



**INDIANA UNIVERSITY
SOUTHEAST**

Handbook for Adjunct Faculty

Eighth Edition

August 2010

INTRODUCTION

Adjunct faculty members play a key role in the central mission of IU Southeast - educating the people of Southern Indiana. This *Handbook* is designed to provide the information about academic policies and procedures and administrative matters that is most relevant to the work of adjunct faculty. Information about other aspects of the university can be found in the *IUS Faculty Manual*, the *IU Academic Handbook*, the *IUS Research Policy Manual*, and the *IUS Bulletin*. These publications are available in school or division offices. If you have questions about IUS policies and procedures, you should direct them to the dean of the school or division in which you are teaching. If you have suggestions about how this *Handbook* could be made more useful to you, please send them to the Office of Academic Affairs.

A. MISSION AND ORGANIZATION

A-1. Indiana University

Indiana University Southeast (IUS) is one of the eight campuses of Indiana University. As such, IUS belongs to a distinguished tradition of academic excellence which began in 1820 with the founding of Indiana University at Bloomington. This tradition emphasizes world-class scholarship in the liberal arts, plus professional education second to none at the undergraduate and graduate levels. IU is a leader in international education, with opportunities for study in over two dozen locations around the globe. Many of these excellent programs are available at IUS.

A-2. Indiana University Southeast

The Southeast campus traces its history to the 1941 opening of the Falls Cities Area Center in Jeffersonville. By 1968, the campus had adopted its present name and was beginning to graduate students with baccalaureate degrees. In 1973, IUS moved to its modern campus in New Albany. Today it offers more than 50 graduate, undergraduate, and associate degree programs in the fastest growing careers, to a student body numbering approximately 6,200.

Dr. Gerald O. Haffner, late Professor Emeritus of History, wrote a brief, informal history of IUS covering the period 1941 to 1973.

A-3. Mission, Vision and Values

Mission

Indiana University Southeast is the regional campus of Indiana University that serves Southern Indiana and the Greater Louisville metropolitan area. As a public comprehensive university, its mission is to provide high-quality educational programs and services that promote student learning and prepare students for productive citizenship in a diverse society, and to contribute to the intellectual, cultural, and economic development of the region. Its academic programs include a comprehensive array of baccalaureate degrees, a limited number of associate degrees, and a selected set of master's programs.

The campus is committed to offering educational programs and services which promote and support diversity in all its aspects. The faculty engage in research and creative activities which strengthen teaching and learning through inquiry into both the content and the pedagogy of the disciplines and create opportunities for students to engage in applied learning. Finally, members of the campus community are committed to using their professional and personal expertise to address the intellectual, cultural, and economic development needs of the campus's service region.

Vision

IU Southeast will shape the future of our region by transforming good students into great leaders, one graduate at a time.

Core Values

Core values are the authentic guiding principles that define who we are as a university and what we stand for as an institution. They are the timeless values about which we feel passionately – values we would continue to honor even if our circumstances changed in a way that penalized us for holding to them. Since core values define who we are as a university, they act as the foundation upon which we build our mission, vision, and strategic plan.

- **Nurturing Environment**
We foster a caring campus community that honors diversity, innovation, loyalty, teamwork, mutual respect, and fair play. We work together to create a culture of inclusion and dignity for all.
- **Holistic Learning**
We provide a rich educational environment of academic excellence that extends beyond the classroom and

supports students in reaching their full potential. We seek ways to improve upon the quality and service we provide to students.

- Integrity

We are uncompromising in our commitment to doing the right thing and being direct in our dealings. We are good stewards of our resources and take that responsibility seriously, are conscientious in our decision-making, and practice ethical behavior in all we do.

- Connectedness

We engage with and support the many communities to which we belong and from which we draw our strength and potential. We go to extraordinary lengths to serve our communities efficiently and knowledgeably.

These values will enliven discussion and inform our daily decision-making process. Our Core Values are placed with our Vision and Mission Statements to remind us of our common purpose and to tell others interested in our campus who we are and what we stand for. Please join us in openly embracing these values as an integral part of the IU Southeast community.

Commitment to Diversity

IU Southeast strives to continually strengthen and improve diversity in its programming, hiring, student recruitment, business practices, and outreach. Creating a diverse campus in population, programming, and environment is essential to fulfilling our academic mission. The IU Southeast definition of diversity includes such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

A-4. Academic Programs

IU Southeast offers a wide range of undergraduate and graduate degree programs. Concentrations or tracks within programs provide additional options for students. In addition, Purdue University's School of Technology's New Albany Campus offers degrees in conjunction with IU Southeast.

Students may pursue minors in all degree-granting disciplines. A Research Honors Minor and minors in Supervision and Women/Gender Studies are also offered.

In addition to these degree programs, credit and non-credit courses in many other fields are available at IU Southeast. Complete information regarding degree programs and courses can be obtained from the *IU Southeast Bulletin*.

Honors Program

The Honors Program at Indiana University Southeast is designed to serve the needs and interests of highly motivated students who seek a stimulating and exciting academic experience and formal recognition for completing a challenging program.

Students accepted into Tier One of the Honors Program have the opportunity to choose from at least one multidisciplinary honors elective offered each semester, as well as a two-semester seminar sequence titled Common Intellectual Experience I and II. Honors H103, the first course in the sequence, is typically taken in the fall, while Honors H104, the second course in the sequence, is offered in the spring. These courses are offered to a limited number of Honors students by an instructor who has been carefully chosen for his or her teaching expertise and desire to mentor Honors students.

Additionally, these courses are designed to fulfill selected goals of Indiana University Southeast's General Education program, permitting students to participate in the program without slowing their progress toward the completion of their degree program. Honors H103 fulfills the general education requirements usually fulfilled by English W131 as well as the diversity requirement, while H104 fulfills the requirement usually fulfilled by Speech S121 and the critical thinking requirement.

Students accepted into Tier Two of the Honors Program have the opportunity to take two multidisciplinary honors electives. In addition, students may complete an Honors track of their choice. In order to address the needs of a diverse student population, the Honors Program offers the following tracks: Discipline-Based Honors, Honors Research Minor, and Individualized Honors.

Honors courses explore important topics in depth, through a multi-disciplinary approach. The pace of the courses, and the level and quality of work expected of students requires that participants be self-motivated, and that they exercise good time-management skills; however, the small size of each Honors class (fewer than 18 students per section) insures group discussion, interaction with the instructor, and focused guidance and support of each student's academic goals.

In addition to taking Honors classes, members of the Honors Program participate in various co-curricular activities, including group projects, attending cultural events, and participating in the Upper Midwest Honors Conference in the spring of their first year at IU Southeast.

For more information, please contact the Honors Program at iushp@ius.edu. The Honors Program telephone number is (812) 941-2587.

First Year Seminar (FYS)

The first year seminar courses are special courses for first year students to enhance their academic and social integration into college. FYS provides an introduction to the nature of higher education and a general orientation to the functions and resources of the university. The course is designed to help first year students adjust to the university, develop a better understanding of the learning process, and acquire essential academic survival skills. The course also provides a support group of students in a critical transition by examining problems common to new students. Faculty who know the IUS campus well teaches FYS courses. Most often, these are full-time faculty or part time faculty who have been recommended by a dean and who have five years of experience on our campus.

Each incoming student is in a small class with a faculty member and the student gets to know the faculty member in a special way (as a mentor, really) and often forms relationships with other students that last throughout the college years. The Passport and required extracurricular meetings for the freshmen ensure that they participate in college by doing more than just going to class. Each incoming student receives training in library usage, learns about the writing center, enhances their social skills while doing group work, analyzes their time management skills, is introduced to a variety of different study strategies and learns about the variety of opportunities available to them at college. Each course uses the IUS Student Success Guide for the FYS component of the course. This text has been designed specifically for our campus to work well with our students. Chapters have been written by faculty and staff on our campus and the information provided in the text will be invaluable for the students as they earn their degree at IUS.

FYS is IUS' major investment in enhancing student retention on this campus. Students who take a FYS during their first semester are more likely to return the following semester than students who do not. Instructors benefit from the satisfaction of helping new students get off to a good start and the joy of some special relationships with students that will last. They also benefit from the camaraderie with colleagues from across the campus who are dedicated to the same purposes. This camaraderie is promoted through informal biweekly discussions. Retreats are held prior to each semester to highlight new materials, techniques or research relevant to the teaching of FYS. Teaching a FYS course is given consideration in annual reviews showing a dedication to the success of first-year students. Faculty also gets compensation tax-free for each FYS course taught.

The standard times for 3-credit classes (4 with the FYS) meeting twice a week are (times in parentheses are if you want a 5-minute break in the middle):

9:05-10:45 (9:00-10:45)
11:00-12:40 (11:00-12:45)

12:50-2:30 (12:45-2:30)
2:45-4:25 (2:45-4:30)
4:15-5:55 (4:10-5:55)
5:35-7:15 (5:30-7:15)
7:30-9:10 (7:30-9:15)

Appropriate schedules can also be developed for 4-credit classes, 2-credit classes, classes that meet once a week, etc. The important thing is to add 50 minutes per week to the class and to try not to interfere with other class time periods any more than necessary. Please contact FYS Director Donna Dahlgren at ddahlgre@ius.edu; tel. ext. 2682, or gain information and reactions from anyone who is teaching an FYS.

International Programs

As a leader in international education, the Office of International Affairs at Indiana University provides support and resources for international education efforts on all IU campuses. For available services and related policies, consult OIA's website at <http://www.iupui.edu/~oia/>.

IUS has a faculty with strong interests in international education. It also has an International Studies program, which is an interdisciplinary major that provides students with a foundation drawing from history, economics, political science, geography, and foreign language and culture studies. Consult <http://www.ius.edu/intstudies/> for more information.

