Indiana University-Purdue University Columbus
IUPUC

Academic Bulletin

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Introduction to IUPUC

History of Indiana University-Purdue University Columbus

Indiana University-Purdue University Columbus (IUPUC) was created in 1970, one year after the creation of IUPUI. Dr. Emerson Gilbert served as director from 1970 until 1977, when Dr. Paul R. Bippen became the campus’s second director. Dr Bippen became dean in 1994, and the name of the center was changed from IUPUI Columbus to IUPU Columbus. In January of 2004, Nasser H. Paydar, Ph.D., became vice chancellor and dean of IUPUC. The Purdue Statewide Technology program was established at IUPUC in 1984 and has been housed at the campus since that time. The program was renamed Purdue University College of Technology in 2005. In 2000, The Lilly Endowment awarded a $5 million grant for the development of the Columbus Learning Center. In February of 2003, the State Budget Committee released funds already approved by the Indiana legislature to build the Learning Center. This facility began housing IUPUC faculty, staff, and programs, beginning in the fall of 2005. During the 2000-2001 academic year, the IU and Purdue Boards of Trustees approved the associate degree in chemistry general studies, the bachelor's degrees in business, education general studies, nursing, and psychology, and the MBA to be offered at IUPUC. In 2004, agreements were reached with IUPUI to offer joint bachelor’s degree programs in engineering, informatics, labor studies, public and environmental affairs, and tourism, conventions, and event management.

IUPUC Vision Statement

The vision of Indiana University-Purdue University Columbus is to be a world-class model of regional higher education serving the needs of south central Indiana. This model combines the unique strengths of IU, Purdue and our educational partners to deliver with excellence a portfolio of undergraduate, graduate and continuing education programs tailored to the diverse needs of our citizens and communities. IUPUC will continue to provide access to higher education in a collaborative teaching/learning environment that facilitates the open exchange of ideas and values, research, scholarship an creative activity, and community partnerships.

IUPUC Mission Statement

The mission of Indiana University-Purdue University Columbus is to provide the educational leadership and resources of teaching and learning, scholarship, and civic engagement needed to enhance the economic opportunities, enrich the intellectual and cultural environment, and improve the quality of life of the individuals and communities in south central Indiana.

Types of Programs Available at IUPUC

Undergraduate Certificate Programs

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a two- or four-year degree to complete a certificate program. Specific requirements can be found in the section for the division offering the certificate.

Associate Degree Programs

Some divisions award an associate degree after the completion of two years of full-time college course work. IUPUC offers a variety of associate degree programs, some in technical fields. Usually the course work completed for the associate degree will count toward the bachelor's degree in the same discipline.

Bachelor’s Degree (Baccalaureate) Programs

The typical undergraduate degree program is either a bachelor of science or a bachelor of arts degree. The degree takes four years for full-time students, and substantially longer for part-time students. IUPUC’s bachelor’s degrees are awarded in the professional divisions and within the arts and sciences.
Master’s Degree Programs
Outstanding students wishing to continue their education may begin graduate work after the completion of their bachelor’s degrees. Most master’s degree programs require applicants to take standardized national examinations. The IUMBA Columbus program requires students to take the Graduate Management Admission Test (GMAT) (www.gmat.org) as part of the admission process. While an undergraduate business degree is not required, some preparatory work in mathematics, computing skills, and a business foundation, such as accounting and statistics is expected. Courses for the IUMBA Columbus degree are sequenced to maximize the learning potential while balancing the work load to accommodate the needs of working students.

Undergraduate Degree Programs

Admission
The best and most complete information source on admission standards and procedures is the IUPUC Admissions Guide, which are published annually and contain an application form, fee schedules, detailed instructions, numbers to call, and the relevant deadlines.

Zachary’s Law
The state of Indiana maintains a registry of individuals who have been convicted of sex offenses committed against minors. As a number of degree programs and specific courses either prepare students to work with minors or place them in contact with minors as a part of the course, enrollment in those courses or programs is not available to anyone who appears on the Sex Offender Registry. Consult individual division sections to see if appearance on the registry will be a barrier to enrollment.

Criminal Activity Disclosure
IUPUC is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants who have been convicted of any felony or a misdemeanor such as simple battery or other convictions for behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the university, but does require review. For more information contact the Office of Admissions.

When to Apply
You may apply as early as one year in advance of your proposed enrollment.

With the admission letter, students receive information about testing and orientation. Most beginning students are admitted to University College, where they attend the University College Orientation program, enroll in a learning community, work with an advisor, and learn about the University College support services. By indicating a preference of major on their applications, some students with outstanding high school records will be granted direct admission to the division offering their desired program. Some transfer students are also admitted to University College and remain there until they complete the necessary prerequisites for their program of study.

Students with Education Outside the United States
If you are a U.S. citizen or a non-citizen with permanent resident, refugee, or asylum status and the last two years of your education were in the United States, you will apply through the Undergraduate Admissions Office. All other prospective students (including U.S. citizens educated outside of the United States) will apply through the Office of International Affairs. That office evaluates international educational documents and advises international students on visa matters and cultural adjustment issues. For information on the admission process, contact 812-348-7288.

Types of Freshman Admission and Qualifications
IUPUC offers beginning freshmen enrollment as degree-seeking or visiting students.
Degree-Seeking Students
If you wish to enter an undergraduate certificate, associate’s, or bachelor’s degree program, apply as a degree-seeking student (even if you are unsure of which degree program). As a beginning freshman, you must not have enrolled in any college, business, or vocational school after high school graduation.

For a beginning student, we will examine your high school record including courses completed, grades earned, and standardized test results. The trend in your grades and the difficulty of your courses are also important. The most important factor in our decision will be the courses you attempted and the grades you earned.

High School Graduates Admission Requirements—Regular Admission
- Graduated from high school or will graduate before enrolling at IUPUC.
- Provide the results of your SAT or ACT, and the required Writing Section of the test.
- If you are an Indiana high school graduate, you are expected to complete Core 40. (The Academic Honors Diploma highly encouraged.)
- For students who have completed Core 40 with a C average or higher in all Core 40 courses, SAT combined math and verbal (critical reading) scores should be 900 or higher; ACT composite should be 19 or higher.
- Applicants who have earned Academic Honors Diplomas will be considered fully qualified regardless of test scores; however, scores must be provided.

We recommend that all high school students complete the following: four years of English, three years of mathematics (including second year algebra), three years of social sciences, three years of laboratory science, four years of additional college preparatory courses selected from English, mathematics, social sciences, laboratory sciences, or foreign language.

Returning adult students should note that SAT or ACT scores are not required and although a high school transcript is required, the admissions committee also considers such things as military experience, life experiences, and job responsibilities when reviewing applications.

Conditional Admission
If you do not meet the above criteria, you will be considered for conditional acceptance based on other factors that will indicate your potential for success at IUPUC: overall quality of your high school course work, work experience, maturity, and military service.

If you have significant deficiencies in either academic preparation or performance, we will defer your acceptance until you complete designated courses at Ivy Tech Community College or another two-year college. A deferral contract outlining the courses to complete will be sent to you.

GED Admission Requirements
Students enrolling at IUPUC who have not attended college after earning a GED are considered beginning freshmen students. The following are the admission requirements:
- Earned the GED with a score of 53 (530 on new scale) or higher.
- If your GED score is below 53 (530), you will be deferred to the Ivy Tech Community College (See above section on Conditional Admission).
- If you are under 19 years of age, you must provide the results of an ACT or SAT I test.

Visiting Students during Summer after Graduation
Students graduating from high school may enroll at IUPUC as a visiting student for the June summer session. As a student applying under this status, you must do the following:
- Verify with the Admissions Office of the institution you will attend in the fall that they will accept the course credits.
- Submit an IUPUC application as a visiting student.
- Submit a copy of your high school transcript and test scores.
- Submit a copy of your letter of acceptance.
- Submit the application fee.
Note:
1. You are not eligible for financial aid as a visiting student, according to federal regulations.
2. You may apply only for the June semester and you are encouraged to do this no later than the end of May.

Qualifications
1. If you will attend IU Bloomington, IUPUI, or Purdue West Lafayette in the fall, provide a photocopy of your letter of acceptance. A high school transcript is not necessary. You will be offered acceptance based upon proof of your acceptance to either campus.
2. If you are attending any other college in the fall, provide a high school transcript and SAT/ACT scores. Students taking the SAT I or the ACT must take the essay component and have all scores reported to IUPUC. You must meet our admission requirements for entering freshman.

Adult Special Student (Non-Degree)
You may apply as a non-degree adult special student if you are sponsored by your employer to enroll in a specific IUPUC course or if you wish to take a course for self-enrichment. You are strongly encouraged to discuss your plans and previous education with an admissions counselor before filing an application. Permission to enroll is usually for one term.

You are not eligible for financial aid as a non-degree adult special student.

If you wish to enroll in mathematics or English courses, you must either have completed a transferable (non-remedial) college course in that academic area or complete the IUPUC placement tests.

Required Credentials and Qualifications
a. You must be 21 or older.
b. You must provide a photocopy of your diploma, high school transcript, or GED results.
c. If you previously attended college, you must not have enrolled anywhere for the past three years and you must provide photocopies of grade reports or a college transcript.
d. If you are being sponsored by an employer and you are not able to obtain the above documents, you may submit a letter of sponsorship from your employer.

Types of Transfer Admission and Qualifications

Transfers from Other IU Campuses  Students who are eligible to transfer to IUPUC as degree candidates from another campus of Indiana University must meet the degree requirements of the IUPUC division from which they expect to graduate. Students who plan to obtain a degree from another campus should contact and remain in contact with the dean of their prospective school for specific information on course, degree, and residency requirements.

A student at another Indiana University campus, whether coming to IUPUC on a temporary or permanent basis, should contact the IUPUC Office of Registrar Services for help in beginning the intercampus transfer process.

If a student has earned college credits after leaving the IU campus, the student must provide an official transcript and contact the IUPUC Admissions Office, requesting that the new courses be evaluated for transfer credit.

If a student at another Indiana University campus is not in good standing and wishes to attend IUPUC, he or she should contact the IUPUC Enrollment Center for an explanation of the procedures.

Transfers from Other Purdue Campuses  A Purdue University student from another campus must complete an official undergraduate application through the IUPUC Office of Admissions. If credits have been earned outside of Purdue, an official transcript from the non-Purdue schools must be provided. An application fee does not need to be paid.

Note: Courses with grades from C– to D– from other Purdue campuses appear on the IUPUC transcript. The grades are not calculated in a student’s IUPUC GPA; however, individual divisions and programs may choose to use the courses to satisfy degree requirements.

Transfers from Other Universities  A student from any other college or university must complete an official undergraduate application through the IUPUC Office of Admissions. Applicants are required to provide official transcripts from all post-secondary institutions they have attended.
IUPUC has increasing numbers of articulation agreements with Ivy Tech Columbus and other Ivy Tech campuses that permit courses taken at Ivy Tech to transfer to IUPUC with a grade of C or better. Effective dates for each course are listed, but no courses completed prior to the fall 1990 semester will transfer.

**Transfers from Universities with Articulation Agreements** IUPUC has increasing numbers of articulation agreements with Ivy Tech Community College that permits courses taken at Ivy Tech Community College to transfer to IUPUC with a grade of C or higher.

**Passport to IUPUC**
Passport to IUPUC is a program created by Indiana University-Purdue University Columbus (IUPUC) to facilitate the transfer of Ivy Tech Community College Columbus courses and associate degree credits toward several IUPUC baccalaureate degree programs. The Passport program makes it easy to continue your education and become an IUPUC student.

IUPUC offers transfer students two categories of undergraduate admission (degree-seeking and visitor).

**Degree-Seeking Students**
If you wish to enter an undergraduate certificate, associate's, or bachelor's degree program, you will apply as a degree-seeking student (even if you are unsure of which degree program).

**Admission Standards**

**General Policy**—For regular admission you must have a cumulative grade point average of 2.0 on a 4.0 scale and be eligible to return to your previous college. **If you do not have a 2.0 or you are not eligible to return to your former school, you must sit out for one regular semester.** If you have been dismissed twice, you must be out of school for two full semesters. Please mail a statement with your application explaining what caused the low grades and how you will approach your studies at IUPUC.

**Admission on Probation** If your grade point average is below 2.0, you will be considered for admission on probation provided you have met or are meeting the required time out of school. In some cases students with a GPA below 2.0 will be required to file a petition and/or complete an interview. After reviewing your application, the Office of Admissions will advise you if you must take these steps.

**Credentials needed:**

- Official college transcript from every college attended. An official copy is one that has the embossed or raised seal of the school. Fax copies, photocopies, and grade reports are not considered official.
- High school transcript or GED if you have fewer than 26 hours of transferable work. (We will accept a faxed high school transcript provided it is sent directly from the high school with the school fax number on the faxed pages.)

**Transfer Credit**
The grades from all course work previously completed are considered in the admission process.

Most divisions require a minimum GPA of 2.0 to be considered for admission; some divisions have a higher GPA requirement. Other factors may also be considered, including space available in the program, the specific course work completed, recent grades, and disciplinary standing.

Course work done outside of the IU system with grades of C (2.0) or better are transferred for possible use toward an IUPUC degree. No courses with grades of C– or lower will transfer to IUPUC. None of the grades transferred from other colleges or universities count in the IUPUC grade point average. Some divisions, however, may consider such grades for admission purposes and other academic matters.

How accepted credit is applied to program requirements is determined by the division and/or department that offer the course(s). Courses that were completed 10 years ago or even more recently may not be accepted in some programs and must be approved by the individual division awarding the degree.

Course work taken at another institution for which there is an equivalent Indiana or Purdue University course (in terms of course description, level, and prerequisites) will generally be transferred as credit in the equivalent courses. Other course work will be transferred as undistributed and reviewed by the appropriate division to determine how it will be counted toward degree requirements. In addition, the
university does not accept the transference of special credit by examination awarded by another college or university.

Courses taken at another institution on a quarter system rather than a semester system will be evaluated as carrying fewer credit hours (e.g., a 3 credit hour course taken on a quarter system will transfer as 2 credit hours).

**Visiting Students**

If you are working on a degree from another institution and wish to take courses at IUPUC, apply as a visiting student. You are responsible for verifying that your home institution will accept the course credits. Your permission to enroll is for one term; however, an admissions counselor can authorize enrollment for additional terms if you are completing your final courses for a degree or if you are in the area on an internship or co-op program. You are not eligible for financial aid as a visiting student.

If you wish to enroll in mathematics or English courses, you must either have completed a transferable (non-remedial) college course in that academic area or you must complete the IUPUC placement tests.

**Special Note to Students at Other IU Campuses** Students working on degrees at other IU campuses who wish to register for courses at IUPUC should call the IUPUC Office of the Registrar, (812)348-7287, to schedule a registration time.

**Required Credentials and Qualifications**

- Must be a current college student (enrolled within the last 12 months). If you have not enrolled within the past 12 months, provide a letter from either the dean or your academic advisor at your home institution stating that you have permission to transfer credits from IUPUC to the degree program.
- Provide a photocopy of your most recent grade report or transcript.
- Have a cumulative grade point average of at least 2.0 on a 4.0 scale. (Purdue students are eligible regardless of grade point average provided they are not on drop status.)

**International Students**

The best guide to international admission standards and procedures is the “International Undergraduate Application for Admission.” This pamphlet is revised annually and contains an application form, financial support agreement form, estimated tuition and living expenses, English language proficiency requirements, detailed instructions, numbers to call, and relevant deadlines. The Office of International Affairs Web site (www.international.iupui.edu) provides information on admissions for international undergraduates and graduates, links to the on-line applications, downloadable and printable application and financial support agreement forms, and links to Web sites of other offices.

The admission requirements for students hoping to enter an associate’s, bachelor’s, or certificate program as either a beginning or transfer student are described below. Depending upon the admission requirements of their desired programs, students will be considered either for admission to University College or for admission to University College and the division of their intended program. Regardless of the admission category, beginning undergraduate students and most undergraduate transfer students will have the benefit of the University College Orientation program.

