

UNDERGRADUATE GUIDE

RULES, RIGHTS, AND RESPONSIBILITIES

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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 #11101. 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 MyUW (<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 #11101
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 Office (<https://studentprivacy.ed.gov/ferpa/>), 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 #11101
Madison, WI 53715-1384

Undergraduate students will also be prompted to review this information before enrolling in courses each fall and spring term.

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 (<https://registrar.wisc.edu/ferpa-restrict/>) 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 #11101. 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 are required to conduct their academic work with integrity. Students have due process rights if they are accused of academic misconduct. It is important students:

- be familiar with the rules of academic misconduct (UWS Ch. 14 (https://docs.legis.wisconsin.gov/code/admin_code/uws/14/));
- ask their instructors if they are unsure (for example, using sources in a paper or if collaboration with another student is permitted);
- tell their instructors if they see misconduct;
- don't help someone else cheat, it is a violation of the rules

Additional information is on the Office of Student Conduct and Community Standards website (<https://conduct.students.wisc.edu/>). Students can contact the office via phone at 608-263-5701 or conduct@studentaffairs.wisc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

Every member of the University of Wisconsin-Madison community has the right to conduct their academic and social life in an environment free from threats, danger, or harassment. Students are also responsible for conducting 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, including possible outcomes. Review the complete text of UWS Chapter 17 (https://docs.legis.wisconsin.gov/code/admin_code/uws/17/); and additional information is on the Office of Student Conduct and Community Standards website (<https://conduct.students.wisc.edu/academic-misconduct/>), or contact the office via phone at 608-263-5701 or conduct@studentaffairs.wisc.edu.

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 Office of Student Assistance and Support at 608-263-5700, within Bascom Hall, Room 70, Monday–Friday, 8:30 a.m.–4 p.m.

SEEKING ASSISTANCE

The Office of Student Assistance and Support (<https://osas.wisc.edu/>) assists students with matters outside of the classroom. They assist with a variety of concerns and connecting students with resources on campus. A great place to start when you don't know where to go.

If you need personal assistance or resources, staff members in the Office of Student Assistance and Support are available on a drop-in basis, Monday–Friday. Reach out if you are dealing with a financial crisis, sudden health issues, housing/food insecurity, or other sensitive situations.

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/>), which is an excellent general referral service.

For personal concerns, Mental Health Services, a unit of University Health Services (<http://www.uhs.wisc.edu/>), offers individual, group and couple counseling services. Experienced counselors, psychologists, and psychiatrists can assist students in addressing depression and managing anxiety, and in developing self-awareness and understanding, independence, and self-direction. Our experienced staff is committed to understanding and respecting every individual. Mental Health 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 drop-in basis (75 Bascom Hall) Monday–Friday, 8:30 a.m.–4:30 p.m. UHS also offers students at 24/7 crisis line for mental health support. 608-265-5600 (option 9).

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.