A-5. Academic Schools and Divisions

To facilitate the growth and coordination of the academic programs at IUS, the various academic disciplines have been grouped into eight academic units as follows:

1. School of Arts & Letters

Communication Studies
Theatre
English
Fine Arts
Modern Languages
Music
Philosophy

2. School of Business

Undergraduate Programs

Business
Business Administration
Economics

Graduate Programs

Business Administration
Strategic Finance
Post-Baccalaureate Certificate for Business Professionals

3. Division of Continuing Studies (a unit of the IU School of Continuing Studies)

Credit Programs

General Studies
Supervision
Occupational Safety (with IU Bloomington)

Noncredit Programs

General Audience Programming
Project AHEAD® Enrichment Programming for Children
Contract Training (Business/Industry/Safety)

4. School of Education

Counseling
Elementary Education
Masters in Elementary-Secondary Education, additional licensing areas
School Administration, Supervision, Education Leadership Program
Secondary Education
Special Education
Transition to Teaching
Additional Licensing Areas

5. School of Natural Sciences

Biology
Chemistry
Clinical Laboratory Sciences
Computer Science
Double Majors - Biology and Chemistry, Mathematics and Computer Science, Mathematics and Education
Environmental Science
Geosciences - Astronomy, Geography (Physical Geography, Cartography, Environmental Conservation), Geology
Informatics
Mathematics
Health Information - Medical Transcription, Coding Specialist
Physics
Pre-Allied Health Science - Health Information Technology, Paramedic Science, Radiography, Cytotechnology,
Health Information Administration, Medical Imaging Technology, Nuclear Medicine Technology, Radiation
Therapy, Respiratory Therapy, Health Sciences Education, Occupational Therapy, Physical Therapy

6. School of Nursing

Bachelor of Science in Nursing
RN-BSN Mobility Program

7. School of Social Sciences

Anthropology
Criminal Justice
History
International Studies
Journalism
Political Science
Psychology
Sociology

Women's/Gender Studies

8. Purdue College of Technology Statewide Programs

Electrical Engineering Technology
Mechanical Engineering
Computer Graphics Technology
Organizational Leadership and Supervision

A-6. Faculty Meetings

A general faculty meeting for all members of the faculty and staff at IUS, both full-time and part-time, is held at or near the beginning of the academic year. At this meeting new members of the faculty and professional staff are introduced, awards for distinguished teaching and research are presented, and the chancellor discusses the state of the campus and plans for the year. All faculty members should plan to attend this meeting.

Another general faculty meeting may be held near the end of the academic year to hear reports from committees and boards.

During the year the chancellor may call additional meetings of the faculty to report on current developments and problems at the university. The *Constitution of the Faculty Senate* provides that the Faculty Senate or one-third of the faculty may request the chancellor to call a general faculty meeting to review matters before the Faculty Senate.

Deans call and preside over faculty meetings as needed to discuss problems and plans.

A-7. Faculty Senate

The Faculty Senate, composed of elected senators representing the academic units, deans and certain administrators, is the academic policy-recommending body at IUS. The Faculty Senate *Constitution* and *By-Laws* are included as Appendix I at the end of this *Manual*.

The officers of the Faculty Senate are: the president, two members of the Executive Committee, and the parliamentarian, all of whom are elected faculty members. The work of the Faculty Senate is facilitated by a number of committees that are described in the *Constitution* and *By-Laws*.

A-8. Faculty Board of Review

In the spring of each academic year, the elected senators elect a Faculty Board of Review (FBR) according to the rule and procedures outlined in By-Law 3 of the Faculty Senate Constitution (see Appendix).

The jurisdiction of the Faculty Board of Review shall extend to issues of academic freedom, discipline, dismissal, salary adjustment, and the nature and conditions of work, as well as matters of promotion, tenure and reappointment. Information about the purview of the Faculty Boards of Review and their procedures can be found in the IU Academic Handbook and in By-Law No. 3 (see Appendix).

A-9. Administrative Organization

IUS has been organized into the following administrative units to accomplish its mission:

Office of the Chancellor

Chancellor
Development
Equity and Diversity

Office of Academic Affairs

Vice Chancellor for Academic Affairs

Academic Success Center

Academic Units:

Arts and Letters

Business

Continuing Studies

Education

Natural Sciences

Nursing

Social Sciences

Institutional Research & Assessment

Library

Registrar

Liaison/Coordination with:

Purdue Statewide Technology Programs

Associate Vice Chancellor for Academic Affairs

Diversity Coordination

Academic Publications

Faculty Development

Institute for Learning and Teaching Excellence

Student Development Center

First Year Seminars

Liaison for: IHETS

Virtual Indiana Classroom

21st Century Scholars Offices

Dean for Research

Research & Grants Administration

Student Research Conference

Applied Research & Education Center

Vice Chancellor for Administration and Finance

Accounting Services

Bursar

Capital Asset Management (CAMS)

Bookstore

University Police

Human Resources

Paul W. Ogle Cultural and Community Center

Physical Plant

Mail Services

Office of Alumni and Community Relations

Interim Vice Chancellor for Alumni and Community Relations

Alumni Affairs

Alumni Association

Marketing

Public Relations

Office of Student Affairs

Vice Chancellor for Student Affairs

Academic Success Center

Athletics
Campus Life
Career Services
Center for Mentoring
Disability Services
Financial Aid
Personal Counseling

Assistant Vice Chancellor for Enrollment Management and Director of Admissions

Office of Information Technology

Chief Information Officer

IT Media and Web Services
IT Support and Communications
IT Systems and Operations

A-10. Duties of Principal Administrators

The following descriptions of responsibilities of some of the principal administrative positions may help you decide with whom you should discuss a particular matter.

1. Chancellor

As the chief executive officer of an IU campus, the chancellor is responsible for the total operation of the campus and is accountable to the Board of Trustees through the president. The chancellor assures that campus affairs are conducted in accordance with the policies and procedures of Indiana University and all relevant state statutes; oversees the development and enforcement of all campus policies, plans, and regulations; and develops and supervises the administrative organization. Communications between the Office of the President and the campus, and between IUS and its public in the geopolitical region are a special concern. Among the chancellor's duties are overseeing the recruitment, appointment, and promotion of all persons employed by the campus; preparation, review, approval and implementation of budgets, fiscal plans, and academic programs; and the development and utilization of the physical facilities. The chancellor presides over the Administrative Council, the Campus Executive Council, and the Board of Advisors.

2. Vice Chancellor for Academic Affairs

As the chief academic officer of an IU campus, the vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. The vice chancellor oversees, and makes recommendations to the chancellor on the recruitment, selection, evaluation, compensation, promotion, tenure, termination, granting of leaves, and assignments of faculty members and other academic personnel. The vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The vice chancellor recommends allocation of resources to the academic units and support departments, and supervises their budgets. Along with the associate vice chancellor, the vice chancellor oversees the development and utilization of learning resources, including the Library, and develops programs to improve the quality of teaching and learning, to encourage and support faculty research and creative work, and to promote the cultural and intellectual growth of the academic community. The vice chancellor chairs the Academic Council, supervises the academic advising of students, and oversees preparation of the *Schedule of Classes* and the *IUS Bulletin*.

3. Associate Vice Chancellor for Academic Affairs

The associate vice chancellor works as part of a leadership team to advance the campus's strategic agenda in the key areas of equity and diversity, faculty development, enrollment management, and related academic initiatives. Direct

reporting units include the Institute for Learning and Teaching Excellence, Student Development Center, First Year Seminars, and 21st Century Scholars Offices. The associate vice chancellor edits the *Faculty Manual*, the *IUS Bulletin*, and other Academic Affairs publications, supports the development of institutional grants, and serves as IHETS Service and VIC Liaison.

4. Dean for Research

The dean for research provides information on internal and external funding opportunities, and administers funded research in both pre-award and post-award phases. The dean for research is responsible for compliance with all federal and university regulations governing the protection of human subjects and the humane treatment of animal subjects. Additional information on research opportunities, policies and procedures may be found in the *IUS Research Policy Manual*.

5. Vice Chancellor for Information Technology and Community Engagement

The vice chancellor for information technology and community engagement provides leadership, planning, and coordination of information technologies including computing services, media services. The vice chancellor heads the Information Technology Advisory Committee and is a member of several standing committees with the objectives of delivering timely and appropriate technology services to all campus constituencies. In addition, the vice chancellor is the campus representative on university-wide information technology committees and participates in the development of information technology standards for all Indiana University campuses.

6. Academic Deans

As the administrative officer in charge of an academic school, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. The dean is responsible that the affairs of the school are conducted in accordance with the policies and procedures of Indiana University and IUS, and relevant state statutes. After consultation with the faculty, deans develop and administer policies, plans and regulations for their schools. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They are responsible for implementation of periodic reviews of academic programs within their units and for regular assessment of student academic achievement for the purpose of program improvement. They recruit, evaluate and administer personnel in the school, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The school deans prepare the school's operating budget and administer its fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school. They represent the school and work with external stakeholders as appropriate. Maintaining communications within the school and with other units, supervising academic advising of students, handling of complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

7. Program Coordinators

Program Coordinators are appointed by the chancellor, upon recommendation of the deans and vice chancellor for academic affairs, to coordinate each approved degree program. Working under the supervision of the dean and in consultation with colleagues, the program coordinator is responsible for scheduling courses and other learning experiences so that students in the program have optimal learning opportunities and can meet degree requirements. The coordinator recommends appointment of part-time faculty and oversees their work. The coordinator is responsible for implementing the program's plan for assessment of student academic achievement for the purpose of program improvement. The coordinator advises students with regard to matters such as academic standing, degree requirements, career opportunities, and graduate school admission requirements. When needed, the coordinator calls and chairs meetings of colleagues to discuss curriculum, courses, degree requirements, student progress, purchase of equipment and materials, and similar matters.

Position descriptions for other administrators can be found in the *IUS Policies and Procedures Manual*, which is

available in each unit office.

A-11. Kentuckiana Metroversity, Inc.

The Board of Trustees of the university has authorized the participation by IUS in the consortium of institutions of higher education in the Greater Louisville metropolitan area. Other institutions in the consortium are: Bellarmine College, Spalding University, Louisville Presbyterian Seminary, Southern Baptist Theological Seminary, Jefferson Community College, and the University of Louisville. The consortium has offices at 200 West Broadway, Suite 700 in Louisville. The telephone number is 897-3374.

The consortium was formed to facilitate cooperation and coordination between the colleges in the metropolitan area. It has organized a Visiting Student Program whereby our students may take courses at other institutions. See the *Bulletin* for details. It has arranged that faculty and students may borrow books from libraries of all Metroversity institutions and it sponsors a number of student activities, faculty development programs, and other activities.

IUS is represented by faculty members, administrators, and students on operating committees of the Metroversity. Those appointed have a special obligation to participate fully in the deliberations and activities of the committees so that IUS may receive maximum benefit from membership in the consortium.