Beginning undergraduate applicants should have completed the primary and secondary education system of their own country. The U.S. primary and secondary education system consists of 12 years of study. IUPUC expects that applicants from other countries will have studied for a similar number of years in primary and secondary school to be eligible for university admission. Pre-primary education is not included in this total number of years. However, applicants from countries with at least 11 standard years in the primary and secondary system may be considered if they have achieved a strong academic record and can submit the final, official school-leaving certificate. Applicants applying from abroad are expected to have reached their 18th birthdays no later than the end of their first semester of study here. Applicants from countries with more than 12 years of primary and secondary study may qualify for advanced standing.

Secondary school programs should have included study of a student’s native language, English or other foreign languages, mathematics, natural and/or physical science, humanities, and social sciences. Applicants from British-style systems must have earned at least six GCSE (General Certificate of Secondary Education)—or their equivalents—O-level passes, including passes in English and mathematics. GCE (General Certificate of Education) Advanced A-level results may be considered to yield credit for advanced standing where the grade earned is D or better. Students with
0-level certificates who do not meet the minimum age requirements are encouraged to continue their studies to earn A-level certificates prior to applying to IUPUC.

**Graduate Non-Degree Students**

Students who already hold bachelor’s degrees frequently want to take courses without being admitted to one of the university’s degree programs. These are students who are not currently enrolled in a degree program but are working towards admission, or taking classes for personal or professional enrichment with no plans to work toward a degree. Such students must apply to the Graduate Non-Degree (GND) program. As GND students, they can take both undergraduate and graduate courses. However, many graduate courses will require GND students to obtain preregistration from either the instructor or the department. GND students may not accumulate more than 18 credit hours in a single subject.

Students who are initially admitted as non-degree students, but who later wish to obtain a graduate degree, must make a formal application for admission to a departmental degree program. Once admitted, the department may recommend to the dean of the Indiana University Graduate School that credit earned as a non-degree student be applied to degree requirements. Students should be aware that certain divisions specifically prohibit course work taken under non-degree status from counting toward a degree after a student has been admitted to a degree program.

**Financial Aid**

The IUPUI Office of Student Financial Aid Services coordinates the financial aid program on behalf of IUPUC. All policies, procedures and guidelines enforced at IUPUI are also applicable for IUPUC students and can be viewed under the IUPUI Financial Aid section. Questions regarding financial aid policies and procedures can be emailed to financialaid@iupuc.edu or by calling the Office of Financial Aid at 812.348.7231 to schedule an appointment with a Financial Aid Advisor.

The FAFSA code for IUPUC is E01033.

**Scholarship Information**

IUPUC has millions of dollars available in financial aid and scholarships for qualified students.

**Freshman Scholarships**

These scholarships are performance based and are awarded in recognition of academic achievement, rewarding excellence and providing a monetary incentive to enroll at IUPUC. Early admission is the best way for students to be assured of scholarship opportunities. Beginning freshmen are considered for scholarships after admission to IUPUC, so for full consideration you should apply for admission in the fall of your senior year. Only one freshman scholarship is allowed per student. The deadline for all Freshman Scholarships is March 1.

**Valedictorian/Salutatorian Scholarships**

$4,000 annually. Students who are selected as valedictorians and salutatorians of their high school class (ranked first or second), with a minimum of 1200 SAT (Mathematics and Reading Comprehension) or 26 ACT, and are admitted to IUPUC by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full-time and maintain a 3.3 GPA.

**IUPUC Academic Excellence Scholarships**

$3,000 annually. Students in the top 15% of their high school class with a minimum 1300 SAT (Mathematics and Reading Comprehension) or 30 ACT, who are admitted to IUPUC by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full time and maintain a 3.0 GPA.
IUPUC Outstanding Scholarships
$2,500 annually. Students in the top 15% of their high school class with a minimum 1200 SAT (Mathematics and Reading Comprehension) or 26 ACT and submit appropriate scholarship application to IUPUC by February 1 are eligible for this scholarship.

IUPUC Distinguished Scholars
$3,500 annually. Students in the top 10% of their high school class with a minimum 1300 SAT (Mathematics and Reading Comprehension) or 29 ACT and submit appropriate scholarship application to IUPUC by February 1 are eligible for this scholarship.

Dean of Faculties Scholarships – 4 Levels of Achievement
Level 1: $2,000 annually. Students in the top 25% of their high school class with a minimum 1200 SAT (Mathematics and Reading Comprehension) or 26 ACT, who are admitted to IUPUC by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full time and maintain a 2.75 GPA.
Level 2: $1,750 annually. Students in the top 30% of their high school class with a minimum 1150 SAT (Mathematics and Reading Comprehension) or 25 ACT, who are admitted to IUPUC by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full time and maintain a 2.75 GPA.
Level 3: $1,250 annually. Students who are in the top 30% of their high school class with a minimum 1100 SAT (Mathematics and Reading Comprehension) or 24 ACT, who are admitted by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full time and maintain a 2.75 GPA.
Level 4: $1,250 for four years. Students in the top 30% of their high school class with a minimum of 1070 SAT Mathematics and Reading Comprehension) or 23 ACT, who are admitted by March 1 are eligible for this admissions-based scholarship. Recipient must enroll full time and maintain a 2.75 GPA.

First Generation Scholarship
$1,000 annually. Students who are the first in their families to go to college may be eligible for this scholarship. Student must graduate in the top 40% of their high school class, have 1000 SAT (Mathematics and Reading Comprehension) or 21 ACT and be admitted to IUPUC by March 1. Recipients must enroll full time and maintain a 2.5 GPA.

Additional IUPUC Scholarship opportunities

Passport Scholarship
IUPUC has established a special scholarship program with Ivy Tech Community College to encourage students to continue their education toward a baccalaureate degree. The following scholarship amounts are automatic and in addition to all other awards, scholarships, and financial aid:

Ivy Tech Community College GPA requirement:
- 3.75 and above: $1,000
- 3.50 to 3.75: $500
- 3.25 to 3.50: $250
To qualify, students must meet the following requirements:
Graduate with an Associate of Science from Ivy Tech Community College after year 2000
Admitted into one of the articulated degree programs between Ivy Tech Community College and IUPUC in Business, Education, General Studies or Nursing.

Campus Campaign Scholarship
IUPUC faculty and staff make contributions each year to fund these achievement-based scholarships.

Irwin-Sweeny-Miller Foundation Scholarship
Non-traditional students from Bartholomew County are eligible for this scholarship.

Heritage Fund Educational Scholarships
Scholarships administered by the Heritage Fund are made possible through the generosity of donors. Their vision enables the Community Foundation of Bartholomew County to assist future generations in meeting their educational goals. Currently the Heritage Fund manages 53 endowed scholarship funds.

Private Donor Scholarships
Every year many IUPUC students receive private sector scholarships, providing thousands of dollars to pay for their education. Information on external scholarships can be found from high school guidance offices, scholarship source books and online scholarship search databases. The IUPUC website lists some of the online free database search sites.

Check the IUPUC web site (www.iupuc.edu) frequently for updates. While this information is current as of print, we will post any changes in scholarship opportunities and the web site should be consulted as the final source of information.

Placement Testing
A student’s academic career begins with placement testing followed by attending orientation. The placement test results indicate the students’ level of preparedness and the proper or recommended course placement in writing and mathematics.
All beginning students must decide whether to enroll in ENG W131 or in W130. Students who plan to enroll in W130 are not required to write the placement essay, but are welcome to write it to help determine whether W130 is the best placement. (ENG W130 is not required for most degree programs.) English W131 is a required course for graduation. Students are eligible to enroll for W131 if at least one of the following criteria is met:

- student has an SAT verbal score of 500 or higher (ACT English score of 22), or
- student has received a grade of D- or better in ENG W130, or
- student writes a placement essay prior to registration with a recommended placement into ENG W131. Transfer students who have successfully completed college-level work in English (with a grade of C or above in ENG W131) are exempt from taking the English placement test. English test scores are good for two years from the test date.
The two placement tests (English and mathematics) take approximately one and a half hours to complete. (For more information on placement testing, see the Placement Testing Web site at www.iupuc.edu/students/placement_testing.asp.) Continuing students obtain their placement test results through their academic advisors. Placement test results are given to new students at orientation. If students have not taken the placement tests or their results are not available, they are limited to a restricted list of courses that do not require placement tests.

Testing for Students Whose Native Language Is Not English/English as a Second Language (ESL) Placement Testing

All new students—graduate and undergraduate—whose native language is not English are required to take the ESL placement test prior to registration. This test is administered by the IUPUI Testing Center on behalf of the English as a Second Language Program. All international students from non–English speaking countries as well as U.S. permanent residents and others referred by the Office of Admissions take the ESL placement test in lieu of the English Placement Test that native speakers of English are required to take.

Accommodations for Placement Testing

Students who because of disabilities need special equipment, extended time, or tests taken in separate rooms—whether for placement testing, orientation, or for actual classes—must contact the Adaptive Educational Services (AES) Coordinator before or at the same time they schedule placement tests. Since registering with AES and providing them with documentation takes time, as does the arrangement of services, students must contact AES (812) 348-7271 as soon as possible before classes start.

Orientation

University College, in conjunction with the divisions, requires all beginning and transfer students with less than twelve transferable credits to attend an orientation program. At orientation, students receive an overview of campus resources, receive information about the divisions/programs in which they are interested, receive success tips from current IUPUC students, meet with an academic advisor, register for classes, and have their photo taken for their student I.D. card. Students must obtain their technology account before attending orientation. Technology will be covered during one portion of the orientation program.

Students are required to pay a New Student Enrollment Fee that is assessed to all students who are beginning their first semester in a degree-seeking program. The fee is not contingent on participation in the program.

Advising

New and transfer students with less than twelve transferable credit hours receive their initial academic advising during orientation. Students with 12 or more transferable credit hours, returning students, and students from other IU campuses receive advising from their academic division. University College advisors provide advising services to undergraduate students who have not yet been admitted to their degree program as well as to students who are undecided about their program. For contact information visit http://www.iupuc.edu/students/advising.asp.

Preparing for Advising Sessions

Students are ultimately responsible for their own success. Students need to prepare themselves by learning what is required to earn their degrees. University College and the divisions provide tools and advising that aid students in making wise choices in the types and numbers of classes to take.

Elements of an Undergraduate Degree

Basic to planning a college education, rather than just semester-by-semester picking of classes, is an understanding of what components make up a college degree. Most four-year college degrees are made up of about 40 courses. These courses generally are 3 credit hour courses, though some are 1, 2, 4, 5, and even 6 credit hour courses. Each hour of credit generally means 4 hours of academic work.
Courses fall into three categories: general-education requirements, program or concentration requirements, and electives. The exact courses that may be used in each of these areas vary according to the program of study.

First-year students generally begin with a learning community, general-education courses, and introductory courses in their programs. Courses required for college degrees are often sequential (that is, they build on the content, concepts, and skills learned in lower-level courses). As a result, most schools number their courses 100, 200, 300, and 400 to indicate the order in which students should take the courses. First-year students should generally take courses in which the first number in the course number is either a 0 or 1; occasionally, first-year students might take a 200-level course.

Some courses require students to take prerequisites or lower-level courses before enrolling in the higher-level courses. Prerequisites are listed in the course descriptions in this bulletin. General-education requirements and the specific program requirements are listed in division sections of this bulletin. University College advisors also have checksheets of requirements for the different degree programs. Electives, generally five to ten courses depending on a student’s program, are usually taken during junior or senior year.

Scheduling Tools and Information
IUPUC provides a number of resources for students to conduct their work with the university. OneStart (onestart.iu.edu) allows students to review information about themselves, including status of an admission application, status of a financial aid application (and any award), latest course schedule, book list, bursar account (fees owed or refund due), unofficial transcript, as well as information about a federal tax law that may result in an income tax credit tied to tuition paid in a calendar year. Students may also update address information through OneStart. In addition, students and the public may review course offerings for current and upcoming semesters via OneStart.

OneStart also provides a significant tool for academic advising. This online system was designed to help students and their advisors review degree requirements and student progress towards any intended IUPUC degree. The online system is not intended to replace regular meetings with an academic advisor. Students, however, may wish to review and print an “audit” in preparation for an advising session. The system allows students to investigate what would happen if they changed majors or schools. This student advising system provides students with online access to transcripts and degree requirements and various special purpose Web sites.

Students planning their schedules should also consult the degree requirements in this bulletin or the appropriate checklists provided by their advisors. The Registration Guide is published every March for summer and fall classes and in October for spring classes.

Developmental or Refresher Course Work
If placement test results indicate that a student needs more work or a refresher in writing or mathematics, the student will be required to take these classes first. The basic skills of writing and calculating are building blocks to most other college classes. Advisors will assist students in selecting a balanced schedule with refresher courses as well as regular college classes when appropriate. In general, students will not be certified to move into their divisions until they have successfully addressed any skill deficiencies they may have.

First-Year Seminars or Learning Communities
National studies have shown that successful first-year students need five elements: an introduction to campus resources and support services, the creation of a support network (which is especially important on a commuter campus), ongoing personal interaction with faculty and staff, the development of skills and habits basic to academic achievement, and a realization of the high expectation that the campus has for each of its learners. IUPUC has developed learning communities, which include First-Year Seminar courses and are dedicated to achieving the objectives spelled out above. Often these First-Year Seminars are linked with another course so that the students in the seminar can work together across classes to learn the material and otherwise support one another. The team approach in these seminars of faculty members, librarians, advisors, and student mentors provides students with in-depth knowledge and contacts for key elements of the campus.
General-Education Requirements/Introduction to Majors

Beginning students will also be advised to start on the general-education requirements for the program(s) in which they are interested. These classes may include communication skills, science, social and behavioral sciences, arts, and humanities, depending on the division or program. Either in the first or second semester, especially if students are attending full time, they will be encouraged to enroll in the introductory course in their major or program. These are usually 100-level courses.

Undecided and Exploratory Options

Some students come to IUPUC uncertain of what they want to study, in part because they do not know all their options, and because they are unsure of their own strengths. They want to remain undecided until they explore all their options and feel more certain about their direction. “Undecided” and “exploratory” students receive special counseling to allow them to explore possible programs of study. Taking introductory courses in different fields often helps students make up their minds or determine their aptitude or interest. The advisors may urge students to go to the College and Career Exploration Center to investigate career options or take tests that will reflect the students’ areas of interest. There also are courses specifically focused on helping students make career choices. This is a healthy process. Exploring possible options early in a college career is common and far better than changing direction in the junior or senior year.

Registration

Registration for first-time students takes place in conjunction with orientation. In subsequent semesters, students register themselves by computer. Information about registration is available in the Registration Guide, online at www.onestart.iu.edu, and in the Office of the Registrar.

Schedules of classes and other university communications are provided to all current students. It is vital that students keep both local and home addresses and phone numbers up to date with the university. In some cases, local and home addresses are identical, though some use their parents’ address as their home address. Students can change their addresses online through onestart.iu.edu. Addresses may also be changed by completing an address change form, available in the Office of the Registrar or at the Web site registrar.iupuc.edu.

All students are issued university e-mail addresses. Should students choose to use a different e-mail provider, they should forward their university e-mail to their preferred service provider in order to be sure to receive important university announcements. Information on forwarding university e-mail is available online at kb.iupui.edu.

Waitlist

Occasionally, students will be turned away from a class section because it is filled to capacity. Seats may open up, however, if registered students drop the class during the registration period. Through an automated waitlist system, the first person to make a waitlist request for a class is placed at the top of the wait list. When a seat opens up, that person is registered automatically for the course. For more information, check the Registration Guide or visit the Web site registrar.iupuc.edu.

Enrollment Permissions and Holds

An advisor’s approval for a student to register does not guarantee enrollment in a particular class; it only authorizes that the student is eligible for enrollment that term. Divisions may restrict enrollment in particular courses, so students should review the course descriptions in this bulletin or view course listings through OneStart to see if they fit the requirements. For instance, some courses, such as upper-division courses in business, are open only to students officially enrolled in certain divisions. Other courses may be restricted to students with sophomore, junior, senior, or graduate student status. Finally, some courses require a student to have completed one or more courses prior to enrollment (known as “prerequisites”). Otherwise ineligible students who believe their personal preparation overrides the restrictions may seek the division’s or instructor’s permission to enter the class.

