice Chancellor for final consideration.

## **CLASSROOM ACCOMMODATION**

The "504" Coordinator shall meet with the student to determine appropriate classroom/course accommodations.

The request for classroom/course accommodation must be made in a timely manner (i.e., 4-6 weeks for taped textbooks, 5 days for testing, etc.).

## **SECTION 11**

### **FACULTY-STUDENT POLICIES**

#### **CLASS MEETINGS**

Faculty are expected to meet their classes at the scheduled time and place. The faculty member should report any cancellation of class sessions to the department chairperson. Any such cancellations on the day immediately preceding a holiday or a vacation period should have prior approval of the department chairperson.

#### **COURSE SYLLABI**

A syllabus of each course taught is prepared by the faculty member and placed on file in the office of the Dean of the College or is available to the Dean electronically. The syllabus should include a course outline, a minimum bibliography and be consistent with Chapter 9, Section 1 "Cummunal Bill of Rights and Responsibilities."

#### **EXAMS**

In particular, final exams that are not returned to the students should be kept on file for a minimum period of one semester.

#### **FINAL EXAMINATIONS**

No final or last exams will be given during the final week of classes. All instructors are expected to meet with their classes during the final examination period at the time and place scheduled. There is no final exam period scheduled on campus for courses taught 100% distance learning, courses for which no campus visit is required at any time. Instructors of partial distance learning courses, courses of which primarily 75% or more are delivered via distance learning and have at least one required campus visit, may at their own discretion determine if a final examination meeting on campus is warranted. If the university must declare an official emergency during the final examination period, the exams that are postponed will be rescheduled on the next available date, after the exam period has ended, as determined by the Chancellor. Rescheduled exams due to a university emergency will be held in the same rooms and at the same times as of their originally scheduled date. Exceptions to the above must be made with the appropriate dean's approval except that instructors, at their discretion, may modify the schedule for students who have three examinations on one day. Instructors not adhering to this policy may lose salary for the days involved at the discretion of the department Chair and Dean.

#### **MAKE-UP WORK**

Instructors should furnish students a reasonable amount of help in making up work missed, where the reason for absence concerns emergencies, off-campus trips, illness, and the like.

#### **OFFICE HOURS**

Each teaching faculty member should post his/her office hours for the convenience of students and colleagues. Departmental offices should also have the listing of hours for the departmental faculty.

## **RECORDS OF GRADES**

Records of grades, especially record books, are the property of the University and should not be destroyed by individual instructors. Instructors leaving the institution should turn in record books to their respective departments.



## **SECTION 12**

### **PRIVACY OF STUDENT RECORDS/CLASSROOM PERFORMANCE AND AUTHORIZATION TO RELEASE INFORMATION**

Federal law affords students privacy regarding nearly all aspects of their academic performance. This includes any information regarding their performance in the classroom including grades, test scores, and class schedules. When any individual, including a parent/guardian(s) or potential employer, contacts a University official or professor regarding a student's academic performance, the official/professor must first obtain written permission from the student before releasing that information. This release form protects the rights of the student as well as affording protection to University personnel. (see example release form)

When a parent/guardian asks to speak with a faculty member concerning their child's academic performance, the faculty member must decide if such a conversation is warranted and beneficial to the student. Whether the conversation takes place via phone, e-mail, or in a face-to-face meeting, written permission must be obtained from the student. When a face-to-face meeting takes place, and especially when the meeting has the potential to be confrontational in nature, it is in the best interest of both the University staff member and the parent/guardian to request that a third party observer be present. For example, faculty members might request the chair of their department be present, and a parent/guardian might ask a friend or relative to attend the meeting. The presence of an observer(s) helps to ensure a productive meeting and a more accurate representation of the content of the meeting, if needed, in the future.

Prior to a face-to-face meeting with a parent/guardian over a student's academic performance, the University official/professor must (1) obtain the student's written permission and (2) should also notify the parent/guardian of their option of having an observer attend the meeting—and that an observer may be present from the University. Following the meeting, the parent/guardian should be informed of other avenues that can be pursued (i.e. grade appeals, a separate discussion with the College Dean) if they are not satisfied with the outcome of the initial meeting.

**Example Release Form:**

**AUTHORIZATION TO RELEASE INFORMATION FROM EDUCATION RECORDS  
REGARDING COURSE PERFORMANCE**

Professor \_\_\_\_\_:

I authorize you to release information from my education records regarding my performance in \_\_\_\_\_ (insert course name and number) to \_\_\_\_\_ .

This release authorizes you to provide the grades I have received on course assignments, clinical assignments, quizzes, tests, and similar evaluative documents, as well as my final grade. The purpose of this disclosure is to \_\_\_\_\_.