A-12. Indiana College Network (ICN)

The Indiana College Network (ICN) was launched in July 1994 by Indiana's colleges and universities, acting collectively through the Indiana Higher Education Telecommunication System (IHETS) and one of its key leadership groups, the Indiana Partnership for Statewide Education (IPSE). ICN was created to serve as an information clearinghouse for students and student services coordinators. To that end, it encompassed a print catalog and online database of classes and degree and certificate programs, a telephone hotline to answer questions, print and online explanations of distance education and higher education procedures, and eventually a way for students to request enrollment through the ICN Web site. One of the key things that enabled the launch of ICN was a policy document known as the Home Institution Model, at that time a revolutionary statewide agreement to assure students consistent recording of their class progress and the ability to cross-register between institutions without jeopardizing their financial aid.

B. FACULTY MATTERS

B-1. Appointment of Adjunct Faculty

The adjunct faculty consists of those persons appointed to teach part-time. Adjunct appointees normally do not enjoy all the rights and privileges of full-time faculty.

Adjunct faculty members are appointed on a semester-by-semester basis, depending on the needs of the academic programs as identified by the appropriate administrators. Appointments are subject to cancellation if enrollment is inadequate. Also, if teaching schedules need to be reassigned because of low enrollment, priority will be given to full-time faculty.

Except in rare situations approved by the vice chancellor for academic affairs, adjunct faculty members who teach undergraduate courses will have at least the master's degree, and those who teach graduate courses will have an appropriate terminal degree.

Members of the adjunct faculty may hold adjunct professorial rank. Rank should be determined by the holding of an appropriate terminal degree, time in service at least equal to that required for promotion for full-time faculty members, and satisfactory performance as judged by procedures customarily applied to full-time faculty promotion cases. An adjunct professorial rank is honorific and does not confer any additional rights and privileges to the adjunct faculty member.

While the primary assignment of adjunct faculty members is teaching in the classroom and laboratory, they are also expected to participate in the student evaluation of teaching program, to hold conferences with students by appointment, to attend meetings when requested, and to participate in cultural and social activities at the university if their time permits. They have an obligation to continue to read, study, and do research in the discipline they teach so that they keep abreast of new knowledge and developments in their fields.

Equal Employment Opportunity

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women and Vietnam-era veterans. (Board of Trustees, Nov. 21, 1969; Amended: Board of Trustees, December 4, 1992)

The University administration and faculty governance regularly review policy to maintain compliance with current EEOC regulations and guidelines.

Academic Appointees with Disabilities

BACKGROUND AND SUMMARY

Prior to 1990, the University complied with the nondiscrimination provisions of Sections 503 and 504 of the Rehabilitation Act of 1973. The Americans with Disabilities Act (ADA), Public Law 101-336, was enacted on July 26, 1990, "to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities." This latter federal legislation requires equal treatment of all persons in employment, public services and transportation, public accommodations, and telecommunication services.

Indiana University, a public institution as set forth in the American with Disabilities Act, is subject to its

requirements. Title I of the ADA prohibits discrimination against qualified individuals with disabilities in employment practices. Title II of the ADA prohibits discrimination against qualified individuals with disabilities with regard to the services, programs, and activities at the university.

INDIANA UNIVERSITY POLICY REGARDING PEOPLE WITH DISABILITIES

Indiana University historically has been committed to the principles of affirmative action which guarantee fair and equitable treatment of all persons, including the mentally and physically disabled. The University provides equal employment opportunities to all employees and applicants for employment who are qualified.

The University has instituted various administrative policies, practices, and procedures to ensure nondiscrimination. These have been amended to comply with the requirements of the ADA. Accordingly, “no qualified individual with a disability shall, by reason of such disability, be either excluded from participation in or be denied the benefits of the services, programs, or activities” of Indiana University. Moreover, no qualified individual with a disability shall be discriminated against because of the disability of that individual with regard to job application procedures, the hiring or discharge of employees, compensation, advancement, job training, and other terms, conditions, and privileges of employment.

B-2. Academic Freedom and Ethics

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's professional conduct.

Teachers shall have full freedom of investigation, subject to adequate fulfillment of academic duties. No limitation shall be placed upon teachers' freedom of exposition of their subjects inside or outside of the classroom. Teachers should not subject students to discussion in the classroom of topics irrelevant to the content of the course. In public utterances, teachers shall be free of institutional control, but when writing or speaking as citizens, they should endeavor to avoid the appearance of speaking for the university. Teachers should recognize the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

The *Code of Academic Ethics* in the *Indiana University Academic Handbook* describes in detail the rights and responsibilities of faculty members at all IU campuses and the procedures for enforcement of the code. It should be studied closely by all members of the faculty.

IU maintains the highest ethical standards for faculty research and creative activities and adheres to federal policies regarding research with live human and animal subjects and hazardous materials, as well as those policies regarding research misconduct and fraud. Appropriate definitions and actions are outlined in the document, *Research Ethics: Policies and Procedures (September 1989)* and the *IUS Research Policy Manual*, which are available from the Office of Academic Affairs.

B-3. Political Activity

IU Southeast as a public institution of higher education does not participate in partisan politics, support any candidate for public office, or expend funds for political purposes. Employees will not engage in political activity during working hours or use the resources of the university in support of a political candidate or party. Policies regarding faculty participation in political activities can be found in the IU Academic Handbook.

Policies regarding use of university facilities can be found in the Guidelines for Political Campaign Invitations, Events, and Activities published by the IU Vice President for Public Affairs and Government Relations.

B-4. Research and Grants

Services The services of the campus and university research offices are available to adjunct faculty members. These include assistance in locating sources of external funds, advice in the preparation of grant proposals, and the post-award fiscal administration of grants.

Submission of Proposals There is an established procedure for the submission of proposals; applicants should allow two weeks for review and routing. Any faculty or staff member who is contemplating application for a grant from a government agency or a private foundation should first contact the dean for research. No grant proposal, including preliminary proposals, should be sent by an individual faculty or staff member directly to an agency or foundation. Such proposals must be sent by the dean for research to Sponsored Research Services (SRS) in Bloomington and must be accompanied by forms signed by administrators on this campus. Failure to comply may result in the refusal of the university to accept an award.

Special Considerations The university has filed appropriate assurances with federal agencies regarding the uses of hazardous substances, human subjects, and live animals in research and teaching. It is university policy that all activities, regardless of whether they are externally funded, must comply with relevant federal guidelines. Part-time faculty members planning to conduct research at IUS involving human subjects or teaching or research at IUS involving hazardous substances or live animals should consult the associate vice chancellor for academic affairs prior to beginning a project. Evidence of appropriate reviews at other institutions may be accepted by local committees.

Internal Funding for Professional Activities and Development Adjunct faculty members may apply for internal funds for research or teaching projects as members of teams headed by resident faculty members. Part-time faculty are generally welcome to attend faculty workshops, seminars, and colloquia held on campus although some activities may have limited enrollments or require applications. A small fund exists to support part-time faculty participation in activities related to their teaching duties. Awards are made competitively. Information is available from the Office of Academic Affairs.

Further information on research support and policies relating to research and creative activities can be found in the *IUS Research Policy Manual*.

Library resources, including professional journals, are (or can be made) available. Although the campus library is not designed to be a research library, a central reference and distribution system and a number of interlibrary loan programs make it possible for faculty members to get needed reference works with considerable ease. For assistance, see one of the reference librarians. The dean for research and/or associate vice chancellor for academic affairs can also provide assistance in locating sources of support within the IU System and from government agencies and private foundations. Limited assistance with grant writing may also be available.

B-5. Grievance Procedures

Faculty members with a problem or complaint should present it first to the dean of their school. This may be done orally, or in writing if either the faculty member or the dean thinks this is preferable.

If the faculty member is not satisfied with the decision of the dean, he or she may appeal the decision in writing to the School-Level Grievance Committee (if one exists). If the faculty member is not satisfied with the recommendation of the grievance committee or the dean's response to that recommendation, he or she may appeal in writing to the vice chancellor for academic affairs.

If the faculty member regards the decision of the vice chancellor as unfair, he or she may appeal in writing to the Faculty Board of Review (FBR) except in promotion and tenure cases. Procedures for handling an FBR case are described in By-Law No. 3 in the Appendix. The FBR will not take appeal cases regarding promotion and tenure until after the chancellor has announced a decision on the promotion or tenure recommendation.

B-6. Discrimination Grievance Procedures

These procedures are drawn up solely for cases involving discrimination grievances related to gender, race, minority status, national origin, sexual orientation, religion, age, handicap, or status as a disabled or Vietnam-era veteran.

A discrimination grievance review should be viewed as a final attempt to settle a complaint. It is generally expected that an employee requesting a review will have previously attempted to work out a solution through discussions with the appropriate supervisors and/or through the mediation efforts of the Office of Equity and Diversity or Human Resources.

Initiating and Conducting a Grievance Procedure

If an employee has an affirmative action grievance and, after talking to the Affirmative Action Officer, wants to request a formal review, he or she should obtain a grievance review request form from the Office of Equity and Diversity and return the completed form to the director of this office.

The Affirmative Action Officer, who directs the Office of Equity and Diversity, performs the first investigation using the Guidelines for Investigating and Resolving Complaints. The Affirmative Action Officer will investigate, and make a written report of the findings and recommend a final decision to the chancellor within thirty working days of receipt of the complaint. This report shall be also sent to the parties directly involved in the complaint and a copy shall be kept in the Office of Equity and Diversity. An appeal may be made of the Affirmative Action Officer decision within fifteen working days of the final report.

For more details regarding the procedures, contact the Office of Equity and Diversity at (812) 941-2306.

B-7. Sexual Harassment

1. Policy (as approved by the Board of Trustees 6/15/98)

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. Indiana University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

Once a person in a position of authority at Indiana University has knowledge, or should have had knowledge, of conduct constituting sexual harassment, the University could be exposed to liability. Therefore, any administrator, supervisor, manager or faculty member who is aware of sexual harassment and condones it, by action or inaction, is subject to disciplinary action.

2. Definitions

Following federal guidelines, Indiana University defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

3. Application

This University policy is designed to protect all members of the University community. It applies to relationships among peers as well as to superior/subordinate relationships. It also applies to all individuals, regardless of their gender or sexual orientation.