On occasion, students have a hold placed on their enrollment. When this occurs, they cannot register for courses because they have failed to meet some requirement of the university or school and cannot proceed until the problem is resolved. Problems that result in a hold include having a grade point average below the required level or failure to pay tuition or other fees. Students with unpaid library fines, outstanding parking tickets, or with a disciplinary problem also may be placed on hold. Students
can review their status on OneStart, and if they find they have such a hold, they should contact the office(s) listed to resolve the problem. For more information about holds, students may contact the department or division involved or the Office of the Registrar.

Schedule Adjustments (Dropping and Adding Classes)

Students can make changes in their schedule (commonly known as add and drop) from the time of their initial registration up through the third day of the first week of the semester either by computer or with a Schedule Adjustment form. Students receiving financial aid should be aware that dropping a course may change the amount of aid for which a student is eligible and may require that the student repay some of the money already received.

Students must drop classes officially; stopping attending classes or even never attending the class does not cause the student to be dropped from the class. Failing to attend class does not mean a student has dropped a class but rather will result in a grade of F in the course. Failing to pay for the course once registered will result in both a grade of F and a bill for the course.

After the middle of the semester, students need the instructor's signatures in order to drop a class. In the final quarter of the semester, classes can only be dropped with the approval of the student's division head. Such late withdrawals are usually approved only if illness or emergencies are involved.

Dropping classes is done using the Schedule Adjustment forms, which are available at the Office of the Registrar. The forms must be filled out, signed, and returned to the Office of the Registrar, Room 156.

While withdrawals do not change a student's GPA, more than ten withdrawals without well-documented medical or other serious reasons will trigger the Federal Government's definition of "not making academic progress" and may result in the loss of eligibility for certain types of aid.

Check the Registration Guide for exact refund dates. After the fourth week, if you decide not to attend a class, don't just walk away from the class without officially withdrawing from the class or from the university since you will receive a grade of F in any undropped classes.

Off-Campus

IUPUC offers courses in surrounding communities through the IUPUC Seymour Regional Learning Center and the IUPUC Greensburg Learning Center. Courses are provided to assist students in furthering their education while staying in their community. We offer courses that apply toward degree programs and certificates. For more information, contact the Office of the Registrar at (812) 348-7287.

Fees

IUPUC tuition is set annually by the Trustees of Indiana University. Current fees appear in the Registration Guide, and the rules that determine whether students are residents or nonresidents for fee purposes appear at the end of this bulletin. Undergraduate programs and most graduate/professional programs charge by the credit hour.

In addition to tuition, there are some special course fees for equipment or supplies; all undergraduates are assessed technology and student activities fees. New students are charged for orientation. The one-semester parking fee, books and supplies are additional. Various payment options are described in the Registration Guide and in materials distributed with bills. See bursar.iupuc.edu on the Web for more information, including current fees.

Students whose financial aid or loans have not yet arrived may qualify for automatic aid deferments through the Financial Aid Office. Students should find out from Financial Aid whether they have received deferments since such deferments cover fees, partially or totally. This means students are actually enrolled and must attend classes or officially withdraw. If they withdraw, their bills will be adjusted accordingly. It is critical that students check with the Financial Aid Office or monitor their accounts via OneStart (onestart.iu.edu) to determine whether they received deferments.

Civility

We often speak of IUPUC as being a family. Like members of a family, we have dedicated ourselves to creating an environment where individuals can succeed because each person is important. When any one of our members is prevented from doing her or his best, the entire community is diminished.
We are also an institution of higher learning. Our institutional ethic compels us to foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. Periodically, we must reaffirm these fundamental ethics and values that form the framework of our university family.

Among those values is fostering a climate of civility and mutual respect regardless of race, gender, age, or status in this institution. IUPUC has achieved much of its promise as a university because we work together towards common ends. Because the university is so complex and diverse, however, we will not always agree with one another. When we disagree it must be done with civility. We encourage everyone to speak and act judiciously and with respect for one another.

Also among our values is academic freedom and an open exchange of ideas and opinions. However, when there are messages displayed that promote divisiveness in our academic community, we have an obligation to condemn those messages as being antithetical to our university’s ideals and sense of shared responsibility for each other’s welfare. If we are to be true to our commitment to diversity and be welcoming to all, everyone must do his or her part. We know the terrible legacy of unopposed statements—they become insidiously acceptable and poison the climate of trust and respect we strive to maintain. When apathy leads us to permit discrimination or harassment because we ourselves are not objects of such behavior, we have failed our community.

No set of rules or policies can wholly govern human conduct. Civility is a fragile construct that each of us must cherish and preserve. We do have policies designed to eliminate discrimination and to prevent harassment. Our Office of Affirmative Action enforces these policies and assists in educating the campus community about acceptable and unacceptable behaviors.

The Code of Student Rights, Responsibilities, and Conduct also addresses the issues of civility and other conduct appropriate to being part of a university community.

Certification from University College to Degree-Granting Divisions

Selecting a Major
Students who meet the regular admission criteria for IUPUC, as well as any additional school admission criteria, and who indicate the major/program that they wish to study when they apply, are granted admission to University College or the degree-granting division housing their major.

Students may move to their division during their first 26 credit hours of study, during which time students should be completing general-education requirements and other courses necessary for admission into their chosen division or program. Since these courses vary widely from one program to the next, students should refer to the University College checksheets and this bulletin to ensure that courses count towards their degree.

Minors
Students in many divisions may take one or more minors along with their majors. Minors will not appear on the student’s transcript until graduation. Students majoring in one division often can elect to complete minors in other divisions.

Minors are structured programs generally of 15 to 18 credit hours, though they may require more. They are of three types: (1) divisional or single-discipline minors, (2) interdisciplinary or cross-discipline minors, and (3) thematic minors.

In most divisions, only courses in which students receive at least a C (2.0) can be applied to the minor. Listings of minors available and the specific requirements for minors are described in each division’s bulletin section.

Changing Units
University College’s goal is to launch students on a successful college career. Once the transition from high school to college, or from workplace to college has occurred, University College focuses on moving students into their degree-granting programs and divisions.
Admission into Degree-Granting Programs from University College

Some divisions accept all students with a minimum GPA of 2.0 or other specified GPA. In such divisions, students can change divisions or programs using an Office of the Registrar IUPUC Program Change Form. To be sure that they are eligible to transfer, students should consult the division advisor.

Other divisions require both a set GPA and the completion of a set of specific courses with a specific GPA. In such divisions, it is more difficult to determine a student's eligibility. Such divisions often have a formal application.

The 56 Credit Hour Rule

IUPUC encourages students to explore a variety of majors, but after accumulating about 26 credit hours, students should select a degree program. Our campus offers a wide range of degree options from the traditional majors of business, education and psychology to programs you might not have considered or emerging programs you didn't know even existed. Among them: Informatics, Tourism, Conventions & Event Management, Health Information Administration.

Once a student has completed 56 credit hours (or has 56 hours of transfer credit) he or she must be accepted into a degree program. This rule may be waived for students pursuing academic programs that require the completion of over 56 credit hours for admission.

Procedures for Changing Divisions/Programs at IUPUC

To transfer from one IUPUC division to another, students should contact the advisor of the school to which they wish to transfer to find out if they have met the necessary requirements. University College students should contact their UC advisor. Acceptance by the new division requires the approval of the appropriate division head.

Students may also wish to change plans within a division, for instance, changing from criminal justice to urban affairs in the School of Public and Environmental Affairs (SPEA) or from chemistry to psychology in the Division of Science. Again, students should contact their division's advisor to determine their eligibility and consider the consequences of such a change.

Student Responsibilities

The faculty and Trustees of Indiana (and Purdue) University vote to confer the degree on students upon successful completion of their course of study. Students are responsible for understanding all requirements and completing them by the time they graduate. Advisors, directors, deans, and faculty gladly help students understand division requirements; however, each student is responsible for fulfilling the requirements. Students may refer to this bulletin, OneStart (onestart.iu.edu), and division advisors to find out about their personal progress toward a degree.

Similarly, students are responsible for informing IUPUC of any changes in their name, address, phone number, and other relevant data. Students may use OneStart (onestart.iu.edu) to change information online, or provide it directly to the Office of the Registrar. Likewise, students are responsible for securing the necessary form and signatures to drop classes and for turning the forms in on time. Failure to properly drop a course could result in a grade of F in that course. Similarly, all registration or add procedures must be followed or students risk not receiving credit for a course that was improperly added.

Students should also be familiar with the rules of appropriate academic behavior which are based on three major premises: (1) The free exchange of ideas is critical to university life, and therefore civility within the academic community must be ensured; (2) ideas are as much property as are houses, cars, CDs, and wallets, and therefore, another person’s ideas cannot be used without permission and acknowledgment of the idea’s true owner; and finally, (3) knowledge and wisdom are truly the result of contributions of individuals and societies past and present from around the world, and therefore, diversity is seen as a desired, even crucial, component of any intellectual community. These concepts lead to rules and regulations that are found in the Code of Student Rights, Responsibilities, and Conduct. A brief summary of some key elements of the Code appear in a later section of this bulletin. Students are expected to be familiar with the basics of the Code.
Graduation Requirements

Applying for Graduation
Candidates for graduation initiate the certification process by filing an Intent to Graduate form with the advisor of their division at least one year prior to their expected graduation date. Purdue degree candidates must register for CAND 991 as noted in the Registration Guide. Details concerning the application deadlines of specific divisions and any additional requirements related to graduation are available from the advisor or the division sections of this bulletin.

Completion of Degree Requirements
When students contact the advisor about graduation, they should double-check that they in fact will have completed graduation requirements. The “My Degree Progress” option in the self-service area in OneStart shows what courses students still need to take and whether all transfer work has been entered. Some divisions perform degree audits either when students file for graduation or at the beginning of their senior year. Students should go over audits with their advisors to make sure they are accurate, and contact the division advisor with questions. Common mistakes that result in students’ failure to graduate are unacceptable grades and not registering for necessary courses, dropping them during the last semester, or otherwise failing to complete required courses. Students may graduate with incompletes on their record, provided they are not for required courses. Residency requirements also affect graduation eligibility. For more information visit www.iupuc.edu/admissions/student_services.asp.

Required Grade Point Average
In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their program to graduate. Most schools also require grades of C or better in major courses. Students should familiarize themselves with the policies of their program.

Academic Policies and Procedures

Grading System
A+ Through F
Faculty have the responsibility for evaluating a student’s performance and assigning a grade for the course. They select grades from the list below and have the discretion of using plus and minus grades. The registrar will use the following numerical equivalencies in computing a grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0 Highest Passing Grade</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7 Lowest Passing Grade</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Failing Grade</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>R</td>
<td>Deferred Grade</td>
</tr>
</tbody>
</table>
Grades of I and IX (Incompletes)

A grade of I (incomplete) may be assigned by an instructor when exceptional circumstances, such as illness, prevent students from finishing all work required in a course. The grade of I will be awarded only if the work is mostly complete, and of passing quality.

The faculty member will set a specific date (up to one year) by which all unfinished work must be completed. Upon submission of the completed work, the faculty member files a Removal of Incomplete form with the Office of the Registrar, and students receive notification by mail of the new grade and the updated cumulative GPA. A grade of I that has not been removed within one calendar year of the time it is recorded will automatically be converted to a grade of F. The student will receive notification of this pending change and should take immediate steps to resolve the Incomplete. In rare cases, the instructor may agree to extend the deadline for resolving the Incomplete beyond the initial one-year period and in turn will submit a grade of IX on the Removal of Incomplete Form.

The faculty member is not required to give the student a year to finish the work. The instructor has the right to set an earlier deadline if deemed appropriate.

If students have to re-take the course in order to remove the Incomplete, they should not re-enroll in the course. Instead, they should make arrangements with the original instructor and any new instructor to sit in on a portion of or the entire course as required by the instructor(s). In all cases, the original instructor is responsible for assigning the final grade. If he or she is unavailable or no longer with the university, the student should consult with the chair of the department in which the course is offered. If after receiving an Incomplete, students wish to withdraw from the course, they must follow the official IUPUC procedures for withdrawal.

Students should understand that sitting in on a course or otherwise making up the Incomplete does not count as part of the full- or part-time course load for financial aid purposes or for loan deferments.

Grades of P/F (Pass/Fail) at the Undergraduate Level

During an undergraduate program, a student in good standing (not on probation) may enroll in up to a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). Each division’s regulations vary on the Pass/Fail option. Most divisions restrict students to two Pass/Fail courses during an academic year. In some divisions, Pass/Fail courses cannot be used to satisfy general-education requirements or requirements in the major or minor. In rare cases, a student may be able to use the Pass/Fail option for part of the general-education requirement. Other programs may permit some limited use of the Pass/Fail option for divisional electives required for the major. The division advisors can explain the Pass/Fail procedure for each division/program.

Instructors are not involved in the decision to use the Pass/Fail option and are not informed that the student is taking a course on a Pass/Fail basis. All instructors report the traditional letter grades to the Office of the Registrar where all grades of D– or above will be converted to grades of P.

A grade of P does not affect the grade point average, but a grade of F does. Once a student requests that a course be taken Pass/Fail, the student cannot request that the Pass/Fail option be reversed. A course in which a student earns a P will count towards graduation.

Courses taken on a Pass/Fail basis count toward full- or part-time standing for purposes of financial aid or loan deferments.

The student must turn in the signed Pass/Fail forms to the Office of Registrar by the deadline specified in the Schedule of Classes.
Grades of S/F (Satisfactory/Fail)

Certain courses are taught on an S (Satisfactory) or F (Fail) basis. Everyone in the course receives either S or F grades, and individuals do not have the option of receiving A+ through D– grades. Courses graded on an S/F basis usually carry a footnote to that effect in the Schedule of Classes. A grade of S does not affect the GPA; a grade of F does. Most other universities will not accept S grades for credit should a student transfer.

Grades of R (Deferred)

The grade of R (Deferred Grade) will be applied when the student’s work only can be evaluated after two or more semesters. The grade of R is appropriate in thesis and research courses in which the student’s work is evaluated only when the thesis or research is done. It may also be used at the end of the first of a two-term course or a course that overlaps two terms if the course is approved as a Deferred Grade course.

Grade Appeals

Each degree-granting unit has policies and procedures for handling student appeals regarding academic decisions such as grades. If students believe they were given an incorrect grade, they should contact the instructor first and then the director or division head of the unit offering the course. If that proves unsatisfactory, the student should contact the unit regarding the process for appealing the grade in question. All schools at IUPUC use a common petition for grade appeals. Note that all appeals for a change of grade for an undergraduate student must be filed within five years of the end of the course; some divisions have shorter deadlines. See division sections for additional information or see the registrar’s Web site at registrar.iupuc.edu for the appeal form.

Repeating Courses

If a student repeats a course, it will only be counted once towards graduation or electives in the major, though the grades will be calculated in the GPA. Exceptions are variable topics courses, internships, or some other courses that can be taken more than once for credit. Courses repeated under the grade replacement policy may be excluded from the GPA. See the individual division’s section of this bulletin to determine any restrictions on use of grade replacement.

Semester and Cumulative Grade Point Average (GPA)

Only courses with grades of A+ through D– and F are used in calculating grade point averages (GPA). P and S grades are passing grades in completed courses, but they are not used in the calculation of a GPA.

To calculate a semester GPA, take the value (or quality points) for each grade and multiply it by the number of credits. For example, a 3 credit course with the grade of A equals 12 GPA points. (The grade of A equals 4 quality points multiplied by 3 credit hours.) Add all GPA points together and then divide by the total number of GPA credit hours completed.

**Example:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A</td>
<td>12.0</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>8.1</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>4.0</td>
</tr>
<tr>
<td>2</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>S</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>0.0</td>
</tr>
<tr>
<td>3</td>
<td>W</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Total GPA = 24.1 pts. 
24.1 points ÷ 10 cr. = 2.41 GPA

The cumulative GPA is calculated by combining the credits for all the semesters taken at IUPUC or an IU campus and dividing that number into the total number of credits earned in courses with grades of A+ through F. Courses taken at other non–IU institutions are not used in calculating the IU GPA.
Credit hours passed is the number of IU course credit hours completed with a passing grade (A+ through D–, S, P) at the level indicated (undergraduate, graduate, or cumulative). Any credit hours earned as a transfer student from outside the IU system are recorded on the transcript as transfer credit hours. IU credit hours passed and transfer credit hours are added together to determine a student’s class standing.

