# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ACADEMIC CALENDAR</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINAL EXAMINATIONS</td>
<td>5</td>
</tr>
<tr>
<td>FACULTY INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>Adjunct Faculty Contracts &amp; Paperwork</td>
<td>5</td>
</tr>
<tr>
<td>University Photo ID Card</td>
<td>5</td>
</tr>
<tr>
<td>IU Online Services Portal</td>
<td>5</td>
</tr>
<tr>
<td>Learning Management Systems</td>
<td>5</td>
</tr>
<tr>
<td>Course Outline and Syllabus</td>
<td>6</td>
</tr>
<tr>
<td>Instructor and Course Evaluations</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Undergraduate Learning (P.U.L.s)</td>
<td>6</td>
</tr>
<tr>
<td>University Scholastic Policies</td>
<td>6</td>
</tr>
<tr>
<td>Expectations of Faculty</td>
<td>6</td>
</tr>
<tr>
<td>Expectations of Students</td>
<td>7</td>
</tr>
<tr>
<td>Student Assistance Program</td>
<td>7</td>
</tr>
<tr>
<td>IUPUC Behavioral Consultation Team</td>
<td>7</td>
</tr>
<tr>
<td>Code of Student Rights and Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Student Academic Misconduct</td>
<td>8</td>
</tr>
<tr>
<td>Reporting Academic Misconduct</td>
<td>9</td>
</tr>
<tr>
<td>What About Disruptive Conduct?</td>
<td>9</td>
</tr>
<tr>
<td>Family Educational Rights &amp; Privacy Act (FERPA)</td>
<td>10</td>
</tr>
<tr>
<td>Instructor Absence</td>
<td>10</td>
</tr>
<tr>
<td>SAFETY AT IUPUC</td>
<td>11</td>
</tr>
<tr>
<td>Law Enforcement on Campus</td>
<td>11</td>
</tr>
<tr>
<td>IU Notify</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Procedures &amp; Reporting</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Phones on Campus</td>
<td>11</td>
</tr>
<tr>
<td>Responding to Fire, Smoke, or Explosion</td>
<td>11</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>11</td>
</tr>
<tr>
<td>Drug Free Campus Policy</td>
<td>11</td>
</tr>
<tr>
<td>Prohibited Weapons</td>
<td>12</td>
</tr>
<tr>
<td>University Smoking Policy</td>
<td>12</td>
</tr>
<tr>
<td>WEATHER CANCELLATIONS &amp; CLOSINGS</td>
<td>12</td>
</tr>
<tr>
<td>Adverse Weather Policy</td>
<td>12</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>TECHNICAL SUPPORT AT IUPUC</td>
<td>21</td>
</tr>
<tr>
<td>Your IU Computing Account</td>
<td>21</td>
</tr>
<tr>
<td>Pass Phrase Reset</td>
<td>21</td>
</tr>
<tr>
<td>E-mail Accounts</td>
<td>22</td>
</tr>
<tr>
<td>Usernames</td>
<td>22</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>23</td>
</tr>
</tbody>
</table>
Academic Calendars
All classes, registration periods, semester breaks, and final exams at IUPUC follow an academic calendar. Familiarize yourself with the current calendar to learn when classes start, the last date in which students can add or withdraw from classes, dates for campus holidays, final exam schedules, and more. The academic calendar is found at http://www.iupuc.edu/academics/academic-calendar/.

Final Examinations
Except for laboratory, clinical, studio, and other activity-based sections, final exams—whether comprehensive or not—are to be given at the appropriate scheduled time during the formal final examination week. Instructors teaching courses with non-standard schedules (6-week, 8-week) ending before the last week of the semester should consult with their division heads about final exam schedules. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the head of the particular division involved.

The final exam schedule is established to limit potential conflicts in a student’s final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam day or time, students should report the change to the instructor’s division head. An instructor giving a final examination before the final exam period should be reported in the same way.

There are no Monday exams in the spring semester. Exams normally take place in the room where the class has been meeting all semester. Face-to-face final exams for online courses must be given the Saturday preceding final exam week; contact registrar services for time and room.

Final Exam Schedules and Academic Calendars
are available online at www.iupuc.edu/academics/academic-calendar/

FACULTY INFORMATION
Adjunct Faculty Teaching Contracts & Paperwork
At the beginning of each semester all adjunct faculty – new and returning – are required to sign a contract to indicate acceptance of the terms and conditions of appointment to teach assigned course(s) at IUPUC. New adjunct faculty must complete additional forms required by Indiana University to process their hire and establish their IU network ID account. It is very important that all faculty return their contracts and necessary hiring paperwork by the due date so that pay will be received on a timely basis as specified in the contract.

All adjunct faculty must ensure that the following items have been submitted and are current in their personnel file: a résumé or curriculum vita, original undergraduate and graduate transcripts, and a syllabus for each course to be taught.

Important note: IUPUC uses IU e-mail addresses exclusively to inform faculty of important academic information pertaining to their courses. This complies with the policies and procedures established by the Office of the Vice President for Information Technology and Chief Information Officer. A faculty member may choose to forward his/her e-mail to another e-mail address (Yahoo, Hotmail, etc.), but the primary campus e-mail address will remain as the official destination of university correspondence.

University Photo ID Card
A campus card is required for University Library access and campus bookstore purchases, including purchase of IU-discounted software. Learn more about campus card functions at http://www.iupuc.edu/academics/class-registration/student-id/. To obtain your C-card, visit the Office of Registrar Services.

One.IU replaces OneStart as the university’s directory and access point for all IU online services. It provides a modern app store experience with a simple method to search for tasks (services and activities) using a computer or mobile device. You can search for tasks by name or browse categories; then simply click on the desired task to access it. You can access One.IU by entering https://one.iu.edu in your browser, or from the IUPUC home page by scrolling to the bottom and clicking on the link for One.IU. To learn more about One.IU, click on https://kb.iu.edu/d/bdqb.

Learning Management Systems
All full-time and part-time faculty should use a University-supported, web-based learning management system in each course they teach. Currently, faculty may use Oncourse or Canvas, but Oncourse will be retired by the end of summer 2016 and replaced by Canvas. Faculty who use Oncourse are encouraged to make the transition to Canvas as soon as possible. Canvas is easier to use and has superior features to support teaching.
and learning, including integrated audio and video capabilities and mobile apps. You can access Oncourse and Canvas by clicking on their links at the bottom of the IUPUC home page or at www.iupuc.edu/oncourse and www.canvas.iu.edu, respectively. To learn more about Oncourse or Canvas, click on the link for the Instructional Support web page. Additional information about Canvas can be found at https://kb.iu.edu/d/bcll.

Course Outline and Syllabus
All faculty must have a syllabus available by the first day of class for each course being taught. The syllabus should be available through the learning management system the faculty member is using. Adjunct faculty may be given a syllabus by a course coordinator, division head, or division secretary. A sample syllabus is provided in the appendices of this document to provide guidance in creating your syllabus. Although some items in the sample may not be relevant to your course and need not be included, many of the items must be included in the syllabus. Faculty should discuss development of the syllabus with a course coordinator, division head, or other full-time faculty member.

Instructor and Course Evaluations
During the last two weeks of each semester, students have the opportunity to evaluate their courses. Evaluations are done online and instructions are provided to students and faculty through email. Course evaluations are a vital component of the university process. Faculty should inform students of the importance of course evaluations and encourage students to complete them. The results of evaluations are provided to instructors to help them improve their courses. Division heads also have access to their instructors’ course evaluations.

