MOTION: To approve UWM Faculty Document 1895

Uniform Syllabus Policy

A. At the first class session, each student in each course will be supplied a syllabus that contains essential information about the course and department policies that affect the conduct of the course.

B. Each department will adopt a set of syllabus guidelines for its courses.

C. Each department will maintain a file of current syllabi for all classes. Each syllabus will be placed in the file within two weeks of the first class meeting. The file will be kept for two years.

D. The Academic Policy Committee will prepare, maintain, and disseminate recommended syllabus guidelines.

1992-93 Academic Policy Committee

Alan Horowitz, Chair
Lisa Arens (Student)
Andrea Boehme (Student)
Fred Eckman
Robert Hall
Karen Kapke
Jon Lenichek
Robert Magill
F. Cary McQuitty (Student)
Lisa Meyer (Student)
Marilyn Miller
Fred Pairent
Terry Plater
Helena Pycior
Victoria Soch (Student)
Recommended Syllabus Guidelines (Please see attachment)

I. Departmental Information. Each department will prepare an information sheet containing policies or notices that pertain to all or many of the courses in the department. The departmental information sheet should contain:

   a. A statement on participation by students with disabilities;
   b. A statement on accommodation for religious observances;
   c. A statement on academic conduct (e.g., plagiarism);
   d. Complaint procedures;
   e. Grade appeal procedures;
   f. Courses for which final examinations are not mandatory; and
   g. Any other standing policies that can affect the conduct of a course (attendance, incompletes, safety, fees, etc.)

2. Class Information. Class information consists of a description of a class and other essential information. The following information is required for all classes:

   a. Instructor's name;
   b. Instructor's office hours;
   c. Instructor's office location and phone number;
   d. Course title and number;
   e. Class meeting times and location(s);
   f. Final examination date and time;
   g. Short description of course objectives that may include the catalog description;
   h. Required and recommended readings, with full citations;
   i. Grading policies, including the weight given to each graded component; and
   j. A chronology of topics, including approximate due dates and examination dates.

The following information is required for classes where it is applicable:

   a. Section number of class;
   b. Source of each reading, if not a textbook to be purchased at the Bookstore;
   c. Special out-of-class requirements (computers, software, field trips, etc.);
   d. Attendance requirements;
   e. Safety policies; and
   f. Assignment policies (late penalties, scope, size, etc.)

The following information is recommended:

   a. Prerequisites;
   b. Special skill is required of students beyond the formal prerequisites;
   c. Additional information on grading (scales, expectations, etc.);
   d. Specific due dates for assignments;
   e. Examination dates; and
   f. Make-up and incomplete policies.
Departmental Information for Uniform Course Syllabi

**Participation by Students** with Disabilities

If you need special accommodations in order to meet any of the requirements of this course, please contact me as soon as possible.

**Recommended by Jeantz Martin in consultation with the Association on Higher Education and Disability.**

**Accommodation for Religious Observances**

Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.

**From UWM Faculty Document #1853 (Amended).**

**Academic Misconduct**

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.

*A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.*

**Complaint Procedures**

Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

**Grade Appeal Procedures**

A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which
the course resides. These procedures are available in writing from the respective
department chairperson or the Academic Dean of the College/School.

A more detailed description of the Grade Appeal Policy may be found in UWM
Selected Academic and Administrative Policies, Policy #5-28 and UWM Faculty
Document #1243.

Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by the University. It
subverts the mission of the University and threatens the careers, educational
experience, and well-being of students, faculty, and staff. The University will not
tolerate behavior between or among members of the University community which
creates an unacceptable or working environment.

A more detailed description of Sexual Harassment Policy may be found in UWM
Selected Academic and Administrative Policies, Policy #S-36.1 and UWM Faculty
Document #1605.

Other UWM Policies that Affect the Conduct of a Course

Attendance.

Incomplete's. A notation of "incomplete" may be given in lieu of a final grade to a
student who has carried a subject successfully until the end of a semester but
who, because of illness or other unusual and substantiated cause beyond the
student's control, has been unable to take or complete the final examination or to
complete some limited amount of term work. An incomplete is not given unless you
prove to the instructor that you were prevented from completing course
requirements for just cause as indicated above.

A more detailed description of the Incomplete Policy may be found in UWS in
UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM
Facul Documents #1558 and #1602. Also a description of this policy may be found in
the UWM Schedule of Classes.

Safety.

Financial Obligation. The submission of your registration form and your sub-
sequent assignment to classes obligates you to pay the fee-tuition for those
classes or to withdraw your registration in writing no later than ...(date specified in
the schedule of classes). It is important to both you and the University that you
make payment on time.

A complete description of UWM fee policies may be found in the Schedule of
Classes.