In some cases, divisions calculate a program GPA, which may vary slightly from the cumulative GPA as it appears in the summary portion of a student’s transcript, semester grade report, or degree progress report. This is due to differences in program requirements, especially when students are earning Purdue degrees.

The degree GPA for IUPUC students pursuing Purdue degrees offered by the Schools of Engineering and Technology; Science; and the Tourism, Convention, and Event Management programs will be calculated using the Purdue University grading policy. Courses taken at any IU or Purdue campus and included in the student’s program of study will be used in calculating the final GPA at the time the degree is awarded.

### Class Standing

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Class Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–25</td>
<td>Freshman</td>
</tr>
<tr>
<td>26–55</td>
<td>Sophomore</td>
</tr>
<tr>
<td>56–85</td>
<td>Junior</td>
</tr>
<tr>
<td>86 or more</td>
<td>Senior</td>
</tr>
</tbody>
</table>

In some divisions, a student’s class standing is determined by where the student is in his or her program and not by the simple total of all credit hours. This is especially true if the student has changed majors and moved into a program where a significant number of credit hours previously taken will not apply toward the new major.

### Semester Credit Hour Load

To be considered a full-time undergraduate student by the university for the fall and spring semesters, a student must register for a minimum of 12 credit hours each semester. In summer sessions, full-time status is considered at least 6 credit hours in each session. These numbers are the university’s definition of full-time status for undergraduates seeking financial aid. Some degree programs require more than 12 credits per semester.

In general, undergraduate students may take no more than 18 credits in the fall or spring semesters and no more than 9 credits in a summer session. Superior students may exceed these limits with written permission from the division head addressed to the Office of the Registrar. Some academic programs require more credits as a matter of course, but schools may further limit the number of credits for students who have performed poorly in past semesters.

Graduate students must take at least 8 credit hours to be full time in the fall and spring semesters, and 4 credit hours during the summer sessions.

### Course Loads and Work

The following guidelines may assist a student in determining the appropriate number of credit hours to take in combination with work and other obligations. Financial aid regulations also affect course load.

<table>
<thead>
<tr>
<th>Hours Employed Per Week</th>
<th>Semester Load</th>
<th>Summer Load</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>31–40+</td>
<td>6 credits</td>
<td>3 credits</td>
<td>half-time status</td>
</tr>
<tr>
<td>21–30</td>
<td>9 credits</td>
<td>4–5 credits</td>
<td>three-quarter status</td>
</tr>
<tr>
<td>0–20</td>
<td>12–17 credits</td>
<td>6 credits</td>
<td>full-time status</td>
</tr>
</tbody>
</table>

University College probationary students will be limited to a maximum of 12 credit hours per regular semester and urged not to take more than 3 credit hours per summer session. Other schools limit probationary or re-admitted students until they have established good academic records.
**Academic Probation**

Students are placed on probation any time their cumulative GPA falls below their division or program’s GPA of good standing. Individual divisions and programs vary in their policies. See the sections in individual programs for further information on probation.

At IUPUC, a 2.0 cumulative GPA is the minimum necessary to be considered in good academic standing. Students below this GPA are not making progress toward degree completion and are subject to dismissal from the university.

Students whose cumulative GPA falls below a 2.0 will be placed on probation. All students will be allowed at least one semester of probation prior to being academically dismissed. Students will be informed of their probationary status by letter.

Students may be continued on probation when their semester GPA is above a 2.0 but their cumulative GPA is below a 2.0.

Students will be removed from their probationary status once their cumulative GPA is above 2.0.

**Dismissal**

Students may be dismissed from their school or program if they fail to meet academic or professional standards. The student will be informed of the dismissal in writing by the division head or the division head’s campus representative.

Some factors considered when students are dismissed are failure to maintain a minimum GPA of 2.0 (IUPUC’s GPA of good standing) or the division’s GPA of good standing after being placed on probation, a lack of progress toward the degree requirements in the judgment of the faculty, or a lack of acceptable ethical or professional behavior.

Students who have completed a minimum of 12 IUPUC/IUPUI grade point average (GPA) hours are subject to dismissal if they fail to attain a GPA of at least 2.0 in any two consecutive semesters (excluding summer sessions) and their cumulative GPA is below a 2.0.

Students who are dismissed for the first time must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated. Reinstatement is not automatic. Students’ chances of readmission will be enhanced by the student removing grades of incomplete, undertaking assessment of their academic problems, participating in career workshops, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUC.

Students dismissed more than once must remain out of school for at least one full year and petition by the established deadlines to be reinstated. Reinstatement after a second dismissal is extremely rare. Students’ chances of reinstatement will be enhanced by the length of time the student has been away from the university, successful academic coursework completed at other accredited institutions, military service, participation in career workshops, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUC.

Individual divisions may refuse to reinstate students on the basis of their academic records.

Students already enrolled in and even attending classes will be administratively dropped from those classes and their money returned if they are dismissed.

**Reinstatement**

Any student who has been dismissed from an IUPUC division or its equivalent on another IU campus (or Purdue campus for students in the Schools of Science and Engineering and Technology) must petition for reinstatement. Some divisions also require students dismissed from other institutions to petition for admission. Each petition is considered individually, and a decision is made based on the student’s academic history and personal circumstances. Students must explain why they were dismissed and how they expect to deal with potential problems. A Petition for Reinstatement form may be obtained from the University College website.

Divisions will notify students of their readmission status. Students may be approved for reinstatement, approved for a conditional readmission (e.g., for part-time but not full-time study), or denied readmission.
Students who have been dismissed but can show compelling evidence that they have corrected the problem may be allowed to return to school without delay. Petitioning for reinstatement between the fall and spring semesters may not be possible, however, if the division requires that the petition go to a faculty committee. Check with the advisor of individual divisions to determine the division’s policy.

Grade Replacement Policy
The IUPUC Grade Replacement Policy (formerly known as the FX policy) was revised effective fall 1996. This policy allows approved undergraduate students seeking their first degree to repeat courses—a maximum of 15 credit hours subject to division approval—in order to improve poor grades, including grades of F. If a student earns the same or a higher grade after repeating the course, only the second grade will be counted in the cumulative GPA. Replacement does not happen automatically, so students must notify the division advisor that the course has been taken a second time and that they wish to exercise this option. Certain restrictions apply, and the grade replacement policy may not be honored by some divisions when considering admission to the division or in computing graduation honors. For more information, students should contact their division.

The 15 credit hours limit includes any course(s) previously replaced using the FX policy. A student may exercise the Grade Replacement Policy no more than two times for a single course, and once invoked, a student may not reverse the grade replacement granted in a particular course. The replaced grade will be excluded from the cumulative GPA, but the course and the replaced grade will remain on the student’s academic record with a notation indicating that the grade exists but is excluded from the cumulative GPA. The use of the forgiveness policy does not preclude a student from using grade replacement for course work taken subsequent to re-enrollment as defined by the forgiveness policy.

If the original course was taken on another IU campus, that campus must be willing to place the replacement flag on the course at IUPUC’s request.

Not all IUPUC units accept the general policy as stated above. If a student changes programs, divisions, or campuses to a program that does not recognize the Grade Replacement Policy, the original grades will once again be averaged into the student’s GPA.

This policy is not available for graduate students or students seeking any second undergraduate degree. For a copy of this policy, contact the Office of the Registrar, or the registrar’s Web site www.iupuc.edu/departments/registrar/default.asp.

Auditing a Course
Students may audit a course, which means they can attend the course for no credit. The audited course will appear on the student’s transcript with a grade of NC (no credit). The student must discuss course work expectations with the instructor, and it is up to the instructor to approve the student’s request to audit the course.

Audited courses do not apply toward any academic degree and do not count as part of a student’s full- or part-time load for purposes of financial aid or for loan deferments.

The tuition for an audited course is the same as that for a credit course. IU employees should note that courses taken on an audit basis are not covered by the Fee Courtesy benefit.

Students considering this option should discuss it carefully with their academic advisor to see if this is the best choice or if another grading option, such as the Pass/Fail option, may be more appropriate.

In some cases, divisions do not allow students to register for a class for credit after taking it on an audit basis. Students should consult their division advisor about this, especially before auditing a required course.

Students must pick up the audit forms from the Office of the Registrar, secure the appropriate signatures, and submit the form to the Office of the Registrar by the deadline specified in the Schedule of Classes.

Once invoked, the student may not reverse the credit status for the course.

Forgiveness Policy
IUPUC’s Forgiveness Policy has established an effective way to encourage capable, mature undergraduate students to return to college even though they may have done poorly during earlier
attempts at Indiana University. This policy does not cover graduate students or students seeking a second undergraduate degree.

The Forgiveness Policy is not available to students in all divisions. A student granted forgiveness in one unit might have that forgiveness revoked upon transferring to another IUPUC division. This option only exists at the IUPUC and IUPUI campuses and not at any other campus of Indiana or Purdue universities.

The general campus policy appears below. Students should contact division advisors to determine whether or not this option is available and appropriate for them. Please note that the university computer system has not yet been modified to reflect changes made to the student's official record as a result of this policy.

The spirit of the Forgiveness Policy provides the same fresh start to former IU students accorded to students transferring from other universities. The policy only applies to former IU students who have worked on a first undergraduate degree but who have not attended any college for a minimum of three years. Each IUPUC division can grant forgiveness, but other divisions may refuse to accept the forgiveness policy when students change divisions. Divisions do not have to consider forgiveness for purposes of admission, granting of honors, or meeting the minimum GPA required for conferral of degrees.

Students must invoke this policy upon application for admission to a degree-granting school or submit a notification of intent to petition for academic forgiveness if not yet accepted by a school.

If the forgiveness petition is accepted, all courses previously taken will remain on the transcript, but only courses with grades of A+, A, A-, B+, B, B-, C+, C, P, and S may be counted toward degree requirements, though these grades will not count in the student's GPA. In effect, the student will start with a cumulative GPA of 0.0, after which all the rules of academic probation and dismissal will apply. Forgiveness may be invoked only once, and it does not preclude a student from using other grade replacement options available for course work taken after forgiveness is granted. Forgiveness is only available for courses taken at Indiana University.

Dropping or Adding Classes (Schedule Adjustments)

Students can make changes in their schedule (commonly known as add and drop) from the time of their initial registration up through the last day of the first week of the semester either by computer or with a Schedule Adjustment form. Students receiving financial aid should be aware that dropping a course may change the amount of aid for which a student is eligible and may require that the student repay some of the money already received.

Students must drop classes officially; stopping attending a class or even never attending the class does not cause the student to be dropped from the class. After the middle of the semester, students need the instructor's signatures in order to drop a class. In the final quarter of the semester, classes can only be dropped with the approval of the student's division head. Such late withdrawals are usually approved only if illness or emergencies are involved.

Dropping classes is done using the Schedule Adjustment forms, which are available at Office of the Registrar. The forms must be filled out, signed, and returned to the Office of the Registrar, Room 156.

While withdrawals do not change a student's GPA, more than ten withdrawals without well-documented medical or other serious reasons will trigger the Federal Government's definition of "not making academic progress" and may result in the loss of eligibility for certain types of aid.

Refunds for Dropped Courses

Refunds are determined by the date the drop activity is processed by the IUPUC Office of the Registrar.

Refunds are based on the following schedule:

Courses Scheduled for 9–16 Weeks
For Withdrawal during:
1st week of classes—100% of course fees
2nd week of classes—75% of course fees
3rd week of classes—50% of course fees
4th week of classes—25% of course fees
5th week of classes and after—No refund

For courses scheduled for fewer than nine weeks, see the bursar’s refund section of the Schedule of Classes for the specific semester.

Check the Schedule of Classes for exact refund dates. After the fourth week, if you decide not to attend a class, don’t just walk away from the class without officially withdrawing from the class or from the university since you will receive an F in any undropped classes.

The Office of the Bursar does not usually withdraw students from classes if they fail to pay their fees. Every student must officially withdraw from a class before a refund may be considered. If students do not withdraw, they will be awarded a grade of F and they will be required to pay for the course before they can register for additional courses in future semesters.

Confidentiality and Access to Student Records

IUPUC, in compliance with the Family Educational Rights and Privacy Act (FERPA), provides that, with the exception of directory information, all student records are confidential and available only to the student.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

Access

Students have the right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students also have the right to request the amendment of their education records that they believe are inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana University to comply with the requirements of FERPA.

Confidentiality and Disclosure

Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, “public information” may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form
Public information at IUPUC is limited to:

- Name
- University E-mail Address
- Major Field of Study
- Dates of Attendance
- Admission or Enrollment Status
- Campus
- School or Division
- Class Standing
- Degrees and Awards
- Activities
- Sports and Athletic Information

Parental Access to Student Records

Under the Family Educational Rights and Privacy Act, parental access to student records may be granted if the student is under 21 years of age and the parent certifies in writing that the student is a dependent as defined by the Internal Revenue Service (IRS). In the case of divorce either parent (custodial or non-custodial) has access to the record of a dependent student. Dependent students may prohibit parental access by filing a Restraint of Release of Student Information form with the Office of the Registrar. Information then will only be released to a third party by written permission of the student. This form is available in the Office of the Registrar.

Availability of Public Information

Certain student information maintained in the Office of the Registrar is considered public. The complete list appears above. The university maintains an online address book that allows a user to find a limited set of information for an individual student by searching on a student’s name or university network id. The address book displays the student’s school, major, class standing, and, if available, the student’s e-mail address.

IUPUC uses a course management system called Oncourse. Through Oncourse, all students enrolled in a course section will see the names of their classmates unless a student has filed a Restraint of Release of Student Information form in the Office of the Registrar (see below). The list of names is only available to the instructor and those enrolled in the specific class and does not provide a student’s complete course schedule. A student’s course enrollment is available only to students enrolled in that course section and not to anyone outside of the university. Only the name will appear unless the individual student releases additional information to fellow classmates through use of the Oncourse profile system. See the Oncourse Student Guide for additional information.

Restrainment of Release of Student Information Form

If you do not want all or some of the information released to any person other than IUPUC faculty or staff, complete a Restrainment of Release of Student Information form and return it to the IUPUC Office of the Registrar. A confidentiality flag will be added to your record by the Office of the Registrar. The restrainer will also block all information from appearing in the online address book or to classmates in Oncourse.

To remove the restrainer, complete a Removal of the Restrainment of Release of Student Information form and return it to the IUPUC Office of the Registrar.

These forms may be obtained in the Office of the Registrar.

Disclosures

From time to time, the university is served with a subpoena for portions of a student’s record. In these cases, we will write to the student or the student’s attorney (if known) and inform them that unless we receive written notification that the student will attempt to quash the subpoena, we will provide the information requested, even if the student has placed a restriction on his or her record.

Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry of the University Police.
For additional questions regarding the policy on the release of student information, contact the Office of the Registrar. For a full copy of the university policy on student records, see Appendix 4 in the Code of Student Rights, Responsibilities, and Conduct.

IUPUC does not provide lists of students or an individual student’s address or phone number to outside businesses, agencies, students, or other parties. We will provide phone numbers in emergency situations and only following consultation with university police. However, because IUPUC participates in federal programs, we are required by federal law to make available to military recruiters the name, address, age, and prior military service status of all students at IUPUC.

The university sponsors an Affinity credit card to IU students and alumni. A small portion of each charge is paid to the university, giving students and alumni the opportunity to demonstrate their support of the university. A list of students is provided to the vendor each year for purposes of solicitation for this credit card only. Under the terms of the contract, the vendor may not share the list of students or alumni with other vendors. Students who have filed a Restraint of Release of Student Information form will not appear on this list.

Technology Access, Security, and Use

Indiana University has a rich information technology environment, and while some personal use of computers, networks, and telecommunications systems is permitted, access to these resources is provided primarily in support of academics, research, administration, and other university activities. Access to such an environment comes with responsibilities.

Use for personal commercial gain is not permitted under any circumstances, so students may not use IU resources to support a private business.

Chain mail and music and movie sharing programs (among other things) can cause a large amount of network traffic. Overuse of modems means that someone else may get a busy signal. Because all members of the campus community share technology resources, students must ensure that they are using only their fair share.

Students are responsible for ensuring that their personal computers are secure, and free from viruses and other malicious programs. Information about security and related issues can be found at the Web site of the University Information Technology Security Office (www.itso.iu.edu).

