Common Course Policies for the School of STEM

The following policies have been compiled for use by students, staff, and faculty. These are included as a reference and can be linked to course syllabi. These policies have been compiled by the School of STEM Faculty Council.

* Academic Integrity
* **Access and Accommodations**
* **Anxiety and Depression**
* **Classroom Emergency**
* **Preparedness**
* **Communicable Disease Prevention**
* **Course Fee Statement**
* **For Our Veterans**
* **Grade of Incomplete**
* **Inclement Weather**
* **Parenting Resources**
* **Religious Accommodations**
* **Respect for Diversity**
* **Student Support Services**
* **Wondering How to Address Faculty?**

## Academic Integrity

Honesty and integrity are essential to the free exchange of ideas and knowledge at UW Bothell. [Academic integrity](https://guides.lib.uw.edu/bothell/ai) will be upheld in this course. Please see what constitutes [academic misconduct](https://apps.leg.wa.gov/WAC/default.aspx?cite=478-121-107) and review the [Student Conduct Code](http://www.washington.edu/admin/rules/policies/WAC/478-121TOC.html) to see the actions that are prohibited. Plagiarism is not tolerated in our classes. Here are some [helpful techniques](https://guides.lib.uw.edu/c.php?g=345664&p=2331762) for avoiding plagiarism. The UW Bothell [Office of Student Affairs](https://www.uwb.edu/student-affairs/) will adjudicate student misconduct. You are responsible for knowing what constitutes a violation of the Student Conduct Code, and you will be held responsible for any such violations whether they were intentional or not.

## Access and Accommodations

Your experience in this class is important to me. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you have already established accommodations with Disability Resources for Students (DRS), please [activate your accommodations via myDRS [uwbothellschoolofstem.cmail20.com]](https://urldefense.com/v3/__https%3A//uwbothellschoolofstem.cmail20.com/t/y-l-njrlrdl-dliklldhdt-o/__;!!K-Hz7m0Vt54!kK1sTwOeac4vEyQUmiNYLhKm59snOQ6gxCbizJfsnh1-2GlBGkQsuP6wiOMAk39EyJsOre_hmQMBNg09$) so we can discuss how they will be implemented in this course.

If you have not yet established services through DRS, but have a health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), contact DRS directly to set up an Access Plan. DRS facilitates the interactive process that establishes reasonable accommodations. Contact DRS at uwbdrs@uw.edu.

## Anxiety and Depression

Many students are challenged by anxiety and depression. If your brain is challenged by these, please know that you are not alone. Please reach out to your instructor, advisor, and friends and they can help you do the hard work to make a counseling appointment at the [Counseling Center](https://www.uwb.edu/studentaffairs/counseling) free of charge and free of stigma.

## Classroom Emergency Preparedness

Please see the following [safety tips](https://www.uwb.edu/safety/are-you-ready) for detailed information on the following topics: active shooter, inclement weather, bomb threat, crime or violence, earthquake, fire, hazardous material spill, identity theft, lockdown, medical emergency, online safety, power outage, sexual assault, student in distress, suspicious mail, theft, pandemic flu, and extreme heat.

## Communicable Disease Prevention

In the past few years we have all adapted to new and ever changing expectations regarding masking and infectious disease prevention. As a reminder, here are some things you can do to help prevent spread of disease, such as COVID-19, influenza, and the common cold:

* Stay at home if you have signs and symptoms of an infection.
* Wash your hands often.
* Immunization can drastically reduce your chances of contracting many diseases.
* Wear a high-quality and well-fitting mask when indoors and in close contact with others for prolonged periods.

Further information on COVID-19 practices and resources can be found at <https://www.washington.edu/coronavirus/>.

## Course Fee Statement

The purpose of course fees is to supplement state-supported course offerings when additional resources are needed to achieve the primary learning objectives of a course and to advance the learning experience. Course fees help to provide in-depth experiential learning experiences to enhance student learning not otherwise possible due to financial limitations. In determining course fees, the School of STEM seeks to provide a high-quality educational experience for all of our students within a reasonable manner given the imposition of these fees. Rules governing course fees are outlined in UW Executive Order 44 (EO). The revenue generated from course fees is used to directly support specific course offerings. STEM course fees may be used to pay for the following, as appropriate to each course:

* Materials and Supplies: Includes consumable (e.g., chemicals, disposable test tubes) and small durable items (e.g., beakers).
* Equipment: New and replacement equipment.
* Field Trips: Includes non-personnel costs associated with field trips, such as UW vehicle charges and overnight meals and accommodations.
* Technology: Includes costs associated with the use of technology to aid student learning (e.g., software licenses).
* Set-Up, Maintenance, and Cleaning for Materials, Supplies, and Equipment: Fair-share contributions toward set-up, maintenance (including repair), and cleaning of assets in the lab.
* Other Tangible Resources: This includes items that are utilized to different degrees in multiple courses.
* Non-Instructional Personnel Costs: This includes costs for lab coordinators and student lab assistants who directly support lab coordinators.

