**MEMORANDUM**

To: UW-Whitewater Faculty, Deans, and Department Chairs

From: Robin Fox, Interim Provost & Vice Chancellor for Academic Affairs

 Russ Kashian, Chair of the Faculty Senate

Becky Mueller, Chair of the Academic Staff Assembly

Subject: Syllabus Information and Posting

Date: August 21, 2025

In accordance with UW-Whitewater Faculty Senate, instructors are required to include the information listed here <https://www.uww.edu/facsenate/current-policies/syllabi-mandatory-info> in the syllabi for their courses.

All syllabi are expected to comply with the following policies:

* Excused absence policy for students missing class: <https://www.uww.edu/facsenate/current-policies/excused-absence>.
* Final Exam Policy <https://www.uww.edu/registrar/policies#final-exams>.

This semester’s final exam schedule can be found on the Registrar’s Schedule of Classes page <https://www.uww.edu/registrar/schedule-of-classes>

Additionally, in accordance with UW-Whitewater Faculty Senate Resolution 945-12 and Academic Staff Assembly Resolution ASAR 1516.8, instructors are required to submit an updated syllabus every semester. Instructors may choose one of the following options when submitting a syllabus and making it available:

1. digitally, but limited to users with UW-Whitewater Net-ID (the default option);
2. digitally to the public-at-large (choose “make this syllabus public” option); or
3. in the library and limited to users with UW-Whitewater Net-ID (choose “paper copy only” option).

Please note that PDF files are the only format supported by the Online Syllabus Database. Syllabi will be accessible only to users with a UW-Whitewater Net-ID, unless explicitly marked "public" by the instructor. Syllabi may be released in response to a public records request.

Go to <http://courses.uww.edu/Syllabi/Manage> to upload digital syllabi or to indicate that you will submit a paper copy of the syllabus to the library.

Questions:

* Syllabus uploading questions- go to <https://www.uww.edu/its/services/online-syllabi>
* Website access issues- contact the Help Desk at helpdesk@uww.edu or x4357.
* “Paper copy only” option- contact the Andersen Library Circulation Desk at circdesk@uww.edu or calling EXT: 5511.