Illegal acts will be reported to the appropriate law enforcement agency. Such acts include harassment, threats, pyramid schemes, trafficking in child pornography, and computer trespass or tampering.

Many common uses of computers, photocopiers, and other technologies can result in violation of copyright law. Downloading or distributing whole copies of copyrighted material for personal use or entertainment without explicit permission from the copyright owner is most certainly illegal. Copyright law applies to materials such as music, movies, games, or other software in both digital and analog format. While file sharing applications are not illegal, many of the files being shared through such applications are illegal copies being distributed by users who do not have permission to share them.

While Indiana University does not actively search for instances of copyright violation, the university is obligated to investigate complaints of illegal activities or inappropriate use taking place on the IU network. Copyright holders regularly notify IU of infringing activity using the procedures outlined in the Digital Millennium Copyright Act (DMCA) of 1998. When IU receives such a complaint, the university is legally required to take action to remove the offending material from the IU network. More information is available in the IU Knowledge Base (kb.iu.edu).

Those who commit an infringement may be held personally liable under the law; those who commit the infringement with university-owned resources also violate university policy, and could face disciplinary actions. Students must make the effort to understand the copyright law that protects books, computer software, Web sites, multimedia files such as movies and music, and other works. Remember that a work need not include any copyright notice or other indication of copyright to have automatic legal protection. Copying short excerpts of works for limited distribution and access may be “fair use” and not an infringement. Students are responsible for learning about fair use and its application to their projects. Information about copyright and fair use can be found at the Copyright Management Center site (www.iupui.edu/~copyinfo).

If the University receives any report of violations of law or policy perpetrated by any member of the IU community using IU resources, that report will be investigated and reported to the appropriate law enforcement and/or university office for possible action. Students should visit the Web pages of the
IU Policies on Equal Opportunity/ Affirmative Action

IUPUC pledges to continue its commitment to achieving equal opportunity within the university and throughout American society. Specifically, our policy at IUPUC prohibits discrimination based on arbitrary considerations such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status. IUPUC will make every effort to recruit, hire, promote, educate, and provide services to persons based solely on their individual qualifications. Further, we will take affirmative action to overcome the discriminatory effects of traditional practices with regard to people with disabilities, minorities, women, and Vietnam-era veterans.

Our institutional ethic demands that we foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. Therefore, IUPUC does not tolerate discriminatory harassment or intimidation of students, employees, or guests of the university, and responds to complaints of such treatment, providing proper remediation when harassment is determined to have occurred.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of university services, programs, or activities. Reasonable accommodations shall be afforded to the known physical or mental limitations of otherwise qualified individuals.

Questions, concerns, or complaints regarding IUPUC policy and practice with respect to discrimination or harassment may be directed to Lillian Charleston, Affirmative Action Officer, Administration Building, AO 127. Voice: (317) 274-2306, TDD: (317) 278-2200, e-mail: lcharles@iupui.edu.

Special Academic Opportunities

Special Credit Opportunities (Waivers and Credit)

Special credit policies and procedures vary with individual schools.

Special credit may be awarded to degree-seeking IUPUC students who possess, by previous education or experience, a background in a discipline represented by an IUPUC program. The categories under which students are awarded credit are (1) credit by credentials, (2) credit by experience, and (3) credit by examination. Each division and many disciplines have different policies that define how these mechanisms apply to students seeking credit.

Not all divisions accept special credit, and special credit does not transfer to IUPUC from other universities. Changing divisions at IUPUC may result in special credit awards not being used to meet degree requirements of the new school.

Students who establish eligibility for special credit must apply for the credit in the Office of the Registrar. The credit will be awarded at the following fee rate: (a) no credit hour fee for freshmen who apply for special credit during the first two consecutive semesters after entering the university, and (b) a nominal fee per credit hour for undergraduate transfer students if they apply during the first semester after entering the university. The nominal fee per credit hour also applies to students receiving special language credit for lower-level language courses, following the satisfactory completion of a higher-level course. Students who do not qualify for the above will pay the standard fee per credit hour at the appropriate resident or nonresident rate currently in place.

Special Credit for Military Service

Some IUPUC divisions grant college credit for military course work. Eligible students should submit a copy of their DD214 or DD295 form or military transcripts to the Office of Admissions, Room 156. Students should check with their divisions for more information.
Advanced Placement (AP) Credit
The College Board Advanced Placement (AP) tests are offered by participating high schools. IUPUC encourages high schools and their students to participate in the AP program and awards college credit at no charge in all subjects to students who receive scores of 4 or 5. Some departments will give credit for scores of 3 as well. Contact the Office of Admissions to receive information.

CLEP Credit
The College Board College-Level Examination Program (CLEP) is also recognized by IUPUC, and it is available to both current high school students and to students who have already graduated from high school.

DANTES Credit
The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test (DSST) is a subject-matter examination in college and technical subjects. Contact the Office of Admissions for information on the IUPUC policy for acceptance of DANTES credit.

International Baccalaureate Exams
For those students participating in the International Baccalaureate exams, IUPUC grants college credits for all higher level subject exams with scores of 4 or higher.

Departmental or School Proficiency Examinations
Many departments/programs award special credit to students who have demonstrated skills and/or knowledge equivalent to that taught in a given course. Some departments will allow students to take a comprehensive final to show such competencies. Such special credit is normally indicated with a grade of S, although some departments may award a grade of A if a student's performance on a departmental examination clearly merits it. In some cases, students will be charged a fee for the special credit. Consult the departments and programs about such tests, and see the Schedule of Classes for more information on the fees.

Special Credit for English W131
Some students are eligible to apply for special credit for English W131 Elementary Composition I. This option is open to students who have taken the IUPUC English placement test and placed into honors (English W140), and to transfer students whose previous institutions waived composition requirements without awarding credit. Eligible students can get more information about the special credit portfolio requirements from the English Department. Students who are eligible to submit special credit portfolios should be aware that credit is not always awarded; portfolios are evaluated by a faculty committee that determines whether credit should be awarded based on the essays submitted in the portfolio.

Special Credit for Foreign Languages
Students who have previously studied a foreign language may receive special credit by taking a placement examination and completing the course into which they were placed with a grade of C or better. The student may then apply for credit for the lower-division courses that they skipped. Students seeking such special language credit through the credentialing process described above must file an application for special credit and pay a nominal fee per credit hour for the additional credits. There are restrictions for international students who are taking courses in their native language. They may earn credit at the 300 level but not at a lesser level.

Self-Acquired Competency Credit (Experiential Learning)
Credit may be granted in some divisions for experience acquired outside of normal college courses. Credit may be available for course-specific learning or for non-course-specific learning within a discipline. Faculty will evaluate the experience and determine whether and how much credit should be awarded. Students may be asked to prepare a portfolio, take examinations, or document their learning in other suitable ways so that the faculty can make a judgment. While General Studies accepts up to
15 credit hours for the Associate and up to 30 for the Bachelor of General Studies, most divisions either do not accept such credit or limit the number of acceptable credits to 12 credit hours towards a degree. If a student changes divisions within IUPUC, self-acquired competency credit awarded by one division may not count in the new division.

School Honors

Dean’s List
To qualify for the Dean’s List, an undergraduate student must meet all of the following criteria:

- receive a minimum 3.7 semester GPA at the time the list is compiled
- have been enrolled for a minimum of six credits of graded coursework at IUPUC applicable toward graduation requirements. (note: grades of “S”, “P” or “I” are not used in this calculation)
- have completed a total of twelve (12) or more IU credit hours (this includes hours completed during the semester of consideration)

The IUPUC Dean’s List is compiled at the conclusion of each fall and spring semester.

Graduation with Distinction
In the Indiana University schools, students in the top 10 percent of their class are awarded bachelor’s degrees with three levels of distinction: distinction; high distinction; and highest distinction. The level of distinction is determined by the overall Indiana University GPA, and the specific minimum GPA requirements are determined each year by the individual divisions. Students must have taken 60 graded credit hours at Indiana University. The level of distinction is printed on both the final transcript and the diploma. At Commencement ceremonies, these graduates wear cream and/or crimson cords, depending on the level of distinction.

In the Purdue schools, students receiving Purdue degrees receive high and highest distinction. To be eligible, candidates must complete all their degree programs’ requirements and meet the following conditions: (1) a minimum of 65 credit hours of course work from Purdue University or Indiana University applicable to the graduation index (degree grade point average) must be on record; (2) the minimum graduation index for distinction (Purdue and IU degrees) shall be no less than the 90th percentile of the graduation indexes of all the graduates in the division for the spring semester, provided that the index is at least 3.30. The minimum graduation indexes determined for the spring semester for graduation with distinction, high distinction, and highest distinction shall be applied for graduation with those respective levels of distinction for the subsequent summer sessions and fall semester. At Commencement ceremonies, these graduates wear black and/or gold cords.

Consult the sections for the Schools of Engineering and Technology and Science for more information.

University College Honoraries
University College sponsors two freshman honoraries, Alpha Lambda Delta and Phi Eta Sigma. Students from any unit of the university are eligible for membership in these honoraries if they earn a minimum GPA of 3.5 in their first semester or first year of college, are registered as full-time students, and are pursuing a four-year degree. University College also sponsors Alpha Sigma Lambda, a national honorary for part-time adult students.

Discipline-Based Honoraries
Many professions and disciplines at IUPUI have chapters of the undergraduate national honoraries associated with their field of study and regularly induct outstanding students majoring in their fields into these organizations.
Undergraduate Research Programs
Service Learning Classes
IUPUC Internship Program
Study Abroad Programs
IUPUI Study Abroad Opportunities

For study abroad advising, please contact the Office of International Affairs, ES 2126, (317) 274-2081, abroad@iupui.edu, www.international.iupui.edu.

Indiana University Study Abroad Programs

IUPUC students are eligible to participate in foreign study programs run by Indiana University. These programs offer qualified students the opportunity to do part of their academic work abroad. Both IU and Purdue majors may apply for IU programs overseas.

The IU programs include full academic year programs in Canterbury, England; Aix-en-Provence, France; Legon, Ghana; Freiburg, Germany; Jerusalem, Israel; Bologna, Italy; Nagoya, Japan; and Madrid, Spain. In addition to these, a wide variety of semester programs are available. There are also summer programs for students wishing to study abroad, short-term study trips, and internships. At present, there are over 60 opportunities for study abroad.

IU's programs are not only intensive educational experiences but include cross-cultural learning. Groups are often accompanied by IU faculty, and year-long programs are usually preceded by intensive language/culture work to prepare the students for enrollment in regular university courses.

Participants receive regular Indiana University credit, not transfer credit. Six (6) credit hours are customary for summer programs, 15-16 credit hours in semester programs, and 30-32 in the academic year programs. Students may apply for financial aid or a number of attractive scholarships.

Detailed information can be found on the Website of IU Overseas Study (www.indiana.edu/~overseas) or by contacting the Office of International Affairs, (317) 274-2081, or the Department of Foreign Languages and Cultures, Cavanaugh Hall, CA 405.

Commitment to Writing: IUPUC Writing Center

"Because writers need readers."

Campus Writing Center, Writing Across the Curriculum, Talking Leaves, and Literary Magazine

Writing is so central to learning and communicating information, knowledge, and understanding to others that it is a part of the curriculum in all undergraduate schools at IUPUC. In addition to the core Writing Center tutoring in room 154, IUPUC sponsors the literary magazine Talking Leaves, Writing Across the Curriculum, the Writing Center provides support to students for courses that require a significant writing component, assesses the overall quality and quantity of writing done by students at IUPUC, and correlates the expectations of faculty, the accomplishments of students to the needs of employers in the community with respect to written communication. Students have the opportunity to work one-on-one with experienced readers and writers. All services are free to IUPUC undergraduate and graduate students, faculty, and staff.

Tutors believe writing is a process. Few writers draft effective college papers in one sitting. Most go through stages as they write—they gather ideas; do some pre-writing or talk out their ideas with someone; experiment with what they have to say in early drafts; revise, revise, revise; then edit and proofread their work. Tutors are trained to talk with students at any point in this writing process. They work with students to help them understand assignments and brainstorm ideas; discover and narrow topics; work on understanding purpose, audience, and focus; support ideas with convincing evidence; see ways to revise drafts; plan, organize, and document long or short research papers; even overcome writer’s block. Tutors help best when students help tutors understand their writing project. Students should bring assignment sheets, class notes, and/or instructor comments with them to tutoring sessions. The Writing Center is not a one-stop fix-it shop, and tutors don’t do the work for
Students. Students should continue working on papers after they leave the Writing Center and some students should schedule more than one appointment per assignment.

Tutors also visit classes to talk about IUPUC Writing Center services and work with faculty to present workshops about writing related issues. Interested faculty may contact Dr. Katherine V. Wills at (812) 348-7215 or kwills@iupuc.edu for additional information.

For more information, call Dr. Katherine V. Wills at (812) 348-7215

IUPUC Writing Center
IUPUC Room 154
Phone: (812) 348-7269
Hours: By appointment

Graduate and Professional Programs
Indiana University Graduate Programs

The Indiana University Graduate School is represented on the IUPUI campus by the IUPUI Graduate Office. There are two categories of admission to the IUPUI Graduate School:

1. admission to pursue a degree
2. admission to take courses in a specific school, department, or program as a special student

Undergraduate Requirements (All Admission Categories)

The Indiana University Graduate School will consider applications from students holding bachelor’s degrees from accredited four-year collegiate institutions. Students from unaccredited institutions may be admitted as special students for one semester; if their records are satisfactory and their department, program, or school recommends them, they will then be given full standing. Ordinarily, a minimum grade point average of 3.0 in an undergraduate major is required for admission to the Indiana University Graduate School. Students may be admitted with deficiencies as graduate nondegree students (GND) or as special students (see below).

Indiana University Bachelor’s Degree Candidates

Candidates for bachelor’s degrees at Indiana University may apply for conditional admission to the Indiana University Graduate School and may enroll for graduate credit for that portion of their program not required for completion of the bachelor’s degree, provided:

1. they are within one semester of meeting bachelor’s degree requirements. If the bachelor’s degree is not completed within that semester, graduate credit earned may not be counted toward an advanced degree.
2. the total course load does not exceed that ordinarily taken by a full-time graduate student.
3. the courses taken for graduate credit are authorized to carry such credit. (In certain instances, graduate credit is allowed for undergraduate courses.)

Special Students

Students who have applied but have not been admitted to a degree program but who intend to study primarily in one department may be admitted by that department with the approval of the dean of the Indiana University Graduate School as special students. They must apply to a department just as degree students do and should indicate their desired status. After 12 credit hours in a single department, special students must either be accepted into a degree program or change to nondegree status.
Visiting/Transient Students

Visiting students in good standing in any accredited graduate school who wish to enroll for one semester or summer session and who plan to return thereafter to their former institution may be admitted as visiting/transient students if their enrollment can be accommodated. Visiting/transient students should register as graduate nondegree students. Information and IU University Graduate School bulletins may be obtained from the IUPUI Graduate Office, Union Building, UN 518; (317) 274-1577. Material restricted to the programs offered on the IUPUI campus can be found in this bulletin. Nondegree applications are available from the Enrollment Center or the Graduate Office. Nondegree students are advised by the graduate nondegree counselor in the IUPUI Graduate Office.

Application to Indiana University Graduate Degree Programs

Prospective graduate students, including graduates of Indiana University, must make formal application to a department, which will forward its recommendation to the dean. Online applications are normally sent to the departments for consideration within two working days, but the review and approval process may take several weeks; paper applications take much longer to process and are discouraged. Students should navigate to the online application through the informational materials provided on each department's Web site to obtain the most program-specific information. It is recommended that applications be made well before the following dates:

Semester of Matriculation  Deadline for Application

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>February 15</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1</td>
</tr>
<tr>
<td>Summer</td>
<td>January 1</td>
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</tbody>
</table>

All applications must be accompanied by two complete transcripts of previous college and university course work and should be submitted directly to the department in which the student wishes to work. Indiana University graduates should ask the registrar to send unofficial copies of their transcripts to that department.

Admission (except for visiting and continuing graduate nondegree students) is made to a particular department for a specific degree, and no student shall be permitted to work toward a degree without first having been admitted. Students who want to change departments should fill out Transfer of Department forms, which may be obtained in the Graduate Office, Union Building, UN 518. Requests for change of degree status must be approved by the department and approved by the dean of the Indiana University Graduate School.