4. Provisions

- a. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.
- b. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.
- c. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.
- d. It is the obligation and shared responsibility of all members of the University community to adhere to this policy.

5. Enforcement Principles

Enforcement and implementation of this sexual harassment policy will observe the following principles:

- a. Each campus must have procedures - consistent with notions of due process - for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.
- b. At IUS, the Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.
- c. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.
- d. Investigations must be conducted promptly and thoroughly.
- e. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The University will look at the record as a whole, as well as the context in which the misconduct occurred.
- f. Both the charging party and the respondent will be notified of the outcome of the investigation.
- g. In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

B-8. Sexual or Amorous Relationships

1. Relations with Other Employees

In the interest of avoiding actual or perceived conflict of interest, academic personnel should not directly supervise employees with whom they are having sexual or amorous relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the vice chancellor for academic affairs or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.

2. Relations with Students

With regard to relations with students, the term "faculty" or "faculty member" means all those who teach and/or do research at the university, including (but not limited to) tenured and tenure-track faculty, lecturers, librarians, holders of research or clinical ranks, graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel, including coaches, advisors, and counselors.

The university's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the university's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the university community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the university will view it as a violation of the *Code of Academic Ethics* if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number a. or b. below, 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. Relationships in the Instructional Context

A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a class being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.

b. Relationships outside the Instructional Context

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.

B-9. Safety and Security

For the safety and security of all concerned, faculty members should report all accidents, injuries, acts of vandalism or threats of harm to persons or property promptly to the University Police, UC 027, ext. 2400.

Firearms Prohibitions:

Unauthorized firearms, weapons, ammunition, explosives, and other items that the campus police consider to be dangerous are prohibited on university premises and at IU events. This policy includes activities such as introducing, possessing, using, buying or selling firearms even with a valid state firearms permit. Only law enforcement officers and others, in exceptional circumstances, who have prior approval by the police chief, are authorized to carry a firearm. This prohibition extends to all University-controlled sites where University employees are working or University-directed activities are being held. For additional information on this policy, refer to the *IU Personnel Policies for Professional Staff and Support Staff*.

Alcohol & Drug-Free Campus:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property or in the course of a University activity except at specifically authorized events. The complete University policy on this subject is available in the *IU Personnel Policies for Professional Staff and Support Staff*.

Tobacco-Free Campus:

Effective July 1, 2007, tobacco (all types) is strictly prohibited on all University grounds and University-owned or leased buildings to include offices, hallways, lounges, rest rooms, elevators, classrooms, meeting rooms, dining areas and all community areas. Tobacco is permitted only in one's personal vehicle (University-owned or leased automobiles remain tobacco-free). This policy applies to all employees, students and visitors. The complete University policy on this subject is available in the Office of Human Resources.

Building Security

Normally, campus buildings will be open from 7:00 a.m. to 11:00 p.m. during the period of time when classes are in session. On weekends and days which classes are not in session, buildings will normally be locked at 6:00 p.m. In the interest of security, buildings may be closed earlier in the event that scheduled activities terminate at an earlier time or there are no scheduled activities. Buildings will remain closed and locked until 7:00 a.m. of the day on which regular scheduled activities resume. The Activities Building, the Library, and Student Computing Labs will be open in accordance with the schedules established by those departments. Copies of those schedules are to be sent to the University Police Department. If a building must be open for a specific University-sanctioned event, the University Police Department should be notified at least 48 hours in advance. All buildings will be closed and locked on holidays and other announced days that the campus is officially closed.

B-10. Alcohol and Drug Abuse

1. Basic Philosophy

In fulfilling its purpose as an institution of higher education, IU has many responsibilities, one of which is that of employer. In this role, the university develops policies and practices of employment to obtain an effective staff and maintain the respect of employer and employee for each other.

One aspect of this philosophy is an Alcohol and Drug Abuse Procedure, the objectives of which are:

- a. To establish and maintain a safe, healthy working environment for all employees;
- b. To reduce the incidence of accidental injury to person or property;
- c. To reduce absenteeism, tardiness, and poor or indifferent job performance;
- d. To insure the positive reputation of the university and its employees as worthy of the responsibilities entrusted to us; and
- e. To provide assistance toward rehabilitation for any employee who seeks help in overcoming an addiction or dependence on alcohol or drugs.

2. Regulations

The university does not and cannot accept or condone alcohol or drug abuse by its employees. Alcohol and drug abusers do not suffer alone. Their abuse is also detrimental to the university, to fellow employees, and to the public we serve. Therefore the following applies to faculty and all other employees.

- a. No alcoholic beverage will be brought onto or consumed on IU or IUS property except for specifically authorized events. Further, no illegal drug will be brought onto or consumed on university or campus property at any time.
- b. Any employee whose off-work use of alcohol or drugs can reasonably be established to be the cause of excessive absenteeism or tardiness, or the cause of accidents or poor work performance will be counseled to seek rehabilitation from available community resources.
- c. Rehabilitation itself is the responsibility of the employee. An employee seeking medical attention for alcoholism or drug addiction is entitled to appropriate health insurance benefits. Such treatment is an acceptable purpose for a leave of absence subject to consideration of the other conditions listed in the leave of absence personnel policy.
- d. An employee's request for assistance will be treated as confidential by the supervisor receiving it and only those persons **needing to know** will be made aware of the request.

B-11. Service Recognition

A reception for the entire University community is held each year to recognize both full- and part-time employees with ten, fifteen, twenty, and twenty five years of service.

C. INSTRUCTION

C-1. Calendar and Schedule of Classes

1. Holidays:

- A) Martin Luther King, Jr., Day, Memorial Day, Fourth of July, and Labor Day will all be recognized holidays with no classes.
- B) Thanksgiving break begins after the last class on the Monday preceding Thanksgiving; classes resume the Monday following Thanksgiving.

2. Semester start dates:

- A) There should be a two-week break between the end of summer II classes and the beginning of classes for the fall semester.
- B) There should be at least a two-week break between the end of classes for the fall semester and the beginning of classes for the spring semester.
- C) The spring semester will start on a date that will cause grades to be due during the week before commencement.
- D) Summer session I classes will begin the Tuesday after commencement.
[As a guiding principle: Spring – start Monday; Fall – start Monday; Summer I – Tuesday; Summer II – Monday]

3. Final Exams:

- A) In the fall and spring semesters, faculty teaching regular weekday classes will have at least three days to grade final exams.
- B) Faculty teaching weekend classes will have at least two days to grade final exams.
- C) Students will have one full study day between the last day of class and the beginning of the exam period.
- D) Final exams in summer sessions are to be given during the last scheduled class period, with no study day planned.

4. In the spring semester, grades will be due the week before commencement.

5. The spring recess will be listed as "to be announced." The current policy for setting spring recess dates is as follows: "Spring recess shall be held in conjunction with spring recess of the public schools in the surrounding counties unless the latter falls later than the twelfth week of the semester. Should the spring recess of the public schools fall later than the twelfth week of the semester, then the Indiana University Southeast spring recess would be held following the eighth week of classes." The current policy of the local public schools is to hold spring recess during the last full week of March.

The Academic Calendar for each semester is published in the *Schedule of Classes*. Instructors are expected to hold classes upon the basis of the regular schedule of classes. The number of class meetings and the length of each class period have been set to meet university and accrediting standards. They should not be altered without prior clearance with the dean of the appropriate school or the vice chancellor for academic affairs. The first class meeting of any course should run for the major part of the scheduled period.

An instructor who needs to change the location or time of an individual class meeting should clear this with the school dean and registrar's office. A master room schedule to prevent conflicts in room utilization is maintained at the Information Desk; therefore, room change forms must be completed and approved by the dean and the vice chancellor for academic affairs prior to initiating a long-term change in class meeting location or time.

C-2. Course Cancellations

Whenever registration for a section is considered insufficient, the university reserves the right to cancel that section.

Lower (100 and 200) level classes will ordinarily be canceled if enrollment is below 15. Upper level courses will usually be canceled if enrollment is below 10.

When it is necessary to cancel a section taught by a full-time faculty member because of low enrollment, the university reserves the right to replace part-time instructors in other sections with full-time faculty.

C-3. Syllabi and Assignments

Instructors are expected to develop a course syllabus (calendar and assignment sheet) for each course. Such syllabi should give definite instructions to the students as to assignments, library references, term reports, examinations, make-up policy, and other course requirements, and policies. Faculty members are encouraged to deliver copies of each course syllabus to the dean for files maintained in the office of each school, and to post their syllabi on the internet via their personal homepages or Oncourse.

Library assignments and reading lists should be developed with the advice and assistance of the library faculty.

Most students in courses on the 100 and 200 level need assistance in the development of efficient study procedures. It is essential that assignments be definite, that tests be given within the first five weeks of the semester, and that written work be graded and returned to students early in the semester. Conferences with students should be regarded as a part of the process of instruction in most courses. Students should be given a clear sense of how well they are progressing before the last day to withdraw from courses.

C-4. Delay or Cancellation of Class Meetings

Unless a decision to the contrary is announced by the Office of the Chancellor, IUS will operate as scheduled and all instructors are expected to meet every scheduled class.

If the chancellor or a designated representative decides that weather conditions are so hazardous that morning classes should be delayed, an announcement will be made on the campus web site and area radio and television stations to follow the "SNOW SCHEDULE" as follows.

Monday through Friday:

8:00 a.m. classes meet at 10:00 a.m. for 50 minutes

9:30 a.m. classes meet at 11:00 a.m. for 50 minutes

11:00 a.m. classes meet at 12:00 Noon for 50 minutes

Saturday:

9:00 a.m. classes meet at 10:30 a.m. for 90 minutes

When the Snow Schedule is in effect, faculty members should **not** come to the campus before 10:00 a.m. to avoid interfering with snow removal from driveways and parking lots.

If conditions are so hazardous that classes cannot be held, it will be announced via the web site and radio and television stations that the campus is CLOSED and faculty members should not report. If the campus is closed, off-campus classes are also cancelled. If an off-campus class is offered at a public school or other facility that is closed due to weather, the class is cancelled even if the IUS campus is open.

Information about delays or cancellations may also be obtained by dialing the IU Southeast "Weather Line" at 941-2567. This information will also be sent to campus e-mail users under the heading "Important Notice" highlighted with an exclamation mark.

Since many students come from distant places where the weather may be quite different from that at the campus, faculty members are urged to be lenient in excusing absences and arranging for making up work missed during periods of severe weather.