Principles of Undergraduate Learning (P.U.L.s)
The Principles of Undergraduate Learning are outcome goals for all undergraduate students at IUPUC and IUPUI. Effective fall 2009 specific PULs were linked to each undergraduate course. Each course has a Major Emphasis PUL and may also have Moderate and Minor Emphasis PUL, but there are no more than three PULs for any course. This assessment process is used to determine (for accreditation purposes) that courses are achieving desired educational outcomes.

The six Principles of Undergraduate Learning, with one broken down into three sub sections, are:

1A Written, Oral, and Visual Communication Skills (Core Communication and Quantitative Skills)
1B Quantitative Skills (Core Communication and Quantitative Skills)
1C Information Resources Skills (Core Communication and Quantitative Skills)
2 Critical Thinking
3 Integration and Application of Knowledge
4 Intellectual depth, Breadth and Adaptiveness
5 Understanding Society and Culture
6 Values and Ethics

The faculty member in each course, along with the head of each academic division, will be responsible for ensuring that student development with regard to the appropriate P.U.L. is assessed in each course. If you need further information about this process, please contact your division head.

University Scholastic Policies
The scholastic policies outlined in this handbook are covered in more detail in the Indiana University Code of Student Rights, Responsibilities, and Conduct, which may be obtained online at http://www.iupuc.edu/academics/policies/code-conduct/

IUPUC exists to promote the intellectual and ethical growth of students. As an institution with these high goals, IUPUC must foster the best possible environment for teaching and learning, one that is based upon mutual respect and upon clear expectations of one another within the community of teachers and learners. This handbook is designed to state these expectations explicitly and to outline procedures for dealing with failures to meet high standards of academic conduct.

Expectations of Faculty
A faculty member will:

- Maintain a clear connection between the advance description and the conduct and content of each course presented.
- Clearly state the course goals in materials handed out at the first class meeting.
- Clearly inform students in writing at the beginning of the course of the testing and grading system to be used. These systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
• Plan and use class time with an awareness of its value for every student.
• Announce class attendance policy at the first class meeting and meet class regularly.
• Clearly state the level of collaboration that is allowed on every class assignment.
• Be available to discuss course content or grading with students throughout a course.
• Write examinations consistent with course goals and content presented in class or within clearly assigned readings.
• Maintain security of all examinations before, during, and after they have been given.
• Protect honest students by monitoring the examination process.
• Post a key only after all students have completed the examination.
• Assign final grades consistent with the student’s academic performance according to the guidelines established when the course began.
• Maintain and demand a professional tone in dealing with students in or out of class.

Expectations of Students

Students must participate in the learning process in a serious and conscientious manner and respect the rights of other members of the learning community.

• Students are responsible for class attendance and completion of assignments on time.
• Students should be prepared for and participate in classroom activities. In that context, students have the right to raise issues relevant to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed without concern for academic penalty.
• Students must read all course materials, including the syllabus and description of the grading and testing systems to be used in the course.
• Students must refrain from all academic misconduct and avoid situations giving the appearance of misconduct.
• Students will report to the instructor any observed academic misconduct.

Student Assistance Program

IUPUC has joined Centerstone SOLUTIONS program to provide counseling services to our students who experience school, personal, or family-related stress. The Student Assistance Program (SAP) is a voluntary, personal, confidential, professional program designed to assist IUPUC students with personal concerns. IUPUC’s SAP services are free, strictly confidential and easy to access.

Students should contact SOLUTIONS directly by calling 1.800.766.0068 or by visiting www.solutionseap.org. Students will be required to show proof of enrollment for the current semester. They should take with them a current class schedule and a photo ID.

If you have concerns about students or would like more information on this service, please contact Denise Jennings (dburbrin@iupuc.edu or 812.348.7217) or Sandra Miles (smiles3@iupuc.edu or 812.375.7525).

IUPUC Behavioral Consultation Team

Mission

The mission of the Behavioral Consultation Team (BCT) is to coordinate the resources of the IUPUC community in order to assist our students, faculty, and staff in identifying and providing support for persons of concern whose behavior may not be appropriate for the campus environment.

Purpose

The purpose of the BCT is to assist in addressing situations where students, faculty, or staff are displaying behavior which may not be appropriate for the IUPUC campus environment. Examples of such instances include, but are not limited to:

• Behavior that appears to be dangerous or threatening to self or others.
• Bizarre or strange behavior such as acting “out of touch” with reality.
• Angry, hostile, or abusive behavior.
• Other behavior that is inappropriate, worrisome, or disruptive.

The BCT responds on a case-by-case basis through proactive and educational activities which includes consultations on policies and procedures. In some cases, there may be no violation of campus rules or policies, as such, but the behavior may evoke alarm or concern among involved persons.

Accessing the BCT

To contact the BCT, call 348.7217 and ask to speak with the Chair (Dean of Students) of the BCT.
You will be asked to complete a Concerned Persons Referral Form, found online in the Faculty area of our public web site www.iupuc.edu.

**Possible Outcomes**
The following is an illustrative (i.e., not exhaustive) list of possible outcomes that may result from the consultation process with the BCT:

- Recommendation of No Action to be taken at this time.
- Assist in the development of a behavioral expectation plan.
- Referral to appropriate campus or community resources.
- Recommendation for the individual to take a leave of absence.
- Disciplinary referral to the appropriate office to address disruptive behavioral issues.

**Team Members**
Members of the Behavioral Consultation Team meet regularly, as well as, in response to requests for assistance. Depending on the particular situation, other representatives (e.g., an associate dean or faculty member, etc.) may be asked to join the Team on an ad hoc basis. The team is chaired by:

**Denise Jennings**
Exec. Dir. of Enrollment Management, Dean of Students
812.348.7217
dburbrin@iupuc.edu

**Cpt. Bryant Lucas**
Public Safety Director
812.348.7388
bslucas@iupuc.edu

**Code of Student Rights and Responsibilities**
The Code of Student Rights, Responsibilities, and Conduct is available at www.iupuc.edu/academics/policies. Instructors should become familiar with the definitions and procedures outlined in this document. The code emphasizes the commitment of IUPUC to maintaining a set of conditions essential to the educational objectives of students, faculty, and administration. Addressed topics include discrimination, sexual and racial harassment, academic and student affairs, student records, and procedures for the filing of student complaints.

**Student Academic Misconduct**
Academic dishonesty is a very serious offense and should be dealt with in a swift manner. The Code of Student Rights, Responsibilities, and Conduct lists six categories of academic misconduct. This handbook includes a form faculty can use for the disposition of a case of academic misconduct and report academic misconduct to the university. Should you proceed with a case, this form should be filled out in its entirety, signed by the appropriate parties, and sent to the director of the Office of Registrar Services.

**What is Academic Misconduct?**
The Code of Student Rights, Responsibilities, and Conduct lists six categories of academic misconduct. The activities are defined and discussed below.

**Cheating** is when a student uses or attempts to use unauthorized materials, student aids, or information in any academic exercise. Some examples of cheating are:

- Using an aid on an “in-class” or “take-home” examination when these aids have not been authorized by the course instructor.
- Having another person take an examination or quiz in place of the student.
- Stealing examinations or otherwise gaining unauthorized prior access to the examination content.
- Submitting research or papers prepared by others as the student’s own original work.
- Using the work of a group as the student’s individual work.
- Using assistance in a laboratory, on a computer terminal, or for field work when this assistance has not been authorized by the course instructor.
- Changing a grade or score in any way.
- Using substantial parts of the same academic work for credit or honors more than once without the permission of the instructor.
- Attempting to gain from a returned examination the student has altered after consulting a posted key or after discussion of the answers with others.