Following the notice of admission to the Indiana University Graduate School, an applicant normally has two calendar years in which to enroll. Supplementary transcripts of any additional academic course work undertaken during that period are required, and a department may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be cancelled. If the applicant fails to enroll within two years, a completely new application is required.

Graduate Record Examinations

Applicants may be required to take the Graduate Record Examination General Test, Subject Test, or both (see the department or school sections of this bulletin). Information concerning these examinations may be obtained from the Graduate Record Examinations Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000. Applications are available in the IUPUI Graduate Office. For more information visit www.gre.org.

For additional information about the IU Graduate School programs, financial support, academic regulations, and specific courses, consult the specific departments and the IU Graduate School section in this bulletin and its separate bulletin.

Graduate Non-Degree Students

Students who already hold bachelor’s degrees frequently want to take courses without being admitted to one of the university’s degree programs. These are students who are not currently enrolled in a degree program but are working towards admission, or taking classes for personal or professional
enrichment with no plans to work toward a degree. Such students must apply to the Graduate Non-Degree (GND) program. As GND students, they can take both undergraduate and graduate courses. However, many graduate courses will require GND students to obtain preregistration permission from either the instructor or the department. GND students may not accumulate more than 18 credit hours in a single subject area.

Students who are initially admitted as nondegree students, but who later wish to obtain a graduate degree, must make formal application for admission to a departmental degree program. Once admitted, the department may recommend to the dean of the Indiana University Graduate School that credit earned as a nondegree student be applied to degree requirements. Students should be aware that certain divisions specifically prohibit course work taken under nondegree status from counting toward a degree after a student has been admitted to a degree program.

Parking and Transportation

Parking is available to students, staff, and faculty by permit. "A" permits are reserved for faculty and staff only. Students are eligible to purchase an "E" permit. Students may purchase "E" semester parking permits when registering for classes. Parking fees are published each semester in the Registration Guide.

Parking regulations are enforced 24 hours a day, 7 days a week. Parking without a permit or in an invalid space will result in a citation. Repeat offenders risk the possibility of having their cars towed or being checklisted from registering for classes or purchasing a new parking permit.

People with a physical disability should contact the Bursar's Office to request a special parking permit. The staff can authorize special permits for short-term disabilities, but people must get state certification before receiving a special long-term parking permit. Disabled permits allow you to park in any parking area.

Counseling and Psychological Services (CAPS)

The professionally trained counselors of IUPUI Counseling and Psychological Services provide services to IUPUC students, faculty, and staff who may be experiencing emotional, psychological, and/or cognitive difficulties that have an impact upon academic or work performance. Counseling is free to students. Private and confidential appointments are available in individual, couples, or group formats. Evening appointments are available Monday through Thursday by appointment only. Assessments are also available for learning disabilities and attention deficit disorder by licensed psychologists on a fee-per-service basis. For information, call (317) 274-2548; e-mail caps@iupui.edu, or visit the Web site at life.iupui.edu/caps.

College and Career Exploration Center

The College and Career Exploration Center (CCEC) is located in the Learning Center. The CCEC provides career services to IUPUC students, assisting them in developing and implementing a sound career planning strategy. Students can receive help in choosing a major, obtain information on employment trends and learn about career opportunities in local areas, the state of Indiana and across the nation.

Students can meet with a career counselor for an individual career counseling appointment. Students have the opportunity to complete a career interest assessment such as the Strong Interest Inventory, the Self-Directed Search, or the Myers-Briggs Type Indicator. Workshops in choosing a major, job search strategies, including resume writing and interviewing techniques, are offered. A job fair with area employers will be held each year at the Columbus Learning Center for all IUPUC students. Students who are undecided about their major are encouraged to visit the College and Career Exploration Center early in their first semester of college to start the self-assessment process and begin to research majors and careers. The Center provides career resource materials in a non-circulating library. The CCEC staff can also direct students to appropriate online resources to research careers, salaries and job opportunities. The College and Career Exploration Center is
located in the new Columbus Learning Center, in Suite 1200. For more information contact University College at 812-314-8535.

Health Insurance Programs
All undergraduates taking 6 or more credit hours and graduate students enrolled in 3 or more credit hours are eligible to participate in a voluntary student health insurance program. Health insurance is mandatory for all international students in F or J visa status, who are automatically enrolled and billed for the insurance premium.

For more information about the insurance policy and coverages, call (317) 278-1159 or 1-800-767-0700. International students with questions about the mandatory policy for international students should call the Office of International Affairs, (317) 274-7000.

Adaptive Educational Services (AES)
IUPUC is committed to helping students with disabilities achieve their goals by augmenting their existing strengths and abilities. Adaptive Educational Services (AES) provides a range of services based on the documented needs of qualified students with disabilities that meet the requirements of the American Disabilities Act (ADA) and the Rehabilitation Act of 1973. AES facilitates tests that require extended time, provides interpreters, coordinates financial support and service through Indiana Vocational Rehabilitation, assists in registration, provides note takers, works with faculty to make reasonable modifications of programs and courses for students with disabilities, upholds academic standards, and maintains legally appropriate confidentiality for students with disabilities. To request services, contact University College at 812-348-7271.

Veterans Affairs
Individuals wishing to use veterans’ benefits should notify the veterans affairs (VA) representative in the Office of the Registrar Room 156, 812-348-7223.

Office of the Dean of Students
The dean of students is charged with working with students, faculty, staff, and administrators to promote ethical behavior and civility. The dean of students is the chief judicial officer for issues related to the Code of Student Rights, Responsibilities, and Conduct. Every student should be familiar with the code and can obtain a copy from their department, division, or the Office of the Registrar. For more information, contact the Office of the Registrar, 812-348-7287.

Co-Curricular Opportunities and Activities
IUPUC Student Council
The IUPUC Student Council is the voice of students and a vehicle for positive improvements in student life on campus. The Student Council disburses student activity funds to registered student clubs and organizations. Members serve as student advisors to the Vice Chancellor and Dean. The Student Council is composed of up to three representatives from each academic division on campus. Elections are held each spring. The Student Council can be contacted at studentcouncil@iupuc.edu.

IUPUC Clubs and Organizations
IUPUC has a growing number of student clubs and organizations representing a broad range interests and academic programs. Many of these groups are related to a career or field of study, while others are faith based, focused on diversity, recreation, service, or special interests. Starting a club or being involved in a club or organization is a great way for students to connect to the campus. Participation allows students opportunities to meet other like minded students, put classroom skills into practice, serve in leadership positions, and prepare for life experiences in a global society. Information on starting a club or becoming involved in a current club is available at www.iupuc.edu/students/studentlife_clubs.asp.

Student Photo ID Cards
The IUPUC University ID is your official identification card throughout your college years.
The IUPUC University ID is free to all enrolled students on the IUPUC campus and is required for all first-time students at IUPUC.

IUPUC University ID’s are available through the Office of the Registrar.

There is a replacement fee for a lost ID card, name change, or photo change.

Please contact our offices at (812)348-7287 for further information. Students must present proof of identity and student status to obtain an IUPUC University ID.

Campus Resources

Library

The IUPUC library, located in the CTL, is a member of the Indiana University Libraries system, one of the most highly regarded university library systems in the nation. It is a full-service academic library offering reference assistance, interlibrary loan, course-related instruction, and a wide and varied array of print and electronic resources and databases. All are chosen to support the specific research interests and assignments of students. Most electronic resources can be accessed from home by IUPUC students. Other Indiana residents can receive a password that allows them to use these resources in the library. Additional information is available by visiting www.iupuc.edu/library.

BOOKSTORE SERVICES

Celebrating Learning Bookstore

Textbooks, school supplies, apparel, gift items and IU/Microsoft licensed software are available in the bookstore, which is located in the Learning Center, Suite 100. Regular operating hours vary each semester with special extended hours scheduled during the first week of classes. Any change in bookstore hours will be posted on the bookstore doors, and on voice mail at 812.314.8520.

Postings for book buyback days, which are held during finals week, will be displayed two weeks before buyback.

Off-Campus Sites

Books for all off-campus sites are available from the Columbus bookstore. Special information will be sent to those students registered at off-campus sites after the new student registration on how to order your books. Book buyback will be carried out only at the Columbus campus. Information regarding dates will be forwarded by mail to off-campus students.

Office of the Bursar

The Office of the Bursar collects payments for student fees, orders refund checks, and applies financial aid credits. The Office of the Bursar also accepts authorizations for sponsor billings from qualifying governmental and corporate agencies. For more information visit http://www.iupuc.edu/departments/finance_admin/default.asp.

IUPUC Alumni Association

Upon graduation, IUPUC students not only become alumni of Indiana University and Purdue University but also of the IUPUC campus. An official IUPUC Alumni Association has been established and is dedicated to connecting alumni, building lifelong relationships, and serving IUPUC.

IUPUC Alumni Association is a vital link between alumni, students, faculty, staff, and the community. The vision is to improve the lives of students and alumni through education, personal development, and camaraderie. The Association serves as a dynamic organization by facilitating communications and sponsoring a wide variety of programs to actively engage alumni in the success, growth, and development of IUPUC.

Annual Alumni Association sponsored activities include the Ice Cream Social, IU vs. Purdue Blood Donor Challenge, Career Networking Event, Statehouse Visit, IU vs. Purdue TV Basketball Party, and Senior Shindig. For more information on these programs and the Association, please contact the Office of Alumni Relations at 812-348-7328 or alumni@iupuc.edu.
Graduation

Associate, bachelor’s, and master’s degrees are awarded each May in the Commencement Day Ceremonies, held in Indianapolis and Columbus. Present on the stage in Columbus are the Vice Chancellor and Dean of IUPUC, the Dean and Associate Dean of the Purdue University College of Technology, and the Division Heads of IUPUC. The IUPUC, IU, and Purdue Alumni Associations induct their graduates into their respective associations and provide them with an introductory membership. Divisions hold separate recognition ceremonies before and after the Commencement Day Ceremonies.

Safety

Emergency Procedures

In an emergency, from any on-campus phone, dial 9-911.

Building Security

IUPUC has no student housing. Building hours are determined by the Vice Chancellor’s Office. When a building is closed, only faculty, staff, and students with special needs are allowed inside. Environmental and lighting concerns are monitored continually by the Maintenance Department, and they respond to all requests for service dealing with safety or security hazards that are structural or mechanical in nature. All members of the university community are encouraged to report any safety hazards to the maintenance department at (812) 348-7237.

Law Enforcement

IUPUC has no formal police or security departments. The campus is patrolled on a part-time basis by the Bartholomew County Sheriff’s Reserve Division. It is IUPUC policy that all members of the university community are responsible for safety and security at IUPUC. The IUPUC Emergency Procedures Handbook provides guidance on many topics related to this subject.

Code of Student Rights, Responsibilities, and Conduct

Preamble

All IUPUC students, regardless of their major area of study and the degree they are pursuing (IU or Purdue degree), are considered Indiana University students. The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable polices.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.
Part I: Student Rights
Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within that context, students have the following rights.

A. Rights in the Pursuit of Education
The classrooms, laboratories, libraries, and studios are the essential learning environments of the university, and the freedom to learn in these environments should be promoted and encouraged by instructors. The following statements have been developed in support of a student’s right in the classroom or other learning environment.

Students shall have the right to:

- Have access to faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process.
- Have access to academic advising and clear expectations for degree and graduation requirements.
- Have decisions related to the pursuit of their education made in a clear manner.
- Learn in an environment that supports the freedom of self-expression and association.
- Participate in an exchange of ideas, pursuant with his or her constitutional rights and the Preamble of this Code, free of conduct that impedes either an instructor’s ability to teach or the student’s ability to learn. (See Guidelines for Dealing with Disruptive Students in Academic Settings, Indiana University Faculty Council, April 12, 2005)
- Receive either a paper or an electronic class syllabus in a timely manner.
- Expect to interact with faculty who act professionally; provide clearly stated class goals; provide clear expectations for class performance and evaluation; meet classes as scheduled; are accessible for office hours, appointments or consultation; and maintain a clear connection between course content and the most recently approved course description.
- Expect a faculty member will be sensitive to the student’s religious beliefs and observances, including an expectation that instructors will make reasonable arrangements upon notice that the student must miss an exam or other academic exercise resulting from the observance of a religious holiday. (See Policy on Accommodations for Religious Observances, Indiana University Faculty Council, March 28, 2000)
- Have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty.
- Students have the right to expect that their work will be evaluated by academic standards alone.
- Study, work, and interact in an environment of professionalism and of mutual trust and respect that is free of amorous or sexual advances by a faculty member. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non instructional contexts. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member. A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically. (From the University Code of Academic Ethics, Part A.1, Relations with students). See definition of “faculty member” in Part IV of the Code.

B. Right to Freedom from Discrimination
Students have the right to study, work, and interact in an environment that is free from discrimination in violation of law or university policy by any member of the university community. Students at Indiana University are expected to respect the rights and dignity of other students, faculty, and staff.

The university will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex or gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

A student has the right to be free from such discrimination by other students that has the effect of interfering with the student’s ability to participate in programs or activities of the university.


Indiana University administrators are responsible for publicizing and implementing the university’s affirmative action policy in their respective areas of jurisdiction. Students who believe that they are victims of discrimination may obtain information concerning the university’s affirmative action policy and complaint procedures from the campus affirmative action officer or the Coordinator of Student Judicial Affairs office.

**C. Right to Freedom from Harassment**

A student has the right to be free from sexual or discriminatory harassment a) in any building or at any location on any university property, or b) that occurs in a building or on property that is not university property if the harassment arises from university activities that are being conducted off the university campus or if the harassment compromises the security of the university community or the integrity of the educational process.

Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other unwelcome conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s education, or submission to or rejection of such conduct by a student is used as the basis for academic conditions affecting the student; or the conduct has the effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive learning environment.

Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex or gender, sexual orientation, marital status, or veteran’s status and that adversely affects a term or condition of an individual’s education, housing, or participation in a university activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in university activities.

The Indiana University Policy against Sexual Harassment, as adopted by the Board of Trustees June 15, 1998, provides procedures for handling complaints concerning sexual harassment. Violations of discriminatory harassment policy are handled under existing procedures for handling complaints of discrimination.

Indiana University administrators are responsible for publicizing and implementing the university’s affirmative action and harassment policies in their respective areas of jurisdiction. Students who believe that they are victims of discriminatory harassment may obtain information concerning the university’s affirmative action policy and complaint procedures from the campus affirmative action officer or the Coordinator of Student Judicial Affairs office.

**D. Right to Access Records and Facilities**

Students can expect to have access to policies and procedures that affect them and access to university offices that may be able to assist them, such as the Office of Affirmative Action or the Coordinator of Student Judicial Affairs office.

Students can expect that their academic records will be maintained and they will have access to their records in a manner consistent with the Indiana University policies and applicable state and federal laws.
Students can expect to have reasonable access to university facilities and resources.

E. Right to Freedom of Association, Expression, Advocacy, and Publication
Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.

In accordance with the state and federal Constitution and university policy, the university recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, publish or invite speakers on any subject without university interference or fear of university disciplinary action.

Students may engage in peaceful and orderly protests, demonstrations, and picketing that do not disrupt functions of the university, subject to appropriate regulation concerning time, place, and manner. If a student feels that this right has been violated, the student may file a request with the dean of students for an investigation and appropriate action.

Students who publish student publications under university auspices have the right to be free of university censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the agency responsible for the appointment of such editors and managers.

Indiana University does not require a student group or organization to register and be approved by the university. Student groups and organizations must comply with all federal, state and local laws, as well as university policies.

A student group or organization may be authorized to use university facilities for extracurricular activities, subject to the procedures established by the dean of students on each campus.

F. Right to Contribute to University Governance
Students have the right to contribute to the making of institutional policy generally affecting their social or academic affairs.

Students have the right to participate in the formation of standards of student conduct and the student disciplinary procedures by serving as members of appropriate committees such as the Student Affairs Committee of the faculty council.

Students have the right to be represented by a student government.