If it is necessary to miss a scheduled class because of illness, death in the family, or other urgent matter, the faculty member should:

1. Arrange for a replacement instructor, if possible, so that the class will not have to be canceled. Payment of a substitute or "colleague coverage" is the personal responsibility of the regular instructor.
2. If cancellation is unavoidable, the instructor should notify the secretary in the office of the instructor's school, who will notify the Information Desk to help inform students.
3. If class meetings must be canceled, the sessions should be made up by special meetings or by the assignment of additional academic work.

C-5. Copying and Duplicating

Requests for copying and duplicating of materials should be given to the secretaries who will process the request and return the materials at the time and place designated.

Only examinations, syllabi, and other brief items which are essential to the course should be duplicated at university expense and distributed free to students.

Syllabi which are longer than ten pages should be sold through the Campus Bookstore or distributed electronically. To facilitate the sale of materials, the instructor must provide the Bookstore with typed masters or copy that is camera-ready for duplication. A "Request for Class Material to be Copied and Sold by the Bookstore" form (each school secretary has a supply) should be prepared to indicate the number of copies, the type of duplicating process, and the style of binding. If desired, the Bookstore personnel will assist the faculty member in making these decisions.

C-6. Oncourse™

Oncourse™ is IU's online teaching and learning environment. It can be used to supplement face-to-face classes or to teach classes on-line. For assistance in using Oncourse, consult the ILTE staff.

C-7. Writing Across the Curriculum

It is recommended that some expository writing be required in all courses and that, whenever feasible, examinations should include some discussion or essay questions. All written work submitted by students should be carefully checked for English usage. Grades might reflect the quality of English usage shown by the student.

C-8. Final Examinations

The final assessment activity for a course should be conducted during the week set aside for final examinations. This period is part of the 15-week semester and should be utilized to be fair to students and to meet standards acceptable to accrediting agencies. A final examination schedules appears in the *Schedule of Classes* for each semester. The instructor should inform the class of the scope of the final assessment activity early in the semester so that students can plan accordingly. As a general matter of principle, prior to week 14 of the semester, students should have already earned the majority of the credit possible for the course. Every effort should be made to complete all grading and give feedback to students on their performance to date before the final assessment activity.

C-9. Examinations and Proctoring

Copy for examinations which are to be duplicated should be given to the appropriate secretary at least one week before they are needed.

If a faculty member wishes to give an examination during a class period when he or she must be absent, the faculty member should arrange to have a colleague on the faculty supervise that examination. Clerical employees or student assistants should not be asked to proctor examinations as neither has the authority to handle cheating cases.

C-10. Academic Dishonesty

All members of the faculty have a responsibility to foster the intellectual honesty as well as the intellectual development of students. They should carefully scrutinize their methods of teaching and assignments in order to be sure that they encourage students to be honest. If necessary, the faculty member should explain clearly the meaning of cheating and plagiarism as they apply to the course.

The following suggestions and comments should be applied by instructors in order to minimize the incidence of cheating:

1. Insure security of examinations while they are being prepared.
2. Provide for adequate and thorough proctoring of examinations.
3. Consider the possibility that students may have the teacher's guide to the texts currently being used.
4. Require arbitrary seating of students at examinations so as to break up pre-arranged groups.
5. Avoid the use of the same form of an examination for succeeding sections and for makeup examinations.
6. A request for an incomplete may be considered a form of cheating when it is used to avoid low grades and protect grade averages. The common approach is to request an incomplete when grades are low, and then persuade the instructor to remove the incomplete with a grade of W.

Should the faculty member detect signs of plagiarism or cheating, it is a **most serious obligation** to investigate these thoroughly and to take appropriate action as discussed in the *Code of Student Rights, Responsibilities, and Conduct*. The *Code* contains definitions of cheating, plagiarism, possible penalties, and procedures for handling cases. Students' attention should be called to the appropriate pages in the *Code*.

C-11. Office Hours

Consultation with students is an important part of instruction. Full-time faculty members should schedule a minimum of six hours per week during which students can meet with them in their offices. Part-time faculty members should be available to students before and after class and by appointment.

To facilitate these meetings with students and to avoid interruption at other times, each full-time instructor should post on the office door and announce at the first class meeting of each class, office hours for that semester. **Having announced office hours, he or she should then make a special effort to be on hand at these times.** Secretaries will prepare a summary of office hours for the Information Desk so that agency will know when instructors are available to inquiring students.

C-12. Library Services

In addition to holding over 600,000 books, periodical volumes and microforms, the Library subscribes to over 1,200 periodicals, newspapers, and offers access to an increasing array of Internet and World Wide Web resources. The Library also houses several special collections, including a map collection and a K-12 Curriculum Materials Center, as well as the IUS Archives, the archives of the IUS Oral History Project, and those of Ars Femina and the William L. Simon Sheet Music Collection. Additionally, the Library is a selective depository of U.S. Government Publications.

Library hours are as follows:

Monday – Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday noon - 6:00 p.m.

Special hours are posted.

If questions or problems arise about any library service or policy described below, please contact the Director of Library Services or a Reference Librarian.

IUS Library operations are grouped into several functional areas, each of which is coordinated by a member of the Library Faculty. The areas are: Public Services, Library Instruction; Technical Services and Electronic Systems; Access Services; Collection Development and Special Collections; and Electronic Resources.

Access to the IUS Library collections is through IUCAT, IU's online public access catalog. The database includes the holding of all eight IU campuses.. Several periodical indexes as well as selected full-text articles are also accessible through the Library's webpage. There are public access terminals and printers in the Library. The IUS Library webpage and all its features can also be accessed from anywhere on or off-campus via the Internet and the Library's proxy server at all times. (Please check with the Library for further information.)

General circulation policy provides for a student check-out period of 45 days and electronic renewal and telephone renewals are accepted. Fines are 25 cents per day for each item. The check-out period for faculty is 120 days. The Library uses an on-line computer based circulation system, and an IUS i.d. card is required in order to check out materials. A book return box is located on the campus next to the bus stop shelter.

Special services offered to faculty include placing materials on reserve, , faculty privileges at all Kentuckiana Metroversity and IU libraries, inter-library loan services and other reference and bibliographic assistance.

To place materials on reserve, the instructor should complete the appropriate reserve request form which is available to faculty in the Library or on the Course Reserve website. The form should be brought to the Library or mailed, together with any personally owned materials which have been listed on the form, to the Circulation Desk at least three weeks prior to the time the material is to be available to students. Print Reserve materials are shelved at the Circulation Desk under the last name of the instructor. Electronic Reserves are available for certain materials. The IUS Library follows U.S. Copyright law when placing materials on reserve.

Faculty privileges are accorded to IUS faculty members who visit the libraries of any Kentuckiana Metroversity campus or any of the IU system libraries. In addition, the IUS Library can secure materials for faculty and students from these and other libraries through interlibrary loan. Request forms for these services are available on the Library's website. Please allow at least 10 days for receipt of materials.

Library Instruction:

Library instruction refers to single or multiple class sessions, taught by reference librarians, that introduce students to library research strategies and the basic information sources needed for effective use of the library. Library instruction sessions are designed to complement particular courses or fields of study. In addition, First Year Seminar (FYS) students are given a library instruction session as a part of the program requirements. Instruction covers use of local resources including the library's website and online catalog (IUCAT), as well as electronic indexes and databases, subject-specific print indexes, and major bibliographies and reference tools. Procedures for the retrieval and use of information resources are also covered.

For further details about library instruction, please look at the IU Southeast Library's instruction policy <http://www.ius.edu/library/pdf/instructionpolicy.pdf>

The Technical Services Staff is responsible for maintaining the on-line public access catalog (IUCAT), acquisitions,

cataloging, processing periodicals and other serials, and binding.

These requests should be submitted on the appropriate form which is available on-line. Faculty members are encouraged to submit requests for library materials directly to the library staff via the web-based request procedure. Faculty members will be notified when materials are received. Please allow at least three months for processing, receipt and cataloging of materials.

Selection of Library Materials

The importance of wise selection of library materials has grown in proportion to the increase in quantity of available materials, the cost of these materials, and the expense of acquiring, cataloging, housing, and servicing them. Faculty members are largely responsible for recommending the acquisition of materials in their special subject fields. Any member of the faculty or staff may request that an item be added to the collection by completing an electronic purchase request form on the Library's website.

The IUS Library General Collection

The objectives of the Library General Collection are:

- A. To support the curriculum with adequate materials in those subject areas taught by the University. This involves supplying books and periodicals for required, supplementary and ancillary reading for courses, and a broad based reference collection.
- B. To provide a basic collection aimed at the development of the humane and liberally education person in addition to curriculum requirements. This involves a collection of standard authors and works, representative collections of the best modern fiction and non-fiction, and a collection of outstanding current periodicals and back files.

In striving to meet its objectives within the limits of its resources, the Library will be guided by the following policies and procedures:

1. To meet the needs of students with differing levels of ability, the Library will acquire materials ranging in difficulty from those for junior college to those for graduate students.
2. In the acquisition of new titles, the major emphasis will be on current publications, and among those, works which promise to fulfill future as well as current needs.
3. If materials are judged to be of marginal use to the collection, the holdings of IU system libraries will be consulted to avoid unnecessary duplication. Highly specialized materials needed for research can be obtained through inter-library loan.
4. Electronic resources, including online access, DVD or CD-Rom will be included in the collection as a necessary tools in the research process. The inclusion of these resources will be based on curriculum requirements and financial considerations.
5. Multiple copies of titles will not be purchased.
6. Materials in foreign languages which are used for teaching and exercises in language courses offered at the University are desirable purchases for the Library. Foreign language materials, other than reference tools, will be purchased for non-language subjects only when there is evidence of their immediate usefulness to students and faculty.
7. No materials will be excluded from the collection because of the race, gender, sexual orientation or nationality of the authors; or the political, moral, or religious views expressed. All sides of a controversial issue should be represented in the collection.

8. For back files of serials publications, (electronic format over mf/paper/) microforms will be selected over paper copies when both are available.

9. Gifts of either library materials or money to purchase them will be accepted provided they fit into the above policies and provided there are no restrictions attached. The library must be free to dispose of any materials which are not needed.