**Fabrication** is when a student falsifies or invents information or data in an academic assignment. Some examples include:

- Falsifying data in laboratory results.
- Inventing information for records or reports.
- Falsifying citations to sources of information.
- Reporting fictitious interviews or ascribing information to an interview that did not take place or that did not cover the topic claimed.
Facilitating Academic Dishonesty is when a student aids or attempts to aid another student in committing academic misconduct. Examples of such activities might be:
- Allowing another student to copy answers on examinations.
- Writing a paper for another student.

Interference is when a student prevents another student’s work from being completed or evaluated properly. Examples might include:
- Stealing or changing another student’s work before it is evaluated.
- Destroying another student’s work.
- Stealing or defacing shared necessary resources to deprive others of their use.
- Offering bribes or favors to affect a grade or an evaluation of academic work.
- Making threats to affect a grade or an evaluation of academic work.

Plagiarism is when a student uses ideas, words, or statements of another person without giving credit to that person. Examples could include:
- Presenting the ideas, opinions, or theories of others as your own.
- Using another person’s exact words without proper citation.
- Using facts, statistics, tables, or figures from existing sources without proper citation.

Violation of Course Rules is when a student fails to abide by the rules stated in the course syllabus when those rules are related to course content or to enhancement of the learning process in the course. Examples of common violations include:
- Working with a group when a project is intended to be for each individual.
- Using unauthorized materials for examinations or projects.

Reporting Academic Misconduct
Read the referral form (see appendices) and consult the Code of Student Rights, Responsibilities, and Conduct, Part III to clarify your options.

- Fill out the sections of the referral form describing the incident.
- Clearly inform the student of the decision to report academic misconduct, the consequences to the student, and the process by which the student may appeal.
- Give the student an opportunity to read the referral form and to sign and date it below the appropriate statement.
- Complete the form with your signature, and date.
- Send the referral form, signed by all parties, to the director of the Office of Registrar Services.

What About Disruptive Conduct?
The following procedures provide definitions for dealing with incidents of disruptive conduct. Questionable conduct may range from eccentricity and dissent to disruption. Instructors should bear in mind that eccentricity and dissent do not necessarily constitute disruptive conduct. When addressing a student’s behavior judicially, the desired outcome is positive resolution for all parties involved.

Destruction of Property: The intentional or reckless damaging, destroying, defacing of, or tampering with university property or the property of any person or business on campus.

Disruption: Personal misconduct that is an infringement on, or an impediment to, the teaching or learning process. The following are specific types of disruptive conduct.

1. Dissent: A disagreement, protest, debate, or behavior that produces dialogue but that usually does not seriously infringe on the teaching/learning process. However, there is a level of dissent that may become disruptive.

2. Eccentricity: Non-normative behavior, provocative behavior, or, as some label it, “abnormal,” “strange,” “crazy,” or “bizarre” behavior. This type, while unusual, is not necessarily disruptive.

3. Failure to Comply or Identify: Failure to comply with directions of authorized university officials, including designated student staff, in the performance of their duties, or failing to identify oneself to these persons when requested to do so.

4. Mental or Bodily Harm: a) Intentionally inflicting mental or bodily harm upon any person; b) taking any action for the purpose of inflicting mental or bodily harm upon any person; c) taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; or d) causing a person to believe that the offender may cause mental or bodily harm.

5. Possession of Dangerous Weapons: Unauthorized possession of a firearm weapon (including, but not limited to, pistols, rifles, shotguns, handguns, BB guns, etc.).
Disruptive Conduct Response

If a situation arises in which instructors are faced with disruptive conduct, the following guidelines should apply.

1. Remain calm. Determine whether to speak with the student immediately or wait until after class or the conclusion of the activity. If you do speak to the student immediately, ask that student to refrain from the conduct in concrete terms.

2. If the student does not comply, ask that he/she leave the classroom or academic setting. If the student refuses, tell someone in the immediate vicinity to call for assistance. Be specific about whom you want called. If it is after hours, ask if someone has a cellular phone to use.

3. If a student is violent or threatening, remove yourself and others from the situation. Summon Columbus police or other appropriate personnel as quickly as possible. If necessary, call 911.

4. In the event of repetitive disruptive conduct, talk with the student in a more private setting; ask the student to explain the reasons for his/her conduct. Do not engage the student in a debate. If the conduct is serious, or you feel uncomfortable meeting alone, it is recommended that you have an observer with you when this meeting occurs. Contact the Dean of Students at 812.348.7217 for information and assistance.

5. Talk with the student in a professional and courteous manner about the situation that is creating the disruption. Attempt to reach resolution in concrete terms that will restore a positive learning environment.

6. Indicate that if there is recurrence of disruptive behavior, you will enlist the aid of others to stop the conduct and that the student may be subject to disciplinary proceedings by the university.

7. It is extremely important, early in the process, to discuss the situation with your Division Head. Document the incident. If this is a repeated or serious incident, report it to the Division Head and the Dean of Students.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A copy of the FERPA text and more Privacy Act information can be found on our website at http://www.iupuc.edu/academics/policies/

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or assistance, you may call 812.348.7217.

Avoid FERPA Violations

To avoid violations of FERPA rules, do not

- at any time use the entire Student ID Number of a student in a public posting of grades
- ever link the name of a student with that student’s ID number in any public manner
- leave graded tests in a stack for students to pick up by sorting through the papers of all students
- circulate a printed class list with student name and Student ID number or grades as an attendance roster
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- provide anyone with lists of students enrolled in your classes for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

Instructor Absence

If for some reason the instructor must miss a scheduled class meeting, he/she should contact his or her division secretary, who will post class cancellation information near the classroom door.
SAFETY AT IUPUC

It is IUPUC’s policy that all members of the campus community are responsible for safety and security. The IUPUC Emergency Procedures Handbook provides guidance on many topics related to this subject. Any accident, safety, and/or security incident must be reported to the Indiana University Police Department Columbus, followed by completion of an incident report.

Law Enforcement on Campus

Indiana University police are generally available Monday through Friday, 9 a.m. to 5 p.m. to escort students to their vehicles and to assist with parking issues. Evening security personnel may be contacted by calling 812-348-SAFE (7233).

IU Notify

IU Notify is a communication system that permits broadcast messages to be quickly sent as voice calls to office, local home, or cell phones; and as text messages to cell phones or University and external email accounts, in the event of a campus emergency. To receive notifications of campus cancellations and closings as well as instructions in emergency situations, it is imperative that you maintain updated contact information in the IU Notify system. To verify and update your information go to One.IU and search for IU Notify.

Emergency Procedures & Reporting

If there is an emergency involving a student, faculty member, staff member, or guest, contact emergency service providers in the area by calling 9-911 from a campus landline phone or 911 from any Lync or mobile phone. Provide as much information as you can. As soon as reasonably possible, report the incident to the IU Police Department Columbus.

These incidents may include, but are not limited to, fainting, seizures, and other medical emergencies, or criminal events. Emergency services must be contacted if there is a medical emergency regardless of the desires of the person experiencing the emergency. We are concerned about their safety and we are obligated to provide medical assistance. When emergency medical providers arrive, the person in distress may refuse their help.