G. Right to Accommodation for Individuals with Disabilities
Indiana University is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Course directors are asked to make reasonable accommodations, upon request by the student or the university, for such disabilities. It is the responsibility of students with documented physical or learning disabilities seeking accommodation to notify their course directors and the relevant campus office that deals with such cases in a timely manner concerning the need for such accommodation. Indiana University will make reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws.

Campus support offices:

- Bloomington: Disability Services for Students www.indiana.edu/~iubdss
- East: Student Support Services www.iue.edu/stuserv
- Indianapolis and Columbus: Adaptive Educational Services life.iupui.edu/aes/index.asp
- Kokomo: Affirmative Action www.iuk.edu/ADMINFIN/affirmative-action
- Northwest: Student Support Services www.iun.edu/~supportn
- Southeast: Disability Services www.ius.edu/UD/DisabilityServices
- South Bend: Office of Disabled Student Services www.iusb.edu/~sbdss
H. Rights of Student in the Judicial Process
Students who believe that any of their rights, as defined in this Code, have been violated by a member of the university community have the right to file a complaint, as outlined in Part III.

A student making a complaint under the provisions of this Code should expect that the university will make a good faith attempt to determine the validity of the complaint. An alleged offender, complainant or victim is not entitled to be present while the individuals who are responsible for determining the merits of the complaint are deliberating the merits of the complaint.

Rights of a victim include:

1. The student has the option of being present in all aspects of a proceeding in which witnesses provide evidence.
2. The university will disclose the final results of any disciplinary proceeding to complainants as permitted by the provisions of state and federal laws.

Rights of the student charged (alleged offender):

1. A student charged with violating this Code has the right to a fair and reasonable process for handling the charges.
2. The student has the right to be informed of the procedures that will be used in adjudicating the charges against him/her, including but not limited to notice of the charges, deadlines associated with stages of the process, the kinds of evidence that may be submitted at each stage, and the availability of appeals processes, if any.
3. The student has the right to be present during those portions of any hearing or proceeding in which witnesses provide evidence relating to the charge.
4. The student who is participating in a hearing or proceeding at which evidence may be submitted is entitled to request the university make a good faith attempt to compel the attendance of witnesses, compel the production of documents, and provide a reasonable time period within which requests for witnesses and documents can be submitted and acted upon.

I. Rights of Students as University Employees
A student’s rights and responsibilities as an employee of the university are governed by the policies of the unit and by the applicable personnel policies of Indiana University.

Students should contact their immediate supervisor, the Office of Student Employment, the Dean of Faculties, or University Human Resources for information. All personnel policies, including the policies for student hourly employees, are also available on the Indiana University Web site.

Part II: Student Responsibilities
Just as students have rights, they also have responsibilities. Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

Student Responsibilities

A. Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internships, or in-service experiences.
B. Obey all applicable university policies and procedures and all local, state, and federal laws.
C. Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.
D. Plan a program of study appropriate to the student’s educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.
E. Use university property and facilities in support of their education while being mindful of the rights of others to use university property and facilities.
F. Maintain and regularly monitor their university accounts including e-mail and bursar accounts.
G. Uphold and maintain academic and professional honesty and integrity.

G. Academic Responsibilities & Misconduct

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company; files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   e. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
   g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. Directly quoting another person’s actual words, whether oral or written;
      2. Using another person’s ideas, opinions, or theories;
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or
5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference
A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules
A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

H. Personal Misconduct
Be responsible for their behavior, and respect the rights and dignity of others both within and outside of the university community. The university may discipline a student for the following acts of personal misconduct that occur on university property, including but not limited to academic and administration buildings, residence halls, athletic and recreational facilities, and other university-serviced property, such as sororities and fraternities:

1. Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
2. Assuming another person’s identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
4. Unauthorized release or use of any university access codes for computer systems, duplicating systems, and other university equipment.
5. Conduct that is lewd, indecent, or obscene.
6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other university or university-authorized activity. (See Guidelines for Dealing with Disruptive Students in Academic Settings, University Faculty Council, April 12, 2005)
7. Actions that endanger one’s self, others in the university community, or the academic process.
8. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a university facility when directed to do so.
9. Unauthorized entry, use, or occupancy of university facilities.
10. Unauthorized taking, possession or use of university property or services or the property or services of others.
11. Damage to or destruction of university property or the property belonging to others.
12. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment and emergency personnel.
13. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
14. Possession of any weapon or potential weapon on any university property contrary to law or university policy; possession or display of any firearm on university property, except in the course of an authorized activity.

15. Sale of any firearms from university property or using university facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.

16. Acting with violence.

17. Aiding, encouraging, or participating in a riot.

18. Harassment, defined in Part I (c) of the Code.

19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.
   a. Stalking is defined as repeated, unwanted contact in the forms of, including but not limited to, phone calls, e-mail, physical presence, and regular mail.
   b. Hazing is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

20. Physical abuse of any person, including the following:
   a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
   b. Physical behavior that involves an express or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur; or
   c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur;
   d. Sexual assault, including while any party involved is in an impaired state;
   e. Sexual contact with another person without consent, including while any party involved is in an impaired state.

21. Verbal abuse of another person, including the following:
   a. An express or implied threat to:
      i. Interfere with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored activities and that under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
      ii. Injure that person, or damage his or her property; or
   b. “Fighting words” that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

22. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or university policy.
   a. Indiana University prohibits:
      i. Public intoxication, use, or possession of alcoholic beverages on university property (including any undergraduate residence supervised by the university, including fraternity and sorority houses) except as otherwise noted in Part II, Section H (22) b and Part II, Section H(22) c.
      ii. Providing alcohol contrary to law.
   b. The dean of students of each campus has discretion to allow exceptions to Part II, Section H (22) a, allowing use or possession of alcohol by persons, including students, who meet the minimum drinking age standards of the State of Indiana, under the following circumstances.
      i. Use or possession of alcoholic beverages by persons who are of lawful drinking age may be generally permitted in residences supervised by the university, including fraternity and sorority houses, when specifically approved by the campus dean of students. Such use or possession may be allowed in residence rooms, apartments, and certain common areas as specifically approved by the dean of students. However, use or possession under this section shall be permitted only in residences supervised by a live-in employee specifically charged with policy enforcement.
ii. Use or possession of alcoholic beverages may be permitted on an event by event basis in designated undergraduate residences (including fraternity and sorority houses) supervised by a live-in employee specifically charged with policy enforcement, when temporary permission is granted by the dean of students for events at which persons of lawful drinking age may lawfully possess and use alcoholic beverages.

c. The chancellor of each campus has discretion to allow exceptions to Part II, Section H (22) a, allowing use or possession of alcohol by persons, including students, who meet the minimum drinking age standards of the State of Indiana, under the following circumstances.

i. Use or possession of alcoholic beverages may be permitted in facilities such as student unions or on-campus hotels, including guest rooms and other areas, specifically approved by the campus chancellor.

ii. Use or possession of alcoholic beverages may be permitted in other areas, such as private offices and faculty lounges, not accessible to the public.

iii. Use or possession of alcoholic beverages may be permitted in areas accessible to the public, if specifically approved by the campus chancellor.

d. Indiana University also permits the non conspicuous possession of alcoholic beverages on university property when in transit to areas where they may be possessed or used under the provisions above.

e. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of university regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to discipline.

f. The chancellor or dean of students may make rules covering these uses. Those rules shall be enforceable as provisions of this Code.

23. Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.

24. Intentionally obstructing or blocking access to university facilities, property, or programs.

25. Violation of other disseminated university regulations, policies, or rules. Examples of such regulations include but are not limited to university computing policies, residence hall policies, and recreational sports facility policies.

26. A violation of any Indiana or federal criminal law.

27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.

I. Personal Misconduct Not on University Property.
The university may discipline a student for acts of personal misconduct or criminal acts that are not committed on university property if the acts arise from university activities that are being conducted off the university campus, or if the misconduct undermines the security of the university community or the integrity of the educational process or poses a serious threat to self or others.

1. Indiana University is committed to the promotion of a civil community both on campus and off campus.

2. Indiana University regards off-campus activity, including but not limited to university-sponsored events, as an integral part of a student’s academic, personal, and professional growth. Thus, the university recognizes the right of all students to expect that the university will subject individuals to the same responsibilities and disciplinary procedures when conduct:

   a. Adversely impacts the university’s mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking in term papers, use of a computer or other electronic device to obtain unauthorized access to information;

   b. Presents a clear danger to the personal safety of any person or the protection of any person’s property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;

   c. Violates policies of an academic program and related facilities, including but not limited to an off-campus clinical, field, internship, or in-service experience, or an overseas study program.
Part III: Procedures for Implementation of the Code
This Code governs activities on all campuses of Indiana University. Specific procedures are to be developed by each campus and made available to students, faculty, and staff on the campus.

These procedures will provide for:

- **Student Grievances**—Students are to have clear procedures to follow when they believe that any of their rights, as defined in earlier sections of this Code, have been violated by a member of the university community. The local campus offices of the dean of students, affirmative action, and faculty affairs, as appropriate, will assist students in addressing their complaints.

- **Academic and Personal Misconduct**—Clear procedures with specific information about the persons who are involved, timelines, and disciplinary sanctions are to be created and maintained at the campus level. These procedures are to be designed to provide students with procedural fairness and to ensure equal protection for all students and appropriate sanctions.

- **Advisors**—A person charged, a victim or anyone providing testimony is entitled, at his or her expense, to be accompanied by an advisor or support person of his or her choice. An advisor or support person is limited to the role of advising. The advisor or support person may not participate in the proceeding, may not question witnesses, and may not make any statements during the proceeding. Campuses may, however, create procedures to allow a student to have an advisor or support person to speak on the student’s behalf at the final appeal hearing.

- A student with a disability affecting communication or a student who cannot effectively communicate in the English language may seek a reasonable accommodation from the office of the dean of students to allow an advisor or interpreter to present or translate the proceedings.

- **Notification of a Victim**—A person who is a victim of any specific misconduct for which disciplinary proceedings are conducted under this Code is entitled to participate in proceedings relating to evidence, but not the deliberative process in which the hearing officer or panel weigh the evidence presented and arrive at a decision. If the subject matter of the disciplinary proceeding involves crimes of violence or a sex offense and the accused is determined to have committed the act, the dean of students is required to notify the victim of the outcome of disciplinary proceedings in a timely manner.

Campus procedures are to be reviewed and approved periodically through the local campus faculty council. Any revision should also be reviewed by University Counsel. It is recommended that campus procedures remain fairly similar across all campuses in an effort to assist students transferring among IU campuses.

Part IV: General Provisions, Definitions, Adoption
Provisions and Appendices

A. Definitions
**Student.** For purposes of this Code, the term “student” includes the following:

1. A person who is admitted or enrolled in any credit-bearing course or program in any school or division of Indiana University.
2. A person who is admitted to Indiana University and is present on a campus for the purpose of being enrolled in any credit-bearing course or program in any school or division of Indiana University.
3. A person who has been admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University and continues to be associated with Indiana University because of failure to complete the course or the program in which the person was enrolled.
4. A person who is not admitted to the university, but who is taking classes to transfer to another university, for personal enrichment, or in preparation to apply to a graduate program.
5. For the purposes of this Code, “student” includes all students enrolled on the campuses of Indiana University–Purdue University Indianapolis (IUPUI) or Columbus.

**Faculty or Faculty Member.** In this Code, the terms “faculty” or “faculty members” include all who teach and/or do research at the university, including (but not limited to) tenure-track faculty, librarians, holders of research or clinical ranks, lecturers, graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel including coaches, advisors, and counselors.

**B. Persons Authorized to Exercise Specified Responsibilities**

1. Under this Code, the authority that is given to a specified Indiana University official or employee may be exercised by any person who occupies the specified position or has a comparable position on a campus that does not have the specified position. This Code refers to the following specified positions but each position includes any equivalent position on a campus that does not use these specific titles:
   a. Coordinator of Student Judicial Affairs
   b. Dean of Students/Vice Chancellor for Student Affairs
   c. Dean of Faculties/Vice Chancellor for Academic Affairs
   d. Affirmative Action Officer
   e. Assistant Vice President for Human Resources
   f. Faculty Council President
   g. Chancellor

2. Under this Code, the authority that is given to a particular Indiana University official or employee may be exercised by that particular person or by that person’s designee.

**C. Adoption Provisions**

1. Resolution of Adoption.
   b. This code, as hereby adopted, supersedes the Statement of Student Rights and Responsibilities which was effective on August 15, 1975, the Code of Student Ethics previously adopted by the Board of Trustees and effective on August 15, 1990, the Code of Student Rights, Responsibilities and Conduct previously adopted by the Board of Trustees and effective on August 15, 1997, and the Code of Student Rights, Responsibilities and Conduct previously adopted by the Board of Trustees on June 11, 2004 and effective on August 15, 2004.
   c. This code, as hereby adopted, shall be effective on August 15, 2005.

2. Effect of Adoption.
   a. The adoption of this code shall not affect any rights or liabilities that were accrued, any sanctions that were incurred, or any proceedings that were begun before August 15, 2005. Any rights, liabilities, and sanctions that accrued or were incurred before August 15, 2005 shall continue to be enforced as if the new Code had not been adopted. Any proceedings that were begun before August 15, 2005 shall likewise continue as if the new Code had not been adopted.
   b. Acts of misconduct that were committed before August 15, 2005 shall governed by the rules and procedures in effect at the time of such acts.
   c. Acts of misconduct that are committed after August 15, 2005 shall be governed by the rules and procedures included in this new Code.
   d. The provisions of this code do not alter existing faculty grievance policies and procedures.

3. Amendments to the Code by Academic Units.
   a. The Code of Student Ethics was adopted by the University Faculty Council on April 16, 1990, by the following resolution:
“The Code of Student Ethics shall apply to all students at Indiana University. Any unit of the university may adopt additional or alternative substantive or procedural standards to this code, provided the alternative or additional standards:

1. Are necessary to meet academic concerns or to comply with the professional or accreditation standards; and  
2. Guarantee students in the unit a fair opportunity to be heard consistent with the standards of evidence and due process found in this code.”

b. In establishing additional or alternative processes, a unit must use the following procedure:

i. Proposed revisions to the Code must be submitted to the Agenda Committee of the appropriate faculty council (Campus or University) for review, and to the full faculty council for approval, to ensure the revisions are comprehensive and consistent, and that they meet the criteria outlined above.

ii. Upon approval by a campus faculty council, the revisions must be reported to the campus Dean of Students and the University Faculty Council Agenda Committee. The University Faculty Council will review and consider final approval of the revisions.

iii. Upon final approval of an alternative process, the fact that this code does not apply to the unit, with regard to academic matters, must be publicized in a fashion calculated to inform all students taking courses in the unit, that they will be judged by the alternative process. The notice must also explain where copies of the alternate process are available.

iv. Upon a student being found responsible for violation of a provision set forth in an alternative process, the Dean of Students must be informed in writing of the student’s name and identification number, a description of the offense, the date and location of the offense, and a description of any sanction or action taken by the university official, or hearing commission, who considered the reported violation.

D. Appendices

The following referenced documents are available online through the Indiana University web site at [http://www.indiana.edu](http://www.indiana.edu)


*Student Affirmative Action Policy Statement* (adopted by the Board of Trustees, June 29, 1974)

*Statement Concerning Disabled Veterans, Veterans of the Vietnam Era, and Handicapped Individuals* (adopted by the Board of Trustees, March 3, 1979)

*Equal Opportunity/Affirmative Action Policy of Indiana University* (adopted by the Board of Trustees, December 4, 1992)

*Policy against Sexual Harassment* (adopted by Board of Trustees, June 15, 1998)

*Accommodations for Religious Observances* (adopted by the University Faculty Council, March 28, 2000)

*Resolution concerning Nonregistration of Student Groups and the Use of University Facilities* (adopted by the Board of Trustees, July 3, 1967)

*Indiana University Policy on Student Records* (adopted by the University Faculty Council, March 29, 1977; amended, October 2, 2001)

*Guidelines for Dealing with Disruptive Students in Academic Settings* (adopted by the University Faculty Council, April 12, 2005)
Part V: Student Disciplinary Procedures for Academic Misconduct involving the IUPUC Campus

Preamble
Indiana University procedures for imposing academic and disciplinary sanctions are intended to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to allow for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect concern about the individual student involved in a particular case. The procedures, therefore, provide that the imposition of disciplinary sanctions should take into consideration the circumstances and evidence in a particular case, including a student's prior record of misconduct, if any.