I understand that by signing this authorization I am authorizing you to release to the person or class of persons named above information that would otherwise be private and not accessible to them. This authorization expires one year from the date of signature. I am consenting to the release of this information freely and voluntarily, and I understand the consequences of providing this authorization.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **SECTION 13**

### **SCHEDULING NON-ACADEMIC OFF-CAUMPUS EVENTS/TRIPS**

Non-academic off-campus events/trips sponsored by authorized university groups during breaks should not commence before the official beginning of a break nor should they run beyond the end of a scheduled break. In special circumstances, the vice chancellor/provost may grant a waiver to this policy.

## **SECTION 14**

### **GUIDELINES FOR USE OF ELECTRONIC DEVICE3S IN CLASSROOMS AND LABORATORIES**

The University of Wisconsin-Stevens Point is committed to providing an environment conducive to student achievement and learning. Electronic devices such as cell phones, PocketPCs, and laptop computers, while an integral part of today's society, can severely disrupt that environment.

Electronic devices also represent a new frontier for students wishing to cheat in classes. Picture phones, especially, offer opportunities for this type of misconduct. Students can photograph relevant information (notes, book pages) and view it during class, or can take pictures of exam questions and answers and circulate these via picture mail or text messaging. Students have also sent messages to others in class asking them to sign in their spots on attendance rosters.

Recognizing these facts, the following guidelines are offered.

1. Instructors who have an electronic device policy of any sort must include it on the course syllabus. The reasons for the policy should be explained clearly, and consequences for breaking the policy should be outlined.
2. Instructors who elect to restrict electronic devices in their classrooms should consider making exceptions in extenuating circumstances, for example, if a family member is critically ill.
3. If students use electronic devices as a means for committing academic misconduct, instructors should follow the same procedures for investigating said misconduct that they would use if a student committed an act not facilitated by the use of technology. Full details of that procedure can be found in the *University Handbook*, Chapter 5, Section 2.

## CHAPTER 6

### UNIVERSITY SPONSORED AWARDS

#### **UNIVERSITY AWARDS**

1. Members of the Awards Subcommittee are ineligible for consideration for any award.
2. The Subcommittee shall request that the deans solicit nominations for the individual and department nominees for the Regents Teaching Excellence Awards from their departments/units. It is recommended that nominees for the individual award be prior recipients of campus Excellence in Teaching Awards. The deans shall forward the nominations, with supporting statements from the nominating department/unit, to the Subcommittee. Nominations are due to the committee four weeks from the date of issuing the call.
3. The Subcommittee will determine the nominees for the Regents Teaching Excellence Awards and forward the nominees to the Vice Chancellor for Academic Affairs on or before November 1.
4. The Awards Subcommittee shall call for nominations for the three campus awards. The nominations, with supporting statements from the nominating unit, shall be due to the committee four weeks from the date of issuing the call. For the student body nominations, the nominee's unit head shall assist the students in gathering the appropriate supporting statements about the nominee.
5. The Subcommittee shall determine the recipients of the awards and shall send the names of recipients and supporting documentation for the awards to the Vice Chancellor for Academic Affairs on or before April 1.
6. The Subcommittee is encouraged to consider the distribution of campus awards across colleges.

#### EXCELLENCE IN TEACHING AWARD

This award stresses the importance of distinguished teaching, recognizes the contributions of outstanding teachers, and emphasizes the commitment of the University to teaching excellence. Nominees must have stimulated students toward a high standard of scholarship and an active interest in learning.

##### Eligibility

Those eligible for the award must be faculty and academic staff with at least a 0.50 FTE teaching assignment or with a 0.50 FTE appointment in the University Library. Winners may not be re-nominated for 5 years following their selection.

##### Nomination

Academic departments and their functional equivalents may nominate one individual. The method of nomination shall be determined by the unit. The student body may nominate up to twelve individuals, utilizing procedures to be established by the Student Government Association. Two or more people may not be nominated to share a single award.

### Awards

Four recipients with greater than 3 years teaching experience shall each receive a sum of \$1000.

One recipient with 3 years of teaching experience or less shall receive a sum of \$1000. Applicants must have a minimum of one full year of teaching experience to qualify for this award.

## UNIVERSITY SCHOLAR AWARD

This award recognizes outstanding achievement in scholarship, research, and/or creativity.

### Eligibility

Faculty and academic staff who are employed half-time or more. Winners may not be re-nominated for 5 years following their selection.

### Nomination

Academic departments and all equivalent units may nominate one individual. Two or more people may not be nominated to share a single award.

### Awards

Two recipients shall each receive a sum of \$1000.

## UNIVERSITY SERVICE AWARD

This award recognizes outstanding service to the University and/or community. A nominee's service ordinarily will span a multi-year period.

### Eligibility

Faculty and academic staff who are employed half-time or more. Winners may not be re-nominated for 5 years following their selection.