For a copy of IUPUC’s Emergency Action Plan, which includes more detailed instructions and contact information, please see your division head or department director or go to www.iupuc.edu/about/administration-leadership/public-safety/emergency-information/

Emergency Phones on Campus

Three emergency phones are located near CC building entrances. Each has a button that, when touched, will alert 911 dispatchers and the light on top will flash to show your location. If you feel you are in danger, or if an emergency arises, utilize these phones for a quick response. There are also telephones in the hallway of the CC building that can be used for emergencies or in-house calls.

There are no public phones on campus. To make an important phone call (i.e., for a ride), the Student Services staff may make a brief call on your behalf.

Messages to Students During Class

Messages can only be relayed to students in the event of a life-threatening emergency. While a message may be important to the student, it will not be delivered unless it is a life-threatening emergency. The student’s class schedule should be left with family members so that this information is readily available in the event of such an emergency.

Responding to Fire, Smoke, or Explosion

If you discover a fire, smoke, or an explosion, pull the nearest fire alarm. As you evacuate the building, close doors behind you. Call 9-911 from a campus landline phone or 911 from a cellular phone or Lync VOIP phone. Provide as much information as possible including any injuries. As soon as reasonably possible, report the incident to the IU Police Department Columbus.

When a fire alarm sounds, the law requires complete evacuation of the building, without exception. As you evacuate the building, close doors behind you. Do not return to the building without instructions to do so from the proper authorities. IUPUC has safety officers qualified to assist with the building evacuation. Follow their instructions and assist them to evacuate persons with special needs.

Lost & Found

Articles found on campus should be taken to the following locations, depending upon where discovered. Items found in the CC or Research building should be taken to the Student Services desk in the CC building. Items found in the AMCE building will be taken to the University Library in the CLC building. Items found in the CLC building can be taken the reception desk in the University Library.

Drug Free Campus Policy

IUPUC has a responsibility to establish and maintain a safe and healthy academic environment for all
students. We enforce the Indiana University Code of Ethics concerning possession and/or use of alcohol and illegal drugs, which was written to comply with the Drug-Free School and Community Act Amendment of 1989, enacted by Congress as Law 101-226.

**Prohibited Weapons**

Indiana Code 34-28-7-2 authorized approved postsecondary educational institutions to adopt a policy that prohibits firearms on the institution’s property. Pursuant to the IU Code of Student Rights, Responsibilities and Conduct, the possession of any weapon or potential weapon on any university property is contrary to law or university policy, and the possession or display of any firearm or weapon on university property is prohibited.

**University Smoking Policy**

Indiana Code 7.1-5-12 went into effect on July 1st, 2012 and prohibits smoking within eight feet of a public entrance to a public place and place of employment. Violations of this statute are Class B infractions under Title 7 of Indiana Code. University policy, however, prohibits smoking anywhere on campus. The only exception to University policy is that smoking is allowed in lawfully parked personally owned vehicles.

**WEATHER CANCELLATIONS & CLOSINGS**

IU Notify is the quickest, most reliable way to find out if classes are cancelled or campus is closed due to weather or other emergencies. Messages are sent to office, home, or cell phones; texted to cell phones; and/or delivered to university and external e-mail accounts. Sign up at www.iupuc.edu/onestart

**Adverse Weather Policy**

All students, faculty, and staff are asked to check www.iupuc.edu and/or area media to learn if classes have been cancelled due to inclement weather. Although some of us do call others when there is a cancellation of classes, the primary media for dissemination of this information are the campus Web site, local radio stations, and metropolitan television channels.

It is the policy of the university to operate at all times; therefore, it is not expected that the university will close due to inclement weather. All faculty will conduct their classes unless notified otherwise. If adverse conditions create extreme travel hazards for you, make every effort to notify your division office.

The severity of cold weather can make it advisable to cancel classes because of the effect such low temperatures can have on individual health and safety. If adverse weather conditions are widespread and extremely severe, the vice chancellor may determine that classes should be cancelled.

If classes are cancelled at the Columbus campus, all off-campus classes will be cancelled as well, even if the facility in which the off-campus classes are held has not been closed. If the facility in which the off-campus classes are being held is closed, the off-campus classes will be cancelled, as well those in that particular facility.

The vice chancellor makes the decision to cancel classes by 6:15 a.m. on inclement weather days and media are informed as soon thereafter as possible. This decision cannot be made the evening before because current weather and road conditions must be taken into consideration. The major criterion for the decision regarding class cancellation relates to the ability to travel the main roads to the campus and to drive in the parking lot.

**IUPUC Website & Weather Line**

The IUPUC Website and Weather Line (812.348.7200) are updated as soon as possible after a decision has been made to cancel classes or close campus. Please do not call the main switchboard.

**Regional Media**

After the IU Notify system has been activated and the IUPUC Website and Weather Line have been updated, the university will begin alerting regional media of any changes in campus status. Media that will be informed of cancellation of classes include:

**Radio**  
WRBI 103.9 FM Batesville  
WFIU 103.7 FM Bloomington  
WCSI 1010 AM Columbus  
WKKG 101.5 FM Columbus  
The River 104.9 FM Columbus  
WWWY 106.1 FM Columbus  
WRZQ 107.3 FM Columbus  
WTRE 1330 AM Greensburg  
WORX 96.7 FM Madison  
WXGO 1270 AM Madison  
WJCP 92.7 FM North Vernon  
WNVI 1460 AM North Vernon  
WZZB 1390 AM Seymour  
WQKC 93.7 FM Seymour  
WJAA 96.3 FM Seymour  
WXKU 92.7 FM Seymour  
WXCH 103.1 FM Versailles
WKID 95.9 FM  Vevay

Television
WTIU  (PBS)  Bloomington
WTHR  (NBC)  Indianapolis
WISH  (CBS)  Indianapolis
WRTV  (ABC)  Indianapolis
WXIN  (FOX)  Indianapolis
WAVE  (NBC)  Louisville
WHAS  (ABC)  Louisville
WLKY  (CBS)  Louisville
WDRB  (FOX)  Louisville

Instructor Announcements
Students should also check for announcements from their instructors through Oncourse or Canvas to find out if any specific classes are cancelled.

SEVERE WEATHER EMERGENCIES
When emergency sirens are activated, remember to remain CALM.

- Evacuate all classrooms and offices using the nearest stairway and move to the first floor stairwells, restrooms, or any interior room without windows.
- Do NOT use the elevator.
- Do NOT stand near – or open – windows and doors.
- Do NOT dismiss your class. Students may tend to leave the building during the storm, putting them in danger of bodily harm.
- Remain in the safe area until you are informed that it is safe to return to your classroom or office.

If the building is damaged during severe weather:

- Remain in your safe place – Do NOT enter the damaged area.
- Should the building receive severe damage to its structure, as soon as you receive an all clear, leave the building and do not re-enter until you are notified that it is safe to do so.

IUPUC GRADING POLICIES

Grading and Examination Policy
Instructors are normally responsible for establishing the grading and testing policies used in their classes. However, to ensure some uniformity for multi-section classes within a program, it is suggested that instructors confer with the course coordinator.

The grading, testing, and attendance policies must be explained to students at the beginning of the semester and adhered to unless extenuating circumstances necessitate a change. Students should be informed of any changes in policy and procedures. A sufficient number of tests and/or quizzes should be given to provide an adequate base for evaluating a student's performance.