A. Jurisdiction

1. Academic Misconduct
   a. Allegations of academic misconduct may consist of two basic types:
      i. Academic misconduct by a student who is enrolled in a particular course and who commits an act of misconduct related to that course.
      ii. Academic misconduct by a student that is not related to a particular course in which the student is enrolled.
   b. When a student in a course commits an act of academic misconduct related to that particular course, the faculty member who is teaching the course has the authority to initiate academic misconduct proceedings against the student.
   c. When a student commits an act of academic misconduct that is not related to a course in which the student is enrolled, the Coordinator of Student Judicial Affairs [henceforth referred to as the CSJA] or their designate has the authority to initiate academic misconduct proceedings against the student after consulting with the appropriate Head of the Division in which the student is enrolled.

2. Simultaneous Acts of Academic and Personal Misconduct
   a. When a student commits an act of academic misconduct related to a course in which the student is enrolled and also commits a separate but simultaneous act of academic misconduct unrelated to that course or an act of personal misconduct, separate academic misconduct and disciplinary proceedings may be initiated by the faculty member involved and the CSJA as outlined in these procedures. After consulting with each other, the faculty member and CSJA have the discretion, however, to handle the matter jointly or to decide that the matter should be handled by only one of them.
   b. When a student commits an act of academic misconduct related to a course in which the student is enrolled and the act may also be a simultaneous act of academic misconduct unrelated to that course or an act of personal misconduct, the faculty member conducting the course has the authority to initiate academic misconduct proceedings against the student after consulting with the CSJA. In such cases, the CSJA also has discretion to initiate separate disciplinary proceedings. After consulting with each other, the faculty member and the CSJA have the discretion to handle the matter jointly or to decide that the matter should be handled by only one of them.

B. Procedures for Academic Misconduct Related to a Course

1. Action by a Faculty Member
   a. A faculty member who has information indicating that a student enrolled in a course being conducted by the faculty member has committed an act of academic misconduct related to that course should, within 7 calendar days [excluding University recognized holidays and breaks] of receiving that information, hold a meeting with the student concerning the matter. During that meeting the faculty member must:
i. advise the student of the alleged act of misconduct and the information upon which the allegation is based.

ii. provide an opportunity for the student to respond to the allegation.

b. Following the meeting, if the faculty member concludes that the student did, as alleged, commit the act of misconduct the faculty member is authorized to impose an academic sanction related to the particular course involved. The penalty for a serious act of academic misconduct should ordinarily involve the recording of a failing grade for the course. However, sanctions for academic misconduct may include, but are not limited to, any one or a combination of the following:

i. No formal penalty is assessed, but the student is given a written reprimand by the instructor outlining the offense and the results of the informal discussion with the student.

ii. The student may be given a lower grade than the student would otherwise have received for any assignment, course work, examination, or paper involved in the act of misconduct, including an “F”.

iii. The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.

iv. The student may be required to complete some additional assignment, course work, examination, or paper as a substitute for any assignment, course work, examination, or paper involved in the act of misconduct.

v. The student may be required to withdraw from the course with an appropriate grade of "W" or "F", at the faculty member's discretion.

vi. The student may be given a lower grade than the student would otherwise have received for the course, including a failing grade.

c. Whenever any academic sanction is imposed, the faculty member must, within 7 calendar days [excluding University recognized holidays and breaks] report the matter and the sanction imposed in writing to the Head of the Division in which the course is being offered, the Head of the Division in which the student is enrolled, the CSJA, and the student. This reporting step is important and is meant to provide an avenue for due process to the student. The student will be notified by an e-mail to their university account along with a written report to their permanent address on record with the University. All written reports must include:

i. a statement concerning the nature of the offense.

ii. the terms of the sanction being imposed.

iii. a statement that the student may submit a written appeal to the Head of the Division in which the offense occurred within 7 calendar days [excluding University recognized holidays and breaks] after receiving the faculty member's written report.

iv. a statement that the matter is being reported to the CSJA who has the authority to impose an additional sanction(s) if the CSJA believes that such a sanction is justified because of the nature of the student's misconduct or because of any prior acts of misconduct that the student may have committed. These additional sanctions may include:

   a. disciplinary probation for a specified period of time.
   b. suspension from the University for a specified period of time.
   c. expulsion from the University.

v. a statement that the CSJA will notify the student within 7 calendar days [excluding University recognized holidays and breaks] of receipt of the faculty member's report of the CSJA’s decision regarding any additional sanctions or if the CSJA is still considering the propriety of imposing any additional sanctions.

d. In the event that the matter cannot be resolved before final grades are due in the Office of the Registrar, an incomplete may be given in the course.

e. The faculty member must allow the student to continue attending and participating in the course; to complete all assignments, and to have their grade in the course recorded normally until the case has been resolved. If the case is resolved in favor of the student, this information will be necessary to assign the student an earned grade for the course.


   If the penalty includes a failing grade for the course, the Registrar will be notified that the grade was given because of academic misconduct. The Registrar will record the grade of "F" on the student’s permanent academic transcript without any notation concerning the reason
for the grade. The Registrar must, however, follow procedures to ensure that the grade of "F"
will not thereafter be removed from the transcript in accordance with other academic policies
or procedures such as the "FX" or grade replacement policy. An "F" given because of
academic misconduct must be calculated in a determination of the student's grade point
average, but the grade will not prevent the student from repeating the same course for credit.

3. Action by the CSJA
   a. A student may not be placed on disciplinary probation, suspended or expelled from
the University or a Division within the University because of an act of academic
misconduct unless the CSJA concludes, in consultation with the Head of the
Division in which the student is enrolled, that such a sanction is justified by the
nature of the act or because the student has committed previous acts of
misconduct.
   b. The CSJA is required to review a faculty member’s report concerning a student's act
of academic misconduct to determine if the nature of the act of academic
misconduct should include probation, suspension, or expulsion.
   c. The CSJA is required to determine if the student has a record of any previous acts
of academic or personal misconduct and to decide whether probation, suspension,
or expulsion should be imposed on the student because of any previous acts of
misconduct. In this regard, the CSJA is required to maintain a confidential record of
all sanctions imposed by, or reported to the CSJA in order to determine if a
particular student is developing a record of repeated acts of misconduct.
   d. The CSJA shall, within 7 calendar days [excluding university recognized holidays
and breaks] following receipt of the faculty member's report, notify the student of the
decision not to impose additional sanctions or set a date for a conference. The
student should be notified by e-mail to the student’s university account along with a
letter sent to the student’s address on record with the University of the purpose and
date of the conference.
   e. The notice shall inform the student that:
      i. the CSJA is considering the propriety of imposing an additional sanction
         upon the student
      ii. the additional sanction may consist of probation, suspension, or expulsion
         from the University.
      iii. the student is required to appear in the Office of the CSJA at the specified
date and time for a conference to discuss the propriety of the additional
sanction.
      iv. the student may, at their own expense, have an adviser or other counsel
         present during the conference; that an adviser or counsel is limited to the
role of advising the student; and that an adviser or counsel may not make
any statements during the conference.
      v. the informal conference will be limited to a consideration of the seriousness
         of the academic misconduct involved, the validity of any record of the
student's previous acts of misconduct as maintained by the CSJA, and the
propriety of any additional sanction to be imposed.
      vi. the CSJA has no authority to reconsider the validity or propriety of the
decision of the faculty member concerning the act of academic misconduct.
      vii. the CSJA will impose any of the authorized additional sanctions if the
student fails to appear for the informal conference and the CSJA
reasonably concludes that the failure to appear is without good cause.
      viii. the student has the right to appeal a decision of the CSJA to impose an
additional sanction.
   f. When the student appears for the conference, the CSJA shall inform the student
concerning the purposes of the conference and the student's record of previous acts
of misconduct, if any. The student shall be given an opportunity to discuss the
nature of the act of academic misconduct, the accuracy of the record of the
student's previous acts of misconduct, and the propriety of any additional sanction
that the CSJA proposes to impose on the student. In discussing the student's record
of previous acts of misconduct, the student may not discuss the propriety of the
decisions concerning such misconduct. After the conference, the CSJA has the
authority to decide that an additional sanction should be imposed.
   g. Upon conclusion of the conference, the CSJA must inform the Head of the Division
involved of the CSJA’s dispensation of the case.
h. If a sanction of suspension or expulsion from the University is imposed, the CSJA is required to notify the Office of the Registrar to indicate the suspension or expulsion on all copies of the student's academic transcript. In cases of suspension, the Registrar will remove the notation from the transcript when the term of the suspension has ended.

C. Right to Appeal
A student has the right to appeal any of the following decisions concerning an alleged act of academic misconduct:

1. The faculty member's decision that the student committed the act of misconduct.
2. The faculty member's decision to impose a particular academic sanction.
3. The decision of the Head of the Division in which the offense occurred.
4. The decision of the CSJA to impose an additional sanction.

D. Appeals to the Head of Division

1. If the student desires, he/she must initiate an appeal concerning a faculty member's decision by submitting a written request to the Head of the Division within which the alleged offense occurred, within 7 calendar days [excluding University recognized holidays and breaks] after receiving a written report from the faculty member concerning the decision.
2. Within 7 calendar days [excluding University recognized holidays and breaks] after receiving such a written appeal, the Head of the Division should have a conference with the student and the faculty member in an effort to resolve the matter. Should the Head of the Division elect not to meet with the instructor and the student, they should convene an Appeal Board comprised of faculty and students from the Division.
3. If the matter is not resolved at this conference, the student may, within 4 calendar days of the meeting, [excluding University recognized holidays and breaks] deliver a written request to the Head of the Division asking for a meeting with an Appeal Board.

E. Composition of the Appeal Board

1. When an Appeal Board is to be convened, the Head of the Division will, as much as possible, in consultation with the faculty and student governments of their Division select three faculty members, but not a member of the department or section in which the offense occurred, and two students, but not a student in the department or section in which the offense occurred to serve on the Board. For this Board, a faculty member is a full time tenure or non-tenure track individual who has a 10 or a 12 month FTE.
2. If the Division should not have enough faculty members or students to fully constitute a Board, they may utilize members from other Divisions, but the presiding officer, if possible, should be a faculty member from the Division in which the appeal is being made.
3. The Head of the Division appoints a faculty member to serve as the presiding officer and to convene an Appeal Board.
4. No hearing may be held unless a majority of the members (two faculty and one student) of the Appeal Board are present. If upon notification of their selection any member of the Appeal Board, faculty or student, is unable to be present or should request to be excused from serving for any good cause, the member should be replaced with a like member, either faculty or student.

F. Appeal Board Presiding Officer
The presiding officer, in consultation with the other members of the appeal board, is responsible for selecting a date and time for the appeal to be heard, conducting the appeal board meeting, maintaining the necessary order, making all rulings that are necessary for the fair, orderly, and expeditious consideration of the appeal, and making every reasonable effort to provide the student with due process.

Within 7 calendar days of receiving the appeal [excluding recognized University holidays or breaks], the presiding officer shall consult with other members of the Board and inform the student via both a letter to the student's permanent address on record and the student's IUPUC e-mail account:

1. of the date, time, and place the appeal will be heard, and that the faculty member will be present. If the appeal involves an academic sanction by the CSJA, the letter should state that the CSJA will be present at the meeting.
2. that the appeal will be held as a closed meeting, unless the student notifies the presiding officer within 3 calendar days of receiving notification of the appeal board meeting that he or she desires the appeal to be open to the public. If the student requests an open hearing, the presiding officer is authorized to make a final decision concerning the place where the appeal meeting is to be held and the number of observers to be accommodated.

Seven days prior to the hearing date, the presiding officer shall inform the student via both a letter to the student's permanent address on record and the student’s IUPUC e-mail account:

1. of any witnesses who may appear at the meeting of the appeal board, and/or whose statements may be offered as evidence, and a summary of the information upon which the allegation is based.
2. that they are expected to be present at the appeal; that they may provide witnesses at the appeal; that statements or evidence that the student may present must be provided to the presiding officer and the faculty member no later than 4 calendar days before the appeal board meeting, excluding recognized University holidays and breaks; and that the student may be precluded from presenting witnesses or evidence at the appeal if the information has not been provided prior to the meeting.
3. that they may be accompanied by an advisor or, at the student’s own expense, an attorney, but that the advisor or attorney will not be allowed to address any other participants involved in the appeal process.
4. that they will have an opportunity to testify before the appeal board; to respond to the testimony and information provided concerning the alleged misconduct; and that a decision not to testify will not be considered as an admission of guilt.
5. that a failure to appear before the appeal board shall be sufficient to justify the dismissal of the appeal if the Board determines that the failure to attend was without good cause.

Within 7 calendar days of receiving the appeal [excluding recognized University holidays or breaks], the presiding officer shall consult with other members of the appeal board and inform the faculty member and, if appropriate, the CSJA via e-mail:

1. of the date, time, and place the appeal will be heard and that they will be required to attend the hearing or the accusation of academic misconduct will be nullified.
2. that they must prepare a list of any witnesses that they may present at the hearing and/or whose statements may be offered as evidence at the hearing; that the list must be submitted to the presiding officer and the student involved by no later than 4 calendar days before the hearing, excluding recognized University holidays and breaks; and that the faculty member may be precluded from presenting witnesses or evidence at the appeal if the information has not been provided prior to the meeting.

During the appeal board meeting the presiding officer shall also:

1. make an official recorded transcript of the appeal meeting.
2. provide the student an opportunity to make a concluding statement in support of the appeal.
3. provide the faculty member with an opportunity to respond to student’s final statement concerning the appeal.
G. Role of the Appeal Board
The Appeal Board should listen to all aspects of the case to determine if the evidence and statements provided during the appeal meeting support the allegation that the student committed the alleged violation. It is ultimately the responsibility of the University (faculty member) to provide sufficient information and/or documentation to support their case. The Board may conclude that the evidence and statements provided by the University:

1. support the allegation that the student committed the act of academic misconduct, and support the decision of the faulty member and the sanction(s) imposed.
2. support the allegation that the student did commit the act of academic misconduct, but that the sanction or sanctions should be reduced. Under these circumstances, the Board may recommend that the Head of the Division impose a lesser sanction than that imposed by the faculty member.
3. do not support the allegation that the student committed the act of academic misconduct, and direct the Head of the Division to set aside the sanction or sanctions imposed. If the decision of the faculty member concerning the student's alleged act of misconduct is reversed by the Board, the decision of the CSJA to impose any additional sanctions is automatically reversed.

H. Report of Appeal Board
Within 10 calendar days [excluding recognized University holidays or breaks] after the hearing, the presiding officer must prepare a written decision which includes an explanation of the board's action and the findings of fact upon which the action is based. The decision must be sent via both regular mail and e-mail to:

1. the student;
2. the faculty member;
3. the Division in which the offense occurred;
4. the Head of the Division in which the student is enrolled;
5. the University CSJA.

Unless a documentable procedural error has occurred, all decisions and/or recommendations made by the board are considered to be final and the appeals process is terminated with the filing of their report.

I. Appeal of a decision by the CSJA or their designate
An appeal involving a decision by the CSJA or their designate may be made to the Vice Chancellor and Dean. The appeal process would follow that outlined for appealing sanctions imposed by a faculty member, and The Vice Chancellor and Dean would utilize a Campus Appeal Board comprised of faculty and students obtained from a pool of individuals nominated by the faculty and student governments. In this case, a decision by the Appeal Board would be considered to be absolute and final. The appeal process would be terminated.

J. Appeal to IUPUC Vice Chancellor and Dean
If a documentable procedural error occurred during the Appeal Board process, the student may, within 3 days of the posting of the Board’s decision, make a final appeal to the Vice Chancellor and Dean. The Vice Chancellor and Dean may choose to remand the case back to the Division for a review of the process.

K. Unique circumstances
The University recognizes that in some situations it may be difficult for a student to clearly articulate their case or to quickly process and interpret the proceedings. For example:

1. students for whom English is a second language;
2. students with a disability.
If the student wishes, in these unique circumstances the Head of the Division or the Presiding Officer may make provisions which allow an advocate or advisor to:

1. address the Board, in cases of academic misconduct;
2. address The CSJA, in cases of personal misconduct.