10. The removal of obsolete materials for purposes of de-selection is considered an integral part of the total organized effort to develop the collection. Badly damaged copies will be withdrawn and items will be weeded if they contain outdated or inaccurate information.

The IUS Library Curriculum Materials Center (CULAB)

The objective of the Curriculum Materials Center is to provide a collection of K-12 print and non-print materials for students in Education to support their practice teaching, methods courses and research.

To meet its objective within the limits of its resources, the Curriculum Materials Center will be guided by the following policies and procedures:

1. To maintain a collection of commercially published textbooks for grades K-12. Presently, these texts are acquired through donations from publishers as part of the Indiana Textbook Adoption Cycle. IUS is one of ten regional Public Textbook Review sites in the state.

2. To acquire high-quality non-fiction trade publications to supplement the textbook collection, or to be used independently for instruction. (Materials which cover the history or theory of education are located in the IUS Library General collections.)

3. To build a collection of children's and young adult literature including the winners of Newberry and Caldecott awards. This collection includes picture books, easy readers, intermediate and adolescent fiction, folktales and fairytales.

4. The Curriculum Materials Center Reference Collection includes dictionaries, encyclopedias, and other reference sources as would be used by K-12 students.

5. A collection of non-print media representative of those currently used in elementary and secondary school classrooms includes video materials, audio recordings, multimedia kits, games and manipulatives.

The Center for Cultural Resources

Housed in the Library, the Center collects and organizes resource materials to provide diverse cultural enrichment activities with a global perspective for classrooms from pre-K through the university level. Training is provided for pre-service and in-service teachers who wish to borrow sets of materials. More information is available via the webpage: <http://homepages.ius.edu/Groups/CCR/>.

C-13. IT Media and Web Services

IT-Media and Web Services (MDSV) is a unit of the office of Information Technology and is the instructional media technology support organization for the university. The department is charged with providing assistance and advocacy for classroom and conference technology needs. MDSV provides a broad range of traditional and advanced technologies to support classroom, research, and professional activities for faculty and staff. It is also the home of the IU Southeast Web Development team and the campus Satellite copier operation (the fleet of office machines).

Location and Office Hours:

MDSV is located in Knobview Hall, Room 014. When classes are in session, hours are Monday thru Thursday: 8 am-8 pm, Friday: 8 am-5 pm, Saturday: 9 am-1 pm. (no Saturday hours during the summer), and closed Sunday. (When classes are *not* in session hours are Monday thru Friday: 8 am-5 pm and closed on Saturday and Sunday.)

Equipment Services:

Most "traditional" audio visual media equipment formats are still available for use as well as most "advanced" technologies. MDSV does not provide classroom equipment operators and users are expected to know the basic operation of the equipment unit. It is the policy of the department to deliver the equipment to the requested location in a timely manner. To the greatest extent possible, the unit will be positioned, focused, plugged-in, etc. and "ready to go." Larger and more delicate equipment such as TV/videocassette units, video projectors, computer/multimedia units, are building specific and not moved over outdoor surfaces. There are usually adequate numbers of these mobile units to meet the campus needs, however, it is advisable to reserve early and check with MDSV concerning availability. If LCD projection and computer access are needed continually, it is best to contact the Registrar to request having the class moved to a room with permanently installed equipment. Equipment from the classroom pool is not available for private office use, however, in many cases, the Institute for Learning and Teaching Excellence (ILTE) can provide individual faculty with equipment from their non-classroom pool.

How to Reserve AV Equipment:

Requests are handled through an online web reservation system. Go to the Media Services website (<http://it.ius.edu/MediaServices>); then, click the "**Reserve Equipment Now!**" button; fill in your request and submit it. You'll receive an e-mail confirmation of your "pending" submission and a second e-mail confirmation when your order is approved and placed on the delivery schedule. If you have any problems with the on-line form, please call 2257 for assistance.

The equipment will be delivered directly to your class or meeting room by one of our technicians. **You must be a member of the IUS faculty or staff to use this service.**

AV Equipment Reservation Policy:

1. Media Services requires **48 hours advance notice** to fulfill equipment requests. The request is placed on the daily delivery schedule and handled as a routine setup. Equipment availability is first-come, first-served.
2. Only faculty members may request equipment, even if the equipment will be used by a student in class.
3. Media Services equipment is for on-campus use only. It is not insured for off-campus use. Faculty may reserve some portable equipment from ILTE that is insured while off campus.
4. Please do not take AV equipment from any room or hallway without permission. You will be robbing your colleagues of equipment they have requested.
5. The primary purpose of the AV equipment pool is to support classrooms. University staff may request equipment from the classroom pool for on-campus meetings and events. However, classroom requests always take precedence.

If you have questions, call Media Services at **941-2257**.

Scheduling equipment - for STUDENTS:

If students need to use equipment for a class presentation (i.e., a PowerPoint presentation), the instructor must request the equipment via the web form described above. Only faculty and staff can use the ONLINE RESERVATION form. Such requests are subject to the same 48-hour advance notice requirement.

Equipment types available for classroom use:

overhead projector *
audio cassette player
audio cassette player/recorder
CD player w/speakers
VHS videocassette player w/ 25" TV monitor
VHS camcorder on mobile cart w/ 13" TV monitor (user provides blank tape)
LCD Video projector with computer
DVD players

Document camera w/ 25" TV monitor

Tripod screen

Display and flipchart easels

* Each classroom and lab on the IUS campus is equipped with its own overhead projector. Therefore, it is not necessary to formally schedule these units. If there is not an overhead in a classroom, call ext. 2495 or 2257.

Digital Video & Audio Production:

IT-Media and Web Services can videotape lectures, special campus events and guest lectures (with permission), and assist with faculty projects. Besides shooting the video, MDSV can also do editing and add finishing touches. We have a small TV studio in Knobview for taping interviews.

Current production services for faculty and staff include:

1. VHS tape duplication (user provides blank tape stock)
2. Off-air broadcast videotaping (only one station at a time)
3. Videotaping of campus events
4. Studio taping of faculty lectures

In-Service Programs and Training:

IT-Media and Web Services offers a variety of training opportunities for faculty and staff in the form of workshops, seminars, demonstrations, and one-on-one help. Faculty or staff members may request a demonstration or individual training session on any equipment or process supported by MDSV. Call 2259 to reserve a time for training.

Repair/Maintenance Services:

MDSV provides repair and maintenance service for a variety of campus technical operations including all audiovisual equipment and peripherals, web servers, and the video network. There is generally no cost to departments or divisions except for parts. Service can be arranged by calling ext. 2257.

Technology Enhanced Classrooms:

The classroom technology scene is an ever-changing landscape of new installations, capabilities, and locations. IT-Media and Web Services is deeply involved in the systematic upgrading of classrooms with the latest technology, providing up-to-date expertise on best equipment options available and can perform permanent installations. Instructors with special needs for high-tech classroom support should contact the MDSV office for the latest information. MDSV works directly with the IU Southeast Classroom Committee to review and prioritize needs.

Video-Conferencing Facilities:

IU Southeast offers three dedicated, state-of-the-art videoconferencing facilities. Knobview Hall 112, Hillside Hall 102 and Hillside Hall 105 provide two-way video and audio for meetings, seminars, and instructional purposes. These rooms are linked with the Indiana University videoconference system. Contact MDSV office (2257) to arrange for use and for training and operational procedures. Thanks to the advent of IP-based Polycom videoconference systems, there are numerous other locations on campus where videoconferences for individuals and small groups may be held. Call MDSV at 2257 or your division or school for details.

AV Trouble Number:

Technical malfunctions and scheduling errors occasionally occur. If you have any problem with media-related matters, call ext. 2495. In the event of a classroom emergency, MDSV is usually able to respond within 15 minutes.

Web Development:

The development team working on the campus website is located in MDSV. The team includes graphic designers and programmers, and is assisted by individual experts from other campus departments to build an effective and accessible presence for IUS. This team creates pages for schools and departments. Help with individual faculty pages and Oncourse materials can be obtained from the Institute for Learning and Teaching Excellence.

C-14. IT Support and Communication

IT Support and Communication provides computing support for academic and administrative activities. Those in need of any computing assistance should contact the Helpdesk 941-2447.

1. Local Area Network

IU Southeast maintains a campus-wide local area network (LAN) and supports local electronic mail for all students, faculty, and staff. A large number of general and specialized computing applications are available in both stand-alone and network versions on windows and Apple Macintosh computers, including word processing, spreadsheet, database management, statistical analysis, programming languages, and computer graphics.

2. IU Computing Network

IU Southeast also participates in the IU Computing Network. These connections afford users access to numerous mainframe and network computing resources throughout Indiana University and the world. Of particular interest to students, faculty, and staff are OneStart (Indiana University's Web-based application portal), Oncourse (an online course management system (CMS)), and IUCAT (Indiana University's online library catalog).

3. Policies

Persons logging on to the IUS LAN implicitly agree to use the IU Computing resources appropriately. A copy of all IU technology policies can be found at <http://www.itpo.iu.edu/policies/university.html> and in the Crestview Hall computer lab (CV 112).

4. Classroom Computing

There are a number of classrooms equipped with student PC or MAC workstations and classrooms with instructor workstations and LCD projectors across campus. There are also mobile units with computers and LCD projectors that can be requested for specific class sessions or entire semesters from Media Services (941-2257), and notebook computers available for periodic classroom use from the Institute for Learning and Teaching Excellence (ILTE: 941-2506).

The routine scheduling process through the registrar's office will be used for scheduling computer-equipped classrooms for semester use. Faculty members who need a facility for only one or two sessions may work out informal exchanges of rooms, but they should attempt to make arrangements as far in advance as possible.

At the discretion of the instructor, students not enrolled in a course may use available work stations in the above rooms.

C-15. Disability Services

The Disability Services Coordinator assists academically qualified students with documented disabilities in getting the appropriate accommodations they need in order to have equal opportunities during their college experiences. The coordinator acts as a liaison and helps to ensure good communication between faculty and students. Any questions about accommodating a student or verifying a disability should be directed to the coordinator. Information regarding availability of services for students with disabilities should be included on all syllabi. A sample syllabus statement follows:

“Disability Services”

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must first contact the Disability Services Coordinator (UC207; 941-2243).

Information regarding disabilities is strictly confidential between the student and the Disability Services

Coordinator. The Disability Services Coordinator can relay information to faculty only when given permission by the student, and only what the professor needs to know in order to meet the students' needs.