Pass/Fail Grades
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 program electives required for the major. The division advisor can explain the Pass/Fail procedure for each school/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 on the final grade roster 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 toward graduation.

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

The student must complete the appropriate form and obtain his/her advisor's approval. The signed form must be received by the Office of Registrar Services by the deadline specified in the Registration Guide.

FN/FNN Grade Policy
Policy Background
Following a federal audit conducted in 1996-97, IUPUC is now responsible for repaying federal financial aid (loans or grants) for students who “unofficially withdraw” (i.e., have all “F”s or “W”s as their semester grades).
As of the 1999-2000 fiscal year, each division is assessed its attributable share of financial aid that must be repaid to the federal government. Given the potentially significant liability that the university, and thus each individual division, could incur, it is imperative that measures be taken to ensure that student attendance and withdrawal from courses can be accurately documented.

All full-time and adjunct faculty have a responsibility for monitoring attendance and cooperating with university measures for documenting the date on which a student ceased attending a course.

**FN Grade**

On final grade rosters, faculty will use the “FN” grade for students who fail a course due to non-attendance. The last known date of class attendance is also required.

**FNN Grade**

On final grade rosters, faculty will use the “FNN” grade for students who NEVER attended class. If the student did attend the first day of classes and stopped attending after that, then the grade of “FN” as stated above should be given with the last date of attendance.

**Grades of I and IX (Incomplete)**

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 and the student fill in an Incomplete Grade Contract and give the original to the Office of Registrar Services for safe keeping. This is done prior to the instructor issuing an “I” grade.

The faculty member will set a specific date (up to one year) by which all unfinished work must be completed as stipulated in the Incomplete Grade Contract. 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.

Upon receipt of the completed work, the faculty member initiates an eGrade Change through the Faculty Center to change the “I” to a letter grade, or completes a paper Removal of Incomplete form with the Office of Registrar Services. The student may view the new grade and the updated cumulative GPA on OneStart.

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.

If students have to re-take the course in order to remove the Incomplete, they must 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 the original instructor is unavailable or no longer with the university, the student should consult with the head of the division offering the course. 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 enrollment certification.

**Grade Reporting Policy**

There will be no paper rosters generated for Final grades. All faculty are responsible for entering their Final grades using One.IU or Canvas. The system is very easy to use. You must create your IU network ID and passphrase early in the semester in order to use these systems.

After posting regular course work grades in One.IU or Canvas throughout the semester, a final grade must be submitted for each student at the end of the semester. Under no circumstances is an instructor to mark a student as having withdrawn on final grade rosters. Generally, if a student has not dropped the class and has not attended, then he/she receives an “FN” or “FNN” grade; if the student “earned” a failing grade, it should be reported as an “F.”

Final grades are normally due 48 hours after your scheduled final exam time. You will receive an e-mail notifying you of the date Final Grade rosters will be available for your grade entry and the deadline for grade processing.

Please contact the Registrar if you are unable to comply with the deadline.
Entering Final Grades

Complete step-by-step instructions are online under the SIS Training app found on One.IU. Those who have already experience grade entry may appreciate these important reminders:

GRADE ENTRY REMINDERS

Always open a new browser window before accessing the Student Information System or Canvas to enter final grades.

SAVE OFTEN! – If your session is inactive for more than 30 minutes (60 minutes in OnCourse), it will timeout and any grades entered but not saved will be lost. If you only have time to enter some but not all of your grades, you can save the partial roster and return to it later.

Once all grades have been entered and saved, click the Approve and Submit to Registrar button. The grades will not be submitted until you click this button. Submitted rosters are posted overnight.

Once you have submitted the grades to the Registrar, you can no longer edit the grades. You must contact the Office of Registrar Services to make any grade changes.

When the grades are successfully submitted, a message will appear at the top of the roster that says, “Grades have been submitted to the Registrar.”

Students can view their grades via the Student Center application at 7 a.m. (8 a.m. on Sunday) on the day after the 8 p.m. grade submission deadline.

After confirming, you will see a confirmation number and date/time stamp at the top of the screen. You may also export a copy of the submitted grades as an Excel spreadsheet by clicking the Export button.

Posting Grades

It is illegal to post grades in a manner that allows students to determine what grade another student received. It is important to note that grades may not be posted with students’ names, though instructors may display grades if special codes are used and not in the same format or order as shown on the grade roster. The codes must be scrambled in a manner that guarantees the security of the information. It is also against university policy for students to call the division office or office of Registrar Services to check grades that have been posted.

Posting of grades outside of SIS should not be necessary. A student can view his/her grade by clicking on the “View My Grades” link via the One.IU Student Center app. Students can also see the grades on their unofficial transcript the day after they are entered.

GRADING & PERFORMANCE ROSTERS

General Procedures

Instructors receive information concerning rosters from the Office of Registrar Services. Deadlines are very important and will not be negotiated.

Early Alert Rosters

IUPUC has developed a systematic way for faculty to contact first-year students about negative academic issues throughout the semester. The process starts when you access the Student Performance Roster in SIS or Canvas in the first week of classes or shortly thereafter.

Second Week Performance

The student performance roster should be submitted at the end of the second week of classes. Information submitted at the end of the week regarding student performance and attendance is provided to each student’s advisor. Advisors will contact students using a variety of methods and provide appropriate information regarding options. (See appendix for performance roster instructions.)

Fourth Week Performance

The student performance roster should be updated and submitted at the end of the fourth week of classes. Feedback submitted at this time will allow the Office of Registrar Services to process any administrative withdrawals and to comply with a separate faculty policy on enrollment audits. It is imperative that this submission be completed in a timely fashion. An e-mail will be sent to all faculty announcing the time to complete the update. Afterwards, the registrar will notify students who have been identified as having attendance issues.

Faculty may continue to enter data regarding students on a regular basis past week four of the semester. Faculty should be aware that any data entered into the student performance rosters is visible to the student. (See appendices for performance roster instructions.)

End of Semester: Final Grade Roster

Even though an overall “final” deadline is given, each instructor should process grades within 48 hours after the final exam is given. Students registered for courses in which grades are not input into the system by the deadline will receive the notation NR as a grade, which means “not reported.” Students will be told to contact the instructor.

IUPUC grades are stored in the student information system (SIS). Final grades may be entered there.
by using One.IU or Canvas. Final grades will be entered only by the faculty member teaching the course. Instructors will only receive paper rosters for students enrolled in the Purdue University College of Technology program.

Do not leave any grade blank as the system will not process the roster if a grade or a date for an “FN” is left blank. Award a grade of “FN” to students failing due to non-attendance, and a grade of “F” to students who “earned” a failing grade. The date of last attendance MUST be recorded beside the names of students who receive an “FN” grade. Do not issue a grade of “W,” and do not add students unless you can verify that they have registered.

If a student NEVER attends class, not the first day of class or any subsequent classes, the grade that should be entered for that student is “FNN.” There is a difference between “FNN” and “FN” in regards to financial aid processing.

Deferred grades of “R” and “S/F” may be assigned only if the course has been approved for this grading basis. Contact the Registrar to confirm approval if it is in question.

P.U.L. Assessment Roster

In addition to the final grade roster available for completion during the last week of classes, a Principles of Undergraduate Learning roster will be available for faculty. This roster is a tool to help the campus assess the learning students have achieved in certain areas of the course material.

