



University of Wisconsin - Green Bay

# EXPECTATIONS FOR LEARNING

## Purpose of this document

This document is intended to help students understand the mission of this university, the general expectations of the academic community, and the rights and responsibilities students have as members of that community - rights and responsibilities intended to help achieve the mission. The document is not intended to create an adversarial relationship between students and faculty/staff or to lead to litigation: the implementation section of the document specifies what students can and should do if they have any grievances related to the rights listed below. Overall, this document is intended to enhance student learning and to be in full accord with, and subject to, all official policies that govern this institution. Those policies are stated in other documents, including the undergraduate catalog, semester timetables, student handbook, faculty governance handbook, and the Wisconsin Administrative Code.

## MISSION AND EXPECTATIONS

As part of the University of Wisconsin System, UW-Green Bay shares the System mission which includes the following: to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose.

The mission of UW-Green Bay also includes offering an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic advising, counseling, and through University-sponsored cultural, recreational, and extracurricular programs.

For UW-Green Bay to accomplish its mission, all members of the UW-Green Bay academic community - students, faculty, and staff - have a responsibility to promote and a right to expect:

- the widest possible range of free inquiry and expression;
- consistent enforcement of federal, state, and university laws, and protection against discriminatory treatment because of race, ethnicity, gender, religion, sexual orientation, age, disability, military status, socioeconomic status, family status, or political view;
- mutual respect and preservation of individual dignity and privacy;
- mutually considerate behavior; for example, students should arrive at classes on time, not disturb others during lectures, and not leave - or begin to leave - early; faculty and staff should begin and end classes and meetings on time.

## RIGHTS AND RESPONSIBILITIES

### Information

Students have the right to clear, accurate, timely, comprehensive, and readily accessible information about academic programs, policies, services, and requirements. They also have the right to information about courses and instructors that will help them select appropriate courses.

They have the responsibility to familiarize themselves with relevant information and to use it to make choices toward the completion of their degrees.

### Advising

Students have the right of access to timely and accurate advising. They have the responsibility to consult with their advisers at appropriate times and to make informed decisions based on the advice they receive.

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### **Enrollment in required courses**

Students have the right to reasonable opportunities to enroll in courses required for timely completion of their majors and for graduation and/or program certification. They have the responsibility to take advantage of these opportunities.

### **Academic integrity**

Students have the right to be fully informed about the University's rules governing academic dishonesty, such as prohibitions against cheating on examinations, false representation of work submitted for evaluation, and plagiarism. Students have the responsibility to familiarize themselves with the University's Acceptable Use Policy. <http://www.uwgb.edu/compserv/policies/studentAccpUse.htm>

### **Information about course requirements**

Students have the right to receive a general course outline or its equivalent at the beginning of each course. This outline should include the instructor's name, office location, office hours, telephone number, a description of course objectives and requirements, grading and attendance policies, a tentative examination schedule, and sufficient information to enable students to prepare adequately for each class, as appropriate to the course. Students have the responsibility to use this information to prepare adequately for class, to participate fully and constructively in all classroom activities, to adhere to deadlines and attendance policies, and to complete all course requirements.

### **Accommodation of religious beliefs**

Students have the right to reasonable accommodation of their religious beliefs with regard to the scheduling of all examinations and other academic requirements. They have the responsibility to inform instructors of their religious accommodation needs as early in the semester as possible.

### **Information about classroom performance**

Students have the right to receive timely information about their performance on projects, assignments, and examinations. They have the responsibility to take appropriate action in response to that information. Such action might include, for example, devoting more time to class preparation, consulting with the instructor, and forming a study group on their own through Tutoring Services and/or the Writing Center.

### **Faculty contact outside the classroom**

Instructors are responsible for scheduling regular office hours, being available to students for appointments at other mutually convenient times, and for informing students when office hours or appointments cannot be kept. More broadly, the professional responsibility of educators is to promote student learning in all available and appropriate circumstances and venues. Contingent upon available resources, instructors and academic programs should seek to provide opportunities for learning outside the classroom, including independent study projects, internships, field trips, etc. Students are responsible for keeping scheduled appointments or informing instructors when they are unable to do so, and for taking appropriate advantage of learning opportunities outside the classroom.

### **Fair and equitable evaluation and feedback**

Students have the right to be evaluated in a fair and equitable manner in accordance with the course objectives and policies. Students also have the right to structured opportunities to provide feedback to their instructors regarding the quality of the course and the performance of the instructors. Students have the responsibility to communicate with the instructor when they have difficulty understanding course material, to be objective and

constructive in their feedback, and to recognize that the role of faculty is neither to entertain nor to win popularity contests but rather to facilitate learning. They also have the responsibility to understand that learning is not a spectator sport: their role is not to consume knowledge passively but to participate actively and constructively in the learning process.

## **IMPLEMENTATION POLICY**

A student with a concern related to a specific course should first communicate that concern to the course instructor unless the particular nature of the concern makes the instructor an inappropriate person to resolve it. If the concern is not or cannot be resolved by the instructor, the student may then address the concern to the chairperson of the appropriate academic unit. If the chairperson cannot resolve the matter, the student may then address the concern to the appropriate dean. Concerns not related to a specific course or to a specific academic unit should first be addressed to the Dean of Students Office. That office will also answer general questions related to student rights and responsibilities. The Office of the Provost and Vice Chancellor for Academic Affairs has the overall responsibility for ensuring that the rights and responsibilities listed in this document are implemented.

## **REVIEW AND UPDATE POLICY**

The Student Government Association President is responsible for convening a student-faculty/staff committee, in coordination with the Provost's Office, to periodically review this document.

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