### Nomination

Academic departments and all equivalent units may nominate one individual. The student body may nominate up to three individuals, using procedures to be established by the Student Government Association. Two or more people may not be nominated to share a single award.

### Awards

Two recipients shall receive a sum of \$1000.

## CAMPUS NOMINEES FOR REGENTS TEACHING EXCELLENCE AWARDS

### Individual Award Guidelines

The Regents' award committee will seek evidence that nominees:

1. Are strongly committed to teaching and learning
2. Use extremely effective teaching strategies, including (but by no means limited to) innovative uses of technology to enhance student learning
3. Have a significant impact on students' intellectual development

Please note that the individual Regents Teaching excellence Award is not intended as a "teacher of the year" award; rather, it recognizes career achievements in teaching. Nominees should thus have spent a significant period of time (perhaps 10 years) in the UW System.

### Department/Program Award Guidelines

The Regents' award committee will seek evidence that nominated departments or programs:

1. Recognize and foster excellence in teaching
2. Approach teaching as a public, collaborative activity
3. Have thoughtfully constructed an effective curricula for academic programs ranging from general education to graduate degree programs, as applicable
4. Create a positive climate for learning and demonstrate significant impact on student learning

## **ACADEMIC STAFF (CATEGORY A AND C) AWARDS**

### AWARDS SUBCOMMITTEE

1. Membership
  - a. Two non-faculty members of the Academic Staff Council.
  - b. The faculty representative of the Academic Staff Council.
  - c. One student representative appointed by the Student Government Association.
  - d. Two academic staff members not currently serving on Academic Staff Council. Appointments will be made by the Academic Staff Council.
2. Each year, the Academic Staff Council Awards Subcommittee will be constituted by the Academic Staff Council by October 1. The Chairperson of Academic Staff Council shall convene the organizational meeting, at which time a chairperson shall be selected by the Subcommittee from among its members.

### REGENTS AWARD FOR EXCELLENCE

1. Nominees
  - a. The Subcommittee shall call for nominations for the award. The nominations, with supporting statements from the nominating units, shall be due to the Committee four weeks from the date of issuing the call.
  - b. The Subcommittee shall determine the nominee of the awards and shall send the nominee's name and supporting documentation to the Vice Chancellor for Academic Affairs on or before December 25.
  - c. Individuals selected for this award will receive \$5000.00 and will be honored at the April Board of Regents meeting and be recognized at the annual Academic Staff Leadership Conference.
2. Guidelines for Academic Staff Regents Award for Excellence

Nominees for this award should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative and creativity, and outstanding achievement.

### Eligibility

Current UW System non-instructional staff members (category A or B scientific and research staff) are eligible for the award if they have fixed-term, limited, and/or rolling horizon or indefinite appointments, are employed 50% or greater, and have been members of the academic staff for a minimum of 12 months.

#### Nomination

Units and departments may nominate one individual utilizing procedures they establish. Academic Staff Council may nominate one individual utilizing procedures they establish. The Student Government Association may nominate up to four individuals utilizing procedures they establish.

#### Award

A \$5000.00 award for professional development for the recipient, or for other activities approved by the recipient which enhance a university program or function.

### UWSP ACADEMIC STAFF AWARDS

#### 1. Nominees

- a. The Subcommittee shall call for nominations for the two awards. The nominations, with supporting statements from the nominating units, shall be due to the Committee four weeks from the date of issuing the call. For student body nominations, the nominee's unit head will assist students in gathering the appropriate supporting statements about the nominee.
- b. The Subcommittee shall determine the recipients of the awards and shall send the names of recipients and supporting documentation for the awards to the Vice Chancellor for Academic Affairs on or before April 1.
- c. Individuals selected for these awards will receive recognition in the form of certificates and public recognition during events such as commencements, convocations, and/or other University recognition programs.

#### 2. Guidelines for UWSP Academic Staff Excellence Award

This award recognizes an outstanding individual for contributions made in their unit, department, and/or university.

#### Eligibility

Those eligible for the award must hold an academic staff (A or C) title (full time or part time) in any unit or department on campus. Recipients may not be re-nominated for 5 years following their selection.

#### Nomination

Units and department may nominate one individual utilizing procedures they establish. Academic Staff Council may nominate one individual utilizing procedures they establish. The Student Government Association may nominate up to 4 individuals utilizing procedures they establish.

#### Award

One recipient shall receive a sum of \$1000.

## 2. Guidelines for UWSP Academic Staff Spirit of the Community Award

This award stresses the importance of service in building and contributing to a healthier community environment on and off campus. Awards will be provided to individuals contributing in any of the following wellness areas: mental, social, emotional, intellectual, vocational, spiritual/philosophical, and/or environmental. This service may be in the area of information gathering/research, education, or direct action/service in recognizing and supporting human dignity and the social dimension of human existence in enhancing the spirit of non-violence and active citizenship.