These rosters are not completed every semester for every class; rather, there is a schedule developed by each division that determines when selected classes will complete the PUL assessment rosters. Please check with your division head to identify the schedule for completing these rosters. A link to an example of the PUL survey instructions is listed in the appendix.

Change of Grade

There are times when a grade you have awarded needs to be changed. In the past a paper form had to be completed in order to make this change. A new process for changing grades has been developed and implemented called “eGrade Change” which permits you to submit grade changes or corrections electronically in One.IU.

Following are the steps to use eGrade Change:

1. Log into www.iupuc.edu/one.iu with your username and password
2. Select Services at the top of the page and click
3. Select Faculty Systems on the left and click
4. Select eGrade Change and click
5. Complete the required information and submit for approval

After you submit the form for approval it is routed to the Registrar for review and completion of processing. The change will be posted to the student’s record as soon as it has been completely processed. This typically occurs within two working days. Tell the student to check in OneStart periodically until the change appears.

The grade changes that can be processed electronically are:

a change from one letter grade to a different letter grade such as “C” to “B,” and a change from an “I” grade to a letter grade.

Grade Replacement Policy

Students are permitted to apply provisions of the IUPUI/IUPEC Grade Replacement Policy that pertain to repeating a course in order to achieve a higher grade. However, this will affect a student’s academic record only for their current academic program while attending IUPUC. If the student subsequently transfers to another academic unit (even at IUPUC) or another campus, different interpretations of the Grade Replacement Policy may be in place.

An undergrad student who retakes a course may elect to have only the final grade counted in computation of the cumulative semester index, in accordance with the limitations listed below. After retaking the course, the enrollment and original grade will be removed from calculations used to determine the student’s cumulative GPA. The student’s transcript, however, will continue to show the original enrollment in the course and all grades earned for each subsequent enrollment. This policy is subject to the following limitations:

1. Students may exercise the grade replacement option for no more than fifteen (15) credit hours, including any courses in which the former FX option was used.
2. A grade may be replaced only by another grade for the same class or equivalent classes. Example: a grade for Math 151 may be replaced by Math 153 or 154, or grades for both Math 153 and Math 154 may be replaced by a Math 151 grade. Students must indicate both courses on the form if they wish to replace Math 153/154.
3. A student may exercise the Grade Replacement Policy a maximum of two (2) times for a single course.
4. The request to remove a grade from the cumulative GPA calculation by this method is irreversible.

5. The second enrollment for any course covered by this policy must have occurred during the fall semester 1996 or later and may not be applied retroactively to increase the graduation index once a degree has been awarded.

Students who plan to use the grade replacement option must submit appropriate forms to their advisor after they have retaken a course. (As of the date of this publication, provisions of this policy are not applicable to students seeking a second degree.)

REGISTRATION POLICIES & PROCEDURES

Auditing a Course

Courses taken on an audit basis do not receive a letter grade, nor do they apply toward a student’s degree program. Students may not change back to credit status once the completed request has been submitted to the Registrar.

In order to begin the audit process, students must complete the request and obtain the instructor’s signature. Forms are then submitted to the Registrar by the deadline appearing in the Registration Guide, at which time the student pays the appropriate fee. An audit request may not be reversed.

Add Procedures

Students can add classes by computer via their Student Center in One.IU before the start of the semester and during the first week of classes. After the deadline for online enrollment has passed, paper Schedule Adjustment forms must be completed and submitted to the Office of Registrar Services. The instructor of the desired class must sign the form.

If a student would like to take over 18 credit hours in a given semester, he/she must obtain permission from his/her advisor approving the overload, specifying the total number of hours for which he/she is permitted to register. The advisor then contacts the Office of Registrar Services to process student registration in the overload course.

The Waitlist Process

The Waitlist Process was designed to make registration and schedule adjustments easier to understand, more convenient, and to be fair for all students. After a course section is closed (maximum enrollment has been reached), the waitlist becomes active. The first person to activate a waitlist request for that course section is placed at the top of the waitlist.

If a seat becomes available in that section before the start of the semester, the first person on the waitlist is moved into the section and the next person on the waitlist moves into the position next in line.

Students who have placed waitlist requests must check their schedules in One.IU (Student Center app) to see if waitlist requests have been processed. This is particularly important the closer it is to the start of classes for a given semester. The last Waitlist requests are processed the Friday before the first day of classes.

Withdrawals

Instructors should inform students that failure to attend class does not constitute a withdrawal. The student is responsible for all withdrawal processing via One.IU or by submitting a paper form.

During the first half of a semester or session, students may officially withdraw from classes without grade penalty by using the e-Drop app in One.IU. During the third quarter of a semester or session, students may withdraw from classes only if they obtain the approval of the appropriate instructor and their academic advisor.

If a student wishes to withdraw from a course after the e-drop deadline, the instructor must circle the “W” (passing grade) or the “F” (not-passing) grade on the Schedule Adjustment Form. It is at the instructor’s discretion whether to allow the student to drop the course with a “W,” depending upon the circumstances. The last date to withdraw from a course is about 3/4 through the semester, as shown on the academic calendar.

During the last quarter, withdrawal is strongly discouraged, and is allowed only under extreme circumstances. At that time, the approval of (1) the division head of the student’s program of study and (2) the approval of the instructor is necessary, as well as written justification from a doctor, member of the clergy, or similar person of authority who can verify the circumstances that prevent the student from completing the course. The signed form and documentation should then be given to the Registrar for review and processing. Any student failing to officially drop the course, who has not attended or stopped attending class, will receive a grade of “FN” or “FNN.”

Administrative Withdrawal Policy

The Administrative Withdrawal Policy affects all students enrolled in undergraduate courses of at least six weeks in duration. Students who miss more than 50 percent of their class meetings and/or required activities during
the first 25 percent of the course duration may be administratively withdrawn from that course. Students enrolled in undergraduate classes may be administratively withdrawn regardless of their class standing. In addition, this Administrative Withdrawal Policy is subject to the following provisions:

- The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy. Students must be informed that administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- The course instructor initiates the administrative withdrawal process and has the right to stop the process at any time. Students will be notified by the Office of Registrar Services prior to being administratively withdrawn from a course.
- Administrative withdrawal will take place after the fee refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.
- Administrative withdrawals will be managed through the student performance roster. Administrative withdrawal attendance values will be available after the refund period for each course. Faculty will submit requests to administratively withdraw by selecting the appropriate attendance value:
  - Administratively withdraw — Some attendance
  - Administratively withdraw — No attendance
- Academic units may establish an administrative withdrawal policy more restrictive that the provisions outlined in this guide. It is the responsibility of the academic unit to communicate their policy to their students and to put this information in the course syllabus.

Withdrawal Language For the Syllabus

IUPUC Administrative Withdrawal: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course.

Example: Our course meets one/twice per week; thus if you miss more than two/four classes in the first four weeks*, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid, and international visa implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

*Faculty should tailor the italicized statement and indicate the number of class meetings or required activities that fit the syllabus for their section.

FACULTY & STUDENT RESOURCES

Bookstore

Textbooks, school supplies, apparel, gift items, and IU/Microsoft licensed software are available in the IUPUC Bookstore by Barnes & Noble, located in the Learning Center. Regular bookstore hours are Monday – Thursday, 9 a.m. to 6 p.m. and Friday, 9 a.m. to 5 p.m. Special hours are set between semesters. Extended hours are scheduled during the first week of classes. Any changes in the Bookstore hours will be posted on the bookstore voicemail at 812-314-8520. Postings for book buyback days, which are held during finals week, are at all entrances of the Columbus campus two weeks before buyback.

Student Life

Student Life at IUPUC is evolving and there are many events and activities that compliment lessons learned in the classroom. Students are creating new clubs and organizations, and your involvement is critical to their success. To start a club or organization on the IUPUC campus, two interested students and a full-time faculty advisor should email iupucstl@iupuc.edu.

Parking at IUPUC

In order to ensure IUPUC can provide ample parking, all students must purchase a permit if they wish to park on campus. The cost of the parking permit entitles students to use “E” parking at IUPUC. Violation of IUPUC parking regulation may result in citation and fine pursuant to IC 21-39-5-2/IC 21-39-5-3.

Parking Ticket Appeals

All students, faculty, staff, and visitors have the right to appeal a ticket if they feel it was issued incorrectly or in error. To appeal, please complete the online form at http://www.iupuc.edu/about/parking/appeals/

Center for Teaching & Learning

The Center for Teaching & Learning (CTL), located on the east side of the Learning Center (rooms numbered 1600-1637), integrates learning and working spaces and programs for students, faculty, and staff.
The mission of the Center for Teaching & Learning is to support learners of all ages and those who teach them. Members of the CTL staff are actively engaged in providing programs, workshops, and professional development events for IUPUC faculty, staff and students.

Within the CTL there are a variety of physical spaces, resources, and services to support and enhance teaching and learning activities. Any questions regarding the CTL may be directed to 812-314-8715 or 812-375-7530.

Workshops, classes, events, consultation services, and training sessions on teaching and learning topics are listed at http://www.iupuc.edu/ctl. Watch the CTL web site for upcoming events.

Information Commons
The Information Commons includes 42 computer workstations, several document scanners, and internet access to facilitate use of library catalogs and databases, Oncourse, and additional Web resources. Both B&W and color printers are available to all students. An integrated information desk supports library, technology, and instructional resource questions from a common access point for both faculty and students. Librarians and support personnel staff the Information Desk at 812-314-8703.

Study Areas
Study tables, 26 computer workstations, and lounge seating areas are available around the perimeter of the library. Wireless access makes it possible to also use laptops for accessing research resources. Several small group study rooms are available for students to work on group projects and assignments.

Academic Resource Center
Located in University Library of Columbus LC1616, the Academic Resource Center (ARC) provides tutoring support to students in math, writing, science, public speaking, and technology. The ARC can also assist instructors in scheduling make-up exams for students who may have to miss in-class exam dates. Call 812.375.7528 to speak with the ARC Coordinator about the ARC services.

Computer Lab
Additional computer access for students is available in LC 1614, the 32-seat Library Computer Classroom. This classroom is used for one-time instructional sessions on library resources, instructional applications, and campus resources. When not in use for instructional sessions, the computer classroom serves as an open lab area for students and faculty.

Professional Development Lab
The Professional Development Lab (LC 1621/1622) exists to support faculty who need help learning or using technology. A variety of services, software, and equipment are available in the lab Monday–Friday, 8 a.m.–5 p.m.. Help is available any time, but appointments are preferred.

Innovations Classroom
Faculty can learn how to use technology in a classroom environment in the Innovations Classroom (LC 1618), as well as try ideas for encouraging student engagement by re-orienting classroom furniture and resources. All of the technology tools that are available in the standard classroom – instructor podium, videoconferencing, mobile technology, and laptops – are available in this space that seats 15. All of the furniture is easily movable and the room can be configured to try out new teaching ideas and methods.

Faculty Workroom
The Faculty Workroom (LC 1615) is designed to provide a welcoming, student-free “office” space for faculty to work while they are on campus. The room has shelf “cubbies” for storing materials, five workstations, wireless connections for laptops, a lounge/meeting area, kitchenette, photocopier/printer, and general work space. All IUPUC faculty members (full-time and part-time) may use this room.

UNIVERSITY LIBRARY OF COLUMBUS
The University Library of Columbus (ULC) serves the students, staff, and faculty of IUPUC, Ivy Tech, and the Purdue University College of Technology in Columbus. Located in the Center for Teaching and Learning wing (LC 1600) of the Columbus Learning Center, the library offers a full range of services to its users, comparable to those available on the Indianapolis, Bloomington, and West Lafayette campuses.

The University Library of Columbus is first and foremost a teaching library. The library staff welcomes requests for information, training, and research assistance from students, staff, and faculty of all three institutions. The library's local collection contains around 40,000 items. Students, faculty, and staff also have access to more than eight million items in the statewide IU Library system.

The library’s online catalog, IUCat (http://iucat.iu.edu), can be used to identify and request many of these materials online. Materials which are not found in the catalog or in the library’s online databases may be requested via interlibrary loan.
From the campus home page (http://www.IUPUC.edu), click on Library, then Resources and Research to get started.

The University Library of Columbus offers its students, staff, and faculty access to an outstanding collection of electronic resources including links to over 112,000 full-text, online journals, many of which are peer reviewed, as well as over 680,000 full-text, online eBooks.

Fall and spring semester regular hours are:

- Monday – Thursday 8 a.m. – 9 p.m.
- Friday 8 a.m. – 5 p.m.
- Saturday 10 a.m. – 5 p.m.
- Sundays Closed

Any questions regarding the library may be directed to the ULC Information Desk at 812.375.7510. Answers are also found at http://www.iupuc.edu/library/

**ADAPTIVE EDUCATIONAL SERVICES**

IUPUC students with disabilities are required to register for services each semester they wish to receive accommodations. To register, students should schedule an appointment with the Adaptive Educational Services (AES) Coordinator by contacting the Front Desk located in LC 1200 or by calling 812.375.7525 as soon as possible so that their request can be processed. The AES Coordinator serves as the liaison between IUPUC students with disabilities and the AES Office on the IUPUI campus.

Once registered for services, the student will receive documentation to provide to you regarding the accommodations for which the student qualifies. To qualify for services, students must complete an application form – available in LC 1200 – and provide recent documentation from a professional regarding the existence of a disability.

AES provides a range of services based on the documented needs of qualified students with disabilities that meet the requirements of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. These services may include, but are not limited to, the following:

1. Suggesting accommodations to the instructor;
2. Note-taking services;
3. Testing accommodations;

Qualified students are urged to register with the AES Office prior to each semester of enrollment in order to avoid delay services.

For additional information about AES services, please visit http://www.iupuc.edu/academics/resources/adaptive-educational-services/.

**POLICY ON RELIGIOUS HOLIDAYS**

IUPUC respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student’s obligations in a course and the student’s obligations in observing major religious holidays.

Any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and that students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students seeking accommodation for religious observances must make a request in writing by the end of the 2nd week of the semester to the course instructor and should use the Request for Course Accommodation Due to Religious Observe Form. The University will not levy fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects should result to students because they have made use of these provisions.

It should be noted that while campus policy requires instructors to make reasonable accommodations when a student must miss an examination, assignment, or other academic exercise because of a required religious observance, it is not campus policy to require accommodations when students wish to travel to share a holiday with their families. However, it is appropriate to grant accommodations for a few hours after the holiday if the observance includes fasting.

**Recommended Accommodations**

The instructor and the student should discuss what a reasonable accommodation would represent. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to and intrinsically no more difficult than the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. However, any accommodation that is mutually agreeable to both student and faculty member is acceptable.
For example, if a student asks to be absent from an examination that falls during a religious holiday, it is the responsibility of the instructor to provide the student with an opportunity to take the examination or an alternate examination at another time. Some instructors have a policy of dropping the lowest examination score before calculating the course grade, but it would be inappropriate to require the student to drop an examination held on a religious holiday, since the student does not have an opportunity equal to all other students in the class to take all the examinations and drop the lowest grade. Similarly, an offer to substitute for the examination grade an average of the grades on the other examinations may not be fair if the student would do better on this examination than on the others.

If after discussion the instructor and student cannot agree on accommodation, either or both should seek the advice of the appropriate division head.

TECHNICAL SUPPORT AT IUPUC

If you need immediate technical assistance please use one of the following steps:

1. Visit – Support Center, LC Room 1511
2. Call – 812.375.7555
3. E-mail — techwork@iupuc.edu
4. Visit the office from 8 a.m.-9 p.m., Monday-Thursdays, or 8 a.m.-5 p.m. on Fridays. (Closed Sat. and Sun.)

Your IU Computing Account

In order to obtain a computer account at IUPUC, use the online Account Management Service (AmS). Provide your last name, birth date, and 10-digit IU employee ID number when you create your account. You must create an account to receive rosters, enter mid-term and final grades, and receive official university information.

Note: New faculty or staff members will not, under normal circumstances, be eligible for nor be able to create accounts, until the morning after the employment record is entered into the university's HR data system.

To use the AmS to create your accounts, visit: http://itaccounts.iu.edu/. Select Create my first IU computing accounts. Then click Continue.

You will need to agree to the guidelines for appropriate use of your computer accounts at IU. Read the guidelines on each screen and click Continue. If you agree to the terms of service, type “yes” at the final screen and click Continue. (If you don’t agree to these rights and responsibilities, you won’t be able to create accounts at this time.) Then follow the instructions that follow to create your accounts and passphrase.

If you receive any errors, write down the full text of the error message. If the account creation process doesn’t work for you, contact the IUPUC Support Center by phone at 812-314-8600, stop by LC 1511, or send an e-mail to techwork@iupuc.edu.

Pass Phrase Reset

For easier passphrase resets, you can sign up for the Self-Service Passphrase Reset system. If you lose or forget your passphrase, this service will allow you to reset your passphrase by doing the following:

1. Go to the Account Management Service at https://itaccounts.iu.edu/
2. Select Manage my IU computing accounts.
3. If you are prompted to log into CAS (Central Authentication Service), enter your Network ID username and passphrase and click login. If not, skip to the next step.
4. In the left-hand column, click set up passphrase questions.
5. Select Enroll me in the passphrase self-service reset system, and Submit.
6. Choose a question from the -Select a Question- drop-down list, and then type and re-type the correct answer in the appropriate fields.
7. Click Continue to enter up to 10 questions. Once you have entered at least three questions and answers, click Done o complete your enrollment.

Note: Allow 10 to 15 minutes to create your accounts. If you leave your AmS session inactive for more than five consecutive minutes during account creation, you will be timed out and need to start over again.

Pass Phrase Change

You can change your passphrase on almost all (IU – UITS) shared central systems by using the Passphrase Maintenance utility located at http://passphrase.iu.edu (you will need to know your Network ID passphrase). Passphrases on IU central systems must adhere to a set of guidelines, which are included on the Passphrase Maintenance utility page.

Forgot Your Pass Phrase?

If you forget or are having problems with your IU network passphrase, you will need to visit the Office of Information Technology in the Learning Center, Room 1511, for assistance. Please bring a photo ID card with you.

The 24-hour help line can be reached by calling 317-274-HELP. You can obtain a Password Change Form at http://itpo.iu.edu/accounts/passchangeform.html. Print the form, fill out the requested information, sign it, and mail it to the IUPUI address specified on
the form. This will take about a week, depending upon the speed of mail.

Note: Support Center technicians located at the Information Commons cannot change passphrases over the telephone.

**E-Mail Accounts**

At IUPUC, email addresses end with @iupuc.edu. As a new IUPUC employee, you have the option of creating an e-mail account on the Cyrus system (IMAP) or on Exchange (Outlook). Whether you use the Cyrus system or Exchange, you can choose among several methods for accessing your e-mail.


Outlook Client Exchange: contact IUPUC Support Center

For more information about available e-mail options, see the E-Mail Overview link at [http://kb.indiana.edu/data/adiz.ose.help?osecat=e-mail](http://kb.indiana.edu/data/adiz.ose.help?osecat=e-mail).

**Usernames**

Your username is assigned automatically using letters in your last name, first name, and possibly middle name. Your e-mail address is your username followed by @iupuc.edu. Source: [http://uits.iu.edu](http://uits.iu.edu).

Login for Computers in the Learning Center

2. At startup screen type ads\ and then your username
3. Enter your passphrase
4. Click OK.

Computers in the Columbus Center do not require the use of “ADS\” for login.

**ADS Authentication (Windows Services)**

Your ADS Domain account provides access to many Windows-based services. New employees typically receive a Network ID and ADS Domain account. Some employees who have been at IUPUC for a while may need to create an ADS Domain account. See “Getting Your First Computing Accounts at IUPUC.”

**Classroom Technology**

The logon process to computers is the same for the LC and CC buildings. Additional classroom technology is controlled by a central Crestron unit attached to each lectern in the LC. You are encouraged to contact the Center for Teaching & Learning, located in the LC, for additional training with this equipment.

In the CC Building, classroom technology is managed from the Extron classroom media podiums, a push button media station. Instructions are located on the podium – there is no password needed to operate this equipment.
SCHEDULES, SAMPLES, AND INSTRUCTIONS:

APPENDICES
Information about each of these topics may be found at the URLs listed. Some are also available on the Faculty Handbook page of our public web site at http://www.iupuc.edu/faculty-staff/faculty/faculty-handbook/

IUPUC CAMPUS MAPS & DIRECTIONS
http://www.iupuc.edu/about/contact/drivingdirections/

COURSE SYLLABUS SAMPLE

IUPUC CONCERNED PERSONS REFERRAL SHEET

ACADEMIC MISCONDUCT REFERRAL FORM
Please refer to the IUPUI Code of Student Rights, Responsibilities, and Conduct for policies related to academic misconduct. Encourage your students to go here also:
http://studentcode.iu.edu/
An online fillable referral form for reporting incidents is offered on the Faculty Handbook page:
http://www.iupuc.edu/faculty-staff/faculty/faculty-handbook/

STUDENT PERFORMANCE ROSTER
Instructions for entering student performance information is online. Log in to One.IU and search for the SS Training app. The app takes you to the Job Aids page and a list of different topics. Drill down through and to: student records/rosters/Student Performance Roster. The site also provides a video tutorial.

ENTER FINAL GRADES VIA ONE.IU
Instructions for entering student performance information is online. Log in to One.IU and search for the SS Training app. The app takes you to the Job Aids page and a list of different topics. Drill down through and to: student records/rosters/Grades. This SIS Job Aid has complete instructions, but if you are already familiar with this process, simply use the ONE.IU search box to find the Faculty Center, and then click the Faculty Center (SIS) icon.

TRANSFER FINAL GRADES FROM CANVAS TO SIS
You must log in to CAS in order to use this link that takes you to the Knowledge Base page describing the process.

https://kb.iu.edu/d/bfdg