If a faculty member does not have official notice of accommodations from the DSC and a student requests an accommodation, the student should be referred to the DSC—accommodation is not to be provided. Providing an accommodation for a student without documentation presents problems for that student, other students, the professor and the institution.

C-16. Emergency Evacuation Procedures for Persons with Disabilities

Students with disabilities in your classrooms should be notified of this policy.

Students or others with disabilities on the first floor of any building should be given assistance as needed to evacuate the building with everyone else.

The following procedures should be followed for people who are mobility impaired or use wheelchairs who are in the basement or second floor or above.

1. Take person to a safe area, preferably near a stairwell.
2. Have someone stay with the person.
3. Assign someone to inform emergency personnel where the person with a mobility impairment is in the building.
4. Do not attempt to evacuate the person unless there is imminent danger of death or injury and no alternative safe area is available, in which case, use whatever means and assistance is available to get the person to safety with minimum injury to you or the person with a disability. Allow the firefighters to establish whether there is imminent danger before attempting to evacuate the person with a mobility impairment. There is a stair climber located in Crestview Hall that can be used in cases of extreme emergency. The individual with a mobility impairment is the best authority as to how to be moved out of the building.
5. If a person is visually impaired, escort the person out of the building by having them hold on to your elbow. Inform them of steps.
6. If a person is hearing impaired, make sure they know that there is an emergency and that they follow everyone out of the building.

C-17. Student Evaluation of Teaching

The Faculty Senate has adopted a standardized system for student evaluation of teaching. This system allows the instructor to select appropriate questions from a lengthy master list of questions. Questionnaires are prepared by Computer Services. The instructor may obtain information about this system and a master question list and item selection sheet from the school secretary.

Every part-time faculty member is required to have a student evaluation for each section taught and every full-time faculty member is encouraged to do so.

C-18. Outcomes Assessment

In accordance with a campus-wide plan approved by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) in 1995, each academic program uses multiple measures to conduct regular and continual assessment of student learning outcomes, reviews the results and systematically applies the findings for program improvement. The results of assessment and the actions taken in response are reported to the Office of Academic Affairs where they are combined with those of other programs to produce a campus wide

assessment. Assessment findings are incorporated into program reviews.

C-19. Program Review

In accordance with the policy adopted by the University Faculty Council (April 13, 1993), IUS has implemented a system of regular periodic reviews (once every 5-7 years) for all academic programs. In each case, outside peer reviewer(s) mutually agreeable to the faculty and administration are used. Appropriate support services and information are provided to the unit and the reviewer(s). The faculty of the program under review prepares a mission statement and a statement of goals to be used by the reviewer(s). All reviews address certain essential questions:

- a) What are the students learning? Is the curriculum of the unit consistent with the unit's mission?
- b) Are the teaching, research, and service activities of the faculty consistent with the unit's mission?
- c) Is the unit better than, the same as or worse than it was 5 years ago?
- d) What changes are needed in the next five years?

C-20. Institute for Learning and Teaching Excellence

The Institute for Learning and Teaching Excellence (ILTE) plays the leading role at IUS in preparing faculty to meet the challenges presented by the increasing emphasis on active learning, corresponding changes in teaching pedagogy, and rapidly changing instructional technology. The Institute, under the direction of a faculty member, is responsible for creating, coordinating, planning, promoting, developing and sponsoring a range of activities that will promote excellence in teaching and provide meaningful assessment of learning.

The ILTE provides a central location for teaching resources on the IUS campus and equipment for multi-media productions. Lap top computers and mobile projectors are available for presentations on and off campus.

A newsletter and electronic communications alert faculty to ILTE activities and resources. More information can be found at their website: <http://ilte.ius.edu>.

C-21. Improvement of Instruction

A fund has been established to support innovative projects for the improvement of instruction. Instructors with projects for the improvement of teaching and learning should submit written proposals to the Improvement of Learning Committee (IOLC). The proposal should include a budget as well as details of what the instructor plans to accomplish with the funds, the number of students who will benefit, an assessment or evaluation plan, and similar data.

Part time faculty members who have taught at least nine course sections at IU Southeast may be nominated for the **Distinguished Teaching Award for Part-time Faculty**. Any member of the university community may respond to the chancellor's call for nominations issued in the fall semester. Nominees who are eligible are contacted by the Improvement of Learning Committee and invited to prepare dossiers. The award is presented at the annual faculty meeting in August and includes a faculty development stipend that may be used for professional travel, teaching materials or other purposes directly related to the awardee's role as a member of the academic community.

The chair of the IOLC or the Office of Academic Affairs can provide forms and instructions regarding deadlines and procedures for submitting proposals. There is information about IOLC funding opportunities in the latest version of the *IUS Research Policy Manual*.

D. STUDENT RECORDS AND SERVICES

D-1. Admissions

Requirements for admission to Indiana University Southeast are available in the IUS Bulletin. The latest version of the bulletin is available from each any office on campus or on the web <http://www.ius.edu/Bulletin/>

D-2. Academic Advising

All newly admitted students will be assigned to the Academic Success Center (ASC) where they will be advised regarding their academic programs and receive other assistance as they begin their work at IUS. Transfer students with 26 credit hours or more and have completed the requirements to go to their major are admitted directly into that school or division.

By the time students in the ASC have completed 30 credit hours, they are expected to select a major. Students in good standing (2.0 cumulative grade point average) will then transfer to the academic unit of their choice and will be assigned an academic advisor from among the faculty of the chosen course of study. Each student's proposed *Schedule of Courses* must be approved by this advisor or the appropriate dean. Academic advisement is very important in student retention and success, and faculty can play a positive role in helping to achieve the desired outcomes.

While the ASC counselors, school deans, program coordinators, and advisers will help direct students through the maze of regulations and requirements for completing a degree program, the ultimate responsibility for meeting degree requirements rests with the student.

D-3. Registration and Enrollment

The registrar is responsible for the planning, implementation and supervision of all registration activities. Under the direction of school deans, members of the faculty and professional staff, members of the Registrar's Office assist students during registration periods and verify enrollment.

Course offerings are available to students through a Schedule of Classes booklet. The course offerings are also available on the web: <http://onestart.iu.edu>. Registration for currently enrolled students begins by appointments several weeks prior to the start of a semester. All registration is conducted through the web and is open almost continuously until classes begin. Copies of the class schedule booklet are available at school and administrative offices and at other distribution points around campus. The class schedule lists registration and drop/add dates and times, academic advising opportunities, registration procedures, course section offerings, and other pertinent information concerning academic programs and enrollment in classes.

REGISTRATION PROCEDURE: Students are expected to consult the class schedule or web for registration information and procedures. In order to register for classes at IUS, a student must 1) be admitted to Indiana University 2) seek academic advising from designated advisers; and 3) verify he/she does not have any "holds" (service indicators) due to academic restrictions or financial obligations to the University. If a student has holds on their record, he/she will not be permitted to register for classes until the appropriate office or department removes the "hold". Students must obtain necessary permissions or instructor approvals to enroll in restricted enrollment course sections from the school offering the restricted course. Sections that require permissions have "PERM" listed after the course section number. Other restrictions to enrollment in a particular course section could include being enrolled in a particular academic unit. In these cases, the course section will be identified with the school code: RSTR (restricted), in which the student must be enrolled, listed after the course section number. Students must pay registration fees at the Bursar's office.

Late Registrations and Course Additions During the time between the end of the first week of class and the end of all fee refund periods a student must have the written permission of the instructor to add a class. After the end of all fee refund periods, a student cannot expect to be allowed to enroll in a course for the current semester. Any

exceptions to this policy would be for extraordinary, well-documented circumstances only, and will require approval by the instructor, the dean of the school offering the course, and the vice chancellor for academic affairs. A student should not attend a course in which he or she is not officially enrolled. Doing so can be construed as an act of academic dishonesty or as a theft of services and could be subject to appropriate disciplinary or legal sanctions. Students are encouraged to pursue the deferred payment options available through the Bursar's office, if needed.

D-4. Attendance

Attendance is required. Illness or religious observances are usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up.

The office of each school can supply instructors with Notice of Excessive Absence forms which should be sent to any student whose absences are considered by the instructor to be excessive. A student who fails to attend class or to withdraw officially from class after having been warned, may be considered to have withdrawn unofficially and be given an FN grade in the course. A grade of FNN is given for a student who has never attended class.

D-5. Withdrawals and Changes in Enrollment

In order to process a withdrawal or change in a semester or session enrollment, the student must obtain, fill out, and submit a Drop/Add form at the registrar's office.

If a student withdraws from a course prior to or during the official drop/add period scheduled during the first week of each semester or session, no record of that enrollment or grade will be recorded on the student's official academic record (Official Transcript).

If a student withdraws from a course after the official drop/add period scheduled during the first week of each semester or session, a record of the student's enrollment and a grade of W will be recorded on the student's official academic record (Official Transcript) subject to the withdrawal policy and restrictions printed in the *Schedule of Classes* for a particular semester or session.

A grade of W is given automatically to the student who files an official withdrawal form before the end of the tenth week of a semester or the fourth week of a six-week summer session. Termination of class attendance without processing an official withdrawal form will result in a recorded grade of F on the student's official record. A completed withdrawal form will be dated and processed on the day it is submitted by the student to the registrar's office.

There can be no withdrawal after the tenth week of a semester or fourth week of a summer session except for urgent reasons related to extended illness or equivalent distress. The student who finds it necessary to request withdrawal for these reasons must obtain the appropriate form from the registrar's office and appeal in writing to the vice chancellor for academic affairs. The desire to avoid a low grade is not an acceptable reason for withdrawal after the tenth week of a semester or fourth week of a summer session.

Special withdrawal procedures are available to members of the military reserves who may be called to active duty. Information is available in the registrar's office.

D-6. Grades and Grade Reporting

IUS uses the following grading system:

A+
A = Outstanding
A-

B+
B = Good
B-
C+
C = Average
C-
D+
D = Poor but passing
D-
F = Failed
FN = Failed, not attending
FNN = Failed, never attended

I = Incomplete
NC = Audit
R = Deferred
S = Satisfactory
W = Withdrew

Note: ZZ = Grades automatically given for students in the Perdue Programs in OneStart and Oncourse.