### Eligibility

Those eligible for the award must hold an academic staff (A or C) title (full time or part time) in any unit or department on campus. Recipients may not be re-nominated for 5 years following their selection.

### Nomination

Units and department may nominate one individual utilizing procedures they establish. Academic Staff Council may nominate one individual utilizing procedures they establish. The Student Government Association may nominate up to 4 individuals utilizing procedures they establish.

### Award

One recipient shall receive a sum of \$1000.

## **ALLEN F. BLOCHER MEMORIAL FUND**

In each odd-numbered year, only members of the Department of Physics and Astronomy may apply for a grant from the Fund, under the terms of a separate set of protocols. Selection of Grant recipient(s) from that pool of applicants is made by the Department of Physics & Astronomy, and not by the University Personnel Development Committee.

## **GRADUATE STUDENT AWARDS**

The Graduate Council presents three types of awards annually to graduate students. Graduate students are encouraged to make their program advisors aware of their interest in these awards.

### OUTSTANDING GRADUATE ASSISTANT

Normally, this award will be given to one graduate assistant each year in recognition of outstanding performance of the duties assigned to that individual by his or her graduate program. Each graduate program may nominate one candidate. The deadline for nominations and all supporting materials is March 1.

### GRADUATE COUNCIL'S AWARDS

Normally, these awards will be given to two or three graduate students each year in recognition of excellence in scholarship, teaching, creative work (including performance), or other significant professional contribution. Each program may nominate as many candidates as they wish. The deadline for nominations and all supporting materials is March 1.



## DISTINGUISHED MASTER'S THESIS AWARD

This award may be given to one graduate student each year in recognition of distinguished scholarship and research as exemplified in their thesis. Each graduate program may nominate one thesis per year for this award. A nominee must have earned the Master's degree within the calendar year from October 1 to September 30 preceding the yearly November 8 deadline for nominations. The recipient of this award will automatically become UWSP's nominee for the Midwestern Association of Graduate Schools (MAGS) Distinguished Master's Thesis Award.

## PROCEDURES

### Supporting Documentation

The following materials should be forwarded to the Chairperson of the Graduate Awards Subcommittee by the published deadline.

1. Nominations for these awards must include the following materials prepared specifically for these awards:
  - a. Letter of nomination from the department/program. The letter of nomination must indicate the specific award for which the student is being nominated. The letter should briefly justify the nomination by:
    - i. in the case of the Outstanding Graduate Assistant Award, describing the duties of the assistantship, their importance to the department/program, and the student's performance of them;
    - ii. in the case of the Graduate Council's Awards and Distinguished Master's Thesis Award, describing the student's work and establishing its importance to her/his discipline;
    - iii. in each case, highlighting the crucial points developed more fully in the other supporting materials.
  - b. Letters of support from faculty, professionals in the field, and/or peers. These should provide:
    - i. a detailed evaluation of the student's abilities;
    - ii. a description of her/his achievements;
    - iii. in the case of the Distinguished Master's Thesis Award, the faculty mentor's assessment of the thesis from the standpoint of clarity, scholarship, methodology, significance, and contribution to the field.
  - c. Statement from the student describing the nature and progress of the work (e.g. teaching, scholarship, research) for which she/he is being nominated.
  - d. Student's vita (limited to 2 pages).
2. Additional materials may be submitted if available and/or appropriate. These include: copies of the student's unpublished research, offprints of publications, representative examples of creative products (e.g. videotapes of performances), and/or evaluations from professional organizations or conferences. If the

additional materials are collaborative efforts, it should be clear what the nominee's part was in creating them.

### Evaluation

The following procedures shall be used to determine the recipients of these awards:

1. Awards will be determined by the Graduate Council Awards Subcommittee, composed of three members of the Graduate Council. The Subcommittee will make the final selections and report the award recipients to the Graduate Council. The Subcommittee Chairperson will also notify the successful candidates as soon as possible after the Council meeting announcement.
2. All nominations and supporting materials (five copies of each item) must be submitted to the Subcommittee Chairperson by the published deadline. Materials received after that date will not be considered. These materials may be returned to the nominees by request.
3. Copies of the nomination materials will be distributed to the Subcommittee members by the Subcommittee Chairperson, who will also arrange an appropriate meeting time.
4. Award winners will receive a plaque or certificate at a departmental or graduate school recognition ceremony or other appropriate forum. These plaques/certificates may be accompanied by a monetary award.
5. Award winners shall have their names engraved on a permanent plaque displayed prominently on campus.
6. In the case of multiple nominees of equivalent achievement, consideration will be given to the degree to which their work was of service to the University.