## For Our Veterans

Welcome! We at UW Bothell understand that the transition into civilian life can be challenging for our veteran students and we have many resources for any who may want to reach out for guidance or assistance. This includes our Vet Corp Member through the WDVA/AmeriCorp and our Student Veterans Association (SVA). Please contact Veteran Services at 425.352.5307 or rosal@uw.edu. For those of you needing more URGENT support, please dial 988 and press 1 ([https://www.veteranscrisisline.net/ [uwbothellschoolofstem.cmail20.com]](https://urldefense.com/v3/__https%3A//uwbothellschoolofstem.cmail20.com/t/y-l-njrlrdl-dliklldhdt-b/__;!!K-Hz7m0Vt54!kK1sTwOeac4vEyQUmiNYLhKm59snOQ6gxCbizJfsnh1-2GlBGkQsuP6wiOMAk39EyJsOre_hmVdmJ45h$)). The phone number for The Suicide Prevention Hotline is 1.800.273.8255, or connect with the UWB CARE Team [https://www.uwb.edu/student-affairs/care-team [uwbothellschoolofstem.cmail20.com]](https://www.uwb.edu/student-affairs/care-team%20%5Buwbothellschoolofstem.cmail20.com%5D).

## Grade of Incomplete

According to [University rules on incompletes](https://www.washington.edu/students/gencat/front/Grading_Sys.html) “an incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student’s control.” A grade of Incomplete can be granted only to students who have a verifiable issue that prevents them from completing the coursework in a timely fashion.

## Inclement Weather

Please check if the campus may be closed due to weather. Information on suspension of operations will be made public through the media, [Facebook](https://www.uwb.edu/emergency) or [Twitter](http://www.twitter.com/uwbothell). You can learn of campus operations status from the UW Bothell website or by calling the Campus Information Hotline 425-352-3333. You may also sign up with an [alert system](https://www.uwb.edu/emergency) that will contact you via email or text message if classes are canceled. Class activities will be rescheduled as needed.

## Parenting Student Resources

Parenting students are encouraged to take advantage of the [resources](https://www.uwb.edu/student-affairs/students-who-are-parents) provided on campus. These resources include the [Parent Union at UWB](https://www.facebook.com/PUUWB), the [Childcare Assistance Program](https://www.uwb.edu/financial-aid/child-care-assistance-program), on-campus [Family Friendly Spaces](https://www.uwb.edu/planning-administration/auxiliary-services/family-friendly-space), priority access at Bright Horizons Bothell and Bothell KinderCare, and back-up/sick care at one of these locations. On campus resources include lactation rooms and baby changing stations. To find more information about resources available to parenting students, go to [this link](https://urldefense.com/v3/__https%3A//www.uwb.edu/student-affairs/students-who-are-parents__;!!K-Hz7m0Vt54!hHgURwA0XKQLYM1WQxtywbyRkChFSX2r8B42jlb5Rw3d7_u-1a6fNjjgSZVKq8sq7gEGq7T79AHS5aOE$).

## Religious Accommodations

“Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form (https://registrar.washington.edu/students/religious-accommodations-request/)](https://registrar.washington.edu/students/religious-accommodations-request/).”

## Respect for Diversity

Diverse backgrounds, embodiments and experiences are essential to the critical thinking endeavor at the heart of university education. We encourage you to visit the [Student Diversity Center](https://www.uwb.edu/diversity/diversity-center). In STEM and at UW Bothell, students are expected to:

* Respect individual differences which may include, but are not limited to: age, cultural background, disability, ethnicity, family status, gender presentation, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, veteran status, as well as those who have experienced trauma related.
* Engage respectfully in discussion of diverse worldviews and ideologies embedded in course readings, presentations, and artifacts, including those course materials that are at odds with personal beliefs and values.

## Surviving Sexual and Relationship Violence

For survivors of sexual and relationship violence (referred to as sexual misconduct in [UW code](http://www.washington.edu/admin/rules/policies/WAC/478-121TOC.html)) free on and off-campus support that would include confidential consultations with specially trained ["victim advocates"](https://www.uwb.edu/violence-prevention/support) as well as counselors at the [Counseling Center](https://www.uwb.edu/studentaffairs/counseling). For students who have been diagnosed with anxiety, PTSD, depression or other mental health conditions accommodations may be available through the [Disability Resources for Students](https://www.uwb.edu/studentaffairs/drs) (DRS).

## Student Support Services

* [Career Services](https://www.uwb.edu/career-services/)
* [IT Helpdesk](https://www.uwb.edu/it/get-help)
* [Library](https://library.uwb.edu/)
* [Quantitative Skills Center](https://www.uwb.edu/academic-support-programs/qsc)
* [School of STEM Advising](https://www.uwb.edu/stem/contact)
* [Student Counseling Services](https://www.uwb.edu/studentaffairs/counseling)
* [Student Success](https://www.uwb.edu/academic-affairs/student-academic-success)
* [Undocumented Students Resources](https://www.uwb.edu/student-affairs/undocu-resources)
* [Writing and Communication Center](https://www.uwb.edu/academic-support-programs/wacc)

## Wondering how to address faculty?

At UW Bothell we encourage and appreciate our ability to interact closely with our students, and we value faculty-student collaboration very highly. It is also important to maintain an appropriately professional relationship. When addressing faculty, it is more appropriate to refer to them as Dr. X, Prof. X, or Mr./Ms. X as appropriate unless told to do otherwise.

# Document version history.

*Draft approved by Faculty Council, September 22, 2022.*

*Links updated, and formatting changed for accessibility, September 28, 2023 by Kristina Hillesland, Faculty Council Chair.*