UNDERGRADUATE GUIDE

RULES, RIGHTS, AND RESPONSIBILITIES

STUDENT PRIVACY RIGHTS (FERPA)

Students have the right to inspect and review most education records maintained about them by the University of Wisconsin—Madison and, in many cases, decide if a third person can obtain information from them. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate.

The university has adopted a policy statement implementing all provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this statement may be obtained at the Office of the Registrar (https://registrar.wisc.edu/), 333 East Campus Mall #10101. The university, in accordance with the act, has designated the following as "directory information," which is publicly available unless a student asks to have any or all of it withheld: name; postal address; telephone numbers; e-mail addresses; date of birth; major field(s) of study and number of academic credits earned toward degree; attendance status (including current year, credit load, and full-or part-time status); dates of attendance (matriculation and withdrawal dates); degrees and awards received (type of degree and date granted); previously attended educational agencies or institutions; participation in officially recognized activities; and participation in athletics and weight and height of athletes.

Students wishing to keep some or all of their "directory information" confidential should restrict their information in the Student Center in My UW (https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO/?execution=e6s1). Students with questions about the provisions of the act or who believe the university is not complying with the act may obtain assistance from the Office of the Registrar:

333 East Campus Mall #10101
Madison, WI 53715-1384
reginfo@em.wisc.edu
608-262-3811

Students have the right to file complaints alleging university noncompliance with the act with the federal agency that enforces the act. The address is: The Family Educational Rights and Privacy Act (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/) Office, Department of Education, 330 Independence Avenue SW, Washington, DC 20201.

Information about the Family Educational Rights and Privacy Act of 1974, as amended, is distributed during Wisconsin Welcome and is available at: Office of the Registrar (https://registrar.wisc.edu/)

333 East Campus Mall #10101
Madison, WI 53715-1384

AVAILABILITY OF ACADEMIC RECORD INFORMATION TO PARENTS OR GUARDIANS OR OTHERS

A student may authorize a third party (e.g., a parent, guardian, spouse, potential employer, etc.) access to academic record information. An authorization form is available at the Office of the Registrar’s website, or by visiting the Office of the Registrar (https://registrar.wisc.edu/), 333 East Campus Mall #10101. The authorization form permits release of specified information on a one-time basis to the specified third party. If no authorization is on file, it will be assumed that the student does not wish to give a third party access to academic record information. This policy is designed to give students specific control over the parties to whom academic record information may be released.

Grade reports will not be sent by the university to parents or guardians. Students are urged to keep their parents informed of their academic progress.

ACADEMIC INTEGRITY

UW–Madison students have the obligation to conduct their academic work in a manner consistent with high standards of academic integrity. They also have the right to expect they and other students will be graded fairly. Students have due process rights should they be accused of academic misconduct. Therefore, it is important students:

• become familiar with the rules of academic misconduct (UWS Ch. 14);
• ask their instructors if they are unsure (for example, how to use sources in a paper or whether to work with another student on an assignment);
• let instructors know if they think they see misconduct;
• be aware helping someone else cheat is a violation of the rules.

For complete discussion of the rules regarding academic integrity, review the complete text of UWS Chapter 17 (https://docs.legis.wisconsin.gov/code/admin_code/uws/14/). Find additional information, on the Office of Student Conduct and Community Standards website (https://conduct.students.wisc.edu/academic-integrity/) or contact the office via phone at 608-263-5700 or room 70 Bascom Hall.

STUDENT RIGHTS AND RESPONSIBILITIES

Every member of the University of Wisconsin–Madison community has the right to expect to conduct their academic and social life in an environment free from threats, danger, or harassment. Students also have the responsibility to conduct themselves in a manner compatible with membership in the university and local communities.

UWS Chapters 17 and 18 of the Wisconsin Administrative Code list the university policies students are expected to follow and describes the procedures used when students are accused of misconduct. Chapter 17 also lists the possible responses the university may apply when a student is found responsible for violating a policy. The process used to determine any violations and disciplinary actions are important parts of UWS 17. Review the complete text of UWS Chapter 17 (https://docs.legis.wisconsin.gov/code/admin_code/uws/14/), and for additional information, review the Office of Student Conduct and Community Standards website (https://conduct.students.wisc.edu/academic-integrity/), or contact the office via phone at 608-263-5700 or room 70 Bascom Hall.

STUDENT GRIEVANCE PROCEDURE

Any student at UW–Madison who feels that they have been treated unfairly has the right to voice a complaint and receive a prompt hearing of the grievance. The basis for a grievance can range from something as subtle as miscommunication to the extreme of harassment.

Each school or college has a procedure to hear grievances. Generally the process involves an informal attempt to solve the problem, if appropriate. If not, more formal proceedings can be undertaken until
a resolution is reached. Advisors and school or college offices have
detailed information. For assistance in determining options, students can
contact the drop-in staff member within the Dean of Students Office at
608-263-5700, within Bascom Hall, Room 70, Monday–Friday, 8:30 a.m.–
4 p.m.

**SEEKING ASSISTANCE**

The Dean of Students Office ([https://doso.students.wisc.edu/who-we-
are/](https://doso.students.wisc.edu/who-we-are/)) is a primary resource for connecting students who are navigating
personal, academic, or health issues, to supportive campus and
community resources. The Dean of Students Office also serves as a
central location for reporting issues of hate and bias, sexual assault, and
hazing.

A student can seek help at many places on campus, for both personal
and academic problems. For answers to general questions on many
topics, a good place to start is Ask Bucky ([https://info.wisc.edu/ask-
bucky/](https://info.wisc.edu/ask-bucky/)), which is an excellent general referral service.

For personal problems, Counseling Services, a unit of University Health
Services ([http://www.uhs.wisc.edu/](http://www.uhs.wisc.edu/)), offers a variety of individual, group
and couple counseling services. Experienced counselors, psychologists,
and psychiatrists are available to assist students in overcoming
depression and managing anxiety, and in developing self-awareness and
understanding, independence, and self-direction. The counseling staff
is experienced and sensitive to students of diverse cultural and ethnic
backgrounds. Counseling Services is located at 333 East Campus Mall;
608-265-5600. In addition, an on-call dean in Student Assistance and
Judicial Affairs is usually available by telephone (608-263-5700) or on a
walk-in basis (75 Bascom Hall) Monday–Friday, 8:30 a.m.–4:30 p.m.

For academic problems, many places can offer help. The student should
first discuss the problem with the professor or TA. If the problem is not
resolved at that time, the student can speak with an academic advisor or
the chair of the department. If further assistance is needed, the student
should contact one of the academic deans in the school or college.

**ALCOHOLEDU (HTTPS://WWW.UHS.WISC.EDU/PREVENTION/SUBSTANCE-ABUSE/ALCOHOLEDU/)**

*AlcoholEdu* is an online course overseen by University Health Services
that educates students about the impacts of alcohol and provides
them with the information to make healthy decisions. All incoming
degree seeking undergraduate students—including first-year and transfer
students—must complete *AlcoholEdu*. The program consists of two parts,
both of which must be completed.