One of these grades must be reported at the end of the semester for each student in each course in which he or she is enrolled. No grade is recorded for a student who drops a course during the first week of classes. Students who enroll under the Pass/Fail option will be given regular grades (A, B, C, D, or F) by the instructor. The S grade will be recorded by the registrar for those receiving grades of A, B, C, or D. The use of the W grade for withdrawals is explained in Section D-5.

The grade of S may be used only under the following conditions:

1. prior to the beginning of the course, permission is received from the appropriate dean and the vice chancellor for academic affairs,
2. the only other grade permitted in a course in which the grade S is used will be F, and
3. hours of credit with the grade S will count toward graduation but the course will not be computed in the grade point average.

Final grades must be submitted in person by the faculty member by the date and time listed in the academic calendar for each academic session. Online grades submission may be made only via OneStart or Oncourse website.

1. Grade Point Average

A student's grade point average is determined by dividing the sum of the grade points (credit hours of each course multiplied by the numerical equivalent of the grade) by the number of credit hours completed. Grade points per semester hour are:

A+ or A = 4 points, A- = 3.7,
B+ = 3.3, B = 3.0, B- = 2.7,
C+ = 2.3, C = 2.0, C- = 1.7,
D+ = 1.3, D = 1.0, D- = 0.7,
F = 0.0 points.

A minimum cumulative grade point average of 2.0 is required for graduation. See specific degree program requirements for more detailed information. Students who maintain an overall grade point average of 2.0 are

considered to be in good standing in most programs.

2. Grading policy

The faculty of each department or school shall, for the guidance of individual faculty members, establish a policy for the awarding of letter grades, which policy shall be filed in the office of the Dean of Faculties or Vice Chancellor for Academic Affairs. (IU Board of Trustees policy)

Faculty members shall provide students with written criteria for grading course assignments and include written grading criteria in their course syllabi. (Faculty Senate policy-circular 96-9D)

3. Incompletes

The grade of I (Incomplete) indicates that the student has completed satisfactorily the major portion of a course but is prevented by extraordinary circumstances from completing the balance of the course. The grade of I will only be given if the instructor has sufficient reason to believe that the failure to complete the requirements of the course was due to factors beyond the student's control, and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I will not be awarded simply to exempt a student from paying tuition for a repeated course.

In order to assign a grade of I, an instructor records the grade on the Official Grade Sheet and completes a "Documentation of Assignment of an Incomplete Grade" form available from the registrar. The instructor must indicate the conditions for removal of the I. A copy is sent to the student. If the instructor does not otherwise act to remove the I, the registrar will automatically change the I to an F at the end of one calendar year. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

4. Grade replacement policy

The following policy replaces the previous FX policy and takes effect at the start of the fall semester of 2003. With approval from the student's dean, an undergraduate student may repeat a course in which he or she received a grade of A, B, C, D, or F (including plus/minus grades) and have only the new grade (A, B, C, D, or F, including pluses/ minuses) count in determining the student's grade point average. The former course and grade will remain on the transcript with an appropriate notation. *Note:* A grade of W or I in a repeated course will not qualify to remove the original grade.

The grade replacement policy is subject to the following restrictions: (1) the option to replace grades of A, B, C, or D applies only to courses taken since the fall semester, 1996; (2) students must notify their school or division during the semester in which the course is retaken if they plan to repeat a course to replace a grade, and once such a request is submitted, it cannot be withdrawn; (3) a student may exercise this option for no more than five (5) undergraduate courses totaling no more than 15 credit hours, including any courses replaced under the previous FX policy; (4) a student may use the replacement policy only twice for a given course; (5) academic units retain the right to consider a student's complete academic record for purposes of admission to an academic program or selection for awards; and (6) grade replacement is available for courses taken at any Indiana University campus; however, this policy affects computation of GPA only for courses taken at IUS; student records from other campuses will reflect their grade replacement policies.

For more detailed information on the grade replacement policy, contact the Office of the Registrar.

5. Academic Bankruptcy Policy (effective Fall semester, 1996)

Students who have not attended IUS for at least two years, are undergraduates pursuing their first bachelor's degree, and are returning to IUS for the fall semester 1996 or later may request academic bankruptcy. Bankruptcy means that all grades earned during the term(s) in question will **have a notation on their official transcript**. Academic

bankruptcy may be requested for no more than two academic terms of IUS course work. Two consecutive summer sessions may be considered a single academic term for purposes of this policy. The petition must be submitted during the first semester back at IUS. Academic bankruptcy may be invoked only once in a student's academic career. Academic Bankruptcy Petition forms are available from your academic school or division.

6. Grades for Credit Earned by Examination

When credit is earned by examination, only the grades of S and A will be used in recording. Ordinarily the grade of S will be awarded with the grade of A assigned only in instances of clearly superior performance on the examination.

D-7. Change of Grade

After a grade other than I (Incomplete) has been reported to the registrar's office, it may not be changed without permission of the vice chancellor for academic affairs. Only cases of error in recording or computation will be considered by the vice chancellor in granting such permission. Neither student pleading nor additional work completed will constitute grounds for changing a recorded grade other than I (Incomplete). Change of grade forms are obtained from the registrar.

D-8. Mid-semester Grades

Effective Fall 2007, midterm grades should be submitted for all degree-seeking freshmen (1-25 credit hours). This includes students in Academic Success Center who have not yet declared a major and exclude visiting students and non-degree students. Mid-semester grades should be transmitted to the students not later than the two-thirds point of the semester. To facilitate ease of posting and access, it is strongly recommended that these grades be posted on Oncourse.

D-9. Holds (Service Indicators)

A "hold" is placed on a student's record that limits services to that individual. A student with a hold is not permitted to register or receive certified records or an honorable dismissal without authorization from the university office responsible for mandating the hold. Students whose financial accounts with the campus are delinquent, who owe library or parking fines, or who have been suspended for not meeting required academic standards have a hold (service indicator) on their record.

D-10. Application for Degrees

Students planning to graduate must submit an Application for Degree form to the office of their school dean. After approval by the dean (signifying that the student will probably be able to meet the degree requirements within the time limits), the completed form is forwarded to the registrar's office by the secretary. See class schedule for application for degree due dates.

D-11. Personal Counseling

In addition to the counseling available from the faculty and staff, a professional counselor is on campus to assist students with their personal problems. This person can help students resolve conflicts and problems associated with college attendance, family life, or personal development. Appointments can be made by calling 941-2244. There is no charge for the services and all counseling is completely confidential.

D-12. Financial Assistance

A complete range of scholarships, grants, short-term and long-term loans, and employment is available to students. Faculty members who encounter students who need financial assistance should refer them to the Office of Student Financial Assistance.

D-13. Student Activities

Student activities are considered to be part of the educational process. This philosophy is based upon research which has indicated that learning is influenced by peer groups in out-of-classroom situations, and that student success and student relation is positively correlated to involvement in the life of the campus. Consequently, student activities are perceived as a chance to provide experiential types of learning opportunities for interested students.

Of special concern to faculty members is the advising of student groups. The adviser is expected to meet with the group at its regular meetings and attend its activities. Advising a student group can be a rewarding experience. It is hoped that faculty members will accept such responsibilities as a proper part of their involvement in the academic community. Interested persons should see the Director of Campus Life.

D-14. Standards of Student Conduct

Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. As any other citizens, students have rights and obligations. Students are responsible for their personal conduct under federal, state, and local law, and their status as students neither excuses nor protects them from civil and criminal sanctions. All faculty members have the responsibility and general authority to help preserve order, ethical behavior, and honesty at the campus, especially in their classes.

Please see the *Indiana University Code of Student Rights, Responsibilities and Conduct* for a complete discussion of student conduct and procedures for handling conduct cases.

D-15. Sex Offender Screening

In compliance with Indiana law, Indiana University Southeast periodically checks the names of enrolled students against the names listed in the Indiana Sex Offenders Registry. It is the policy of Indiana University Southeast that no students who have been convicted of sex offenses against children shall be eligible for admission to or matriculation in any academic program which places them in direct proximity to children (people under the age of 18). Such students will be given alternative assignments to any class projects, field experiences, practicums or extracurricular activities that would put them in proximity to children.

D-16. Medical Care

The university assumes no obligation to provide medical care. In the case of emergency, university employees may, if qualified, render first aid, and university vehicles may be used to take an injured person to the hospital emergency room. Physician and hospital charges are payable by the patient. University Police officers have received first aid training and may be contacted at ext. 2400. They should be contacted if a student appears to be in need of assistance.

D-17. E-mail Communication

In accordance with Indiana University policy, IUS uses electronic mail (email) as an official means of communication with IUS students. A student's failure to receive or read official university communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. The full text of the IU Policy on Use of Email as Official Correspondence with Students can be viewed at <http://registrar.iupui.edu/iu-email.html>.

D-18. FERPA and data security

Indiana law makes one personally liable, with no protection from IU, for violation of the Family Educational Rights and Privacy Act (FERPA), Faculty needs to be aware that sending grade spreadsheets to the entire class, posting

their working gradebook to their website, or just generally storing information containing student names, UIDs, and grade information on their computer and not in their protected network storage space may incur such liability. The links below provide information as to the specific policies:

Link to the annual FERPA notice that IU is required to provide students:

<http://www.ius.edu/Registrar/Release.cfm>

FERPA Tutorial:

<http://webdb.iu.edu/arms/compliance/ferpa.cfm>

Protection of Sensitive Institutional and Personal Data

<http://itpo.iu.edu/policies/bestpractices/>

E. ADMINISTRATIVE AFFAIRS

E-1. Compensation

1. Appointment Dates

Adjunct faculty members are appointed on a semester-by-semester basis. Appointments for the fall semester begin officially on August 1 and end on December 31. Appointments for the spring semester begin officially on January 1 and end on May 31.

Appointments for the summer sessions begin on the first day of classes and end on the day on which final grades are due. Resignations or terminations prior to the above termination dates shall result in proration of pay and fringe benefits, as determined by the payroll department.

2. Pay Dates

University employees are usually paid on the following schedule:

Part-time faculty members are employed on a semester basis and are paid five times per semester.

Paycheck stubs are only available electronically through OneStart. Faculty members must have their paychecks deposited directly to financial institution of their choice. Forms for this purpose are available in the Office of Human Resources. Any questions regarding gross pay, deductions, fringe benefits, or net pay should be directed to Human Resources.

E-2. Equipment and Supplies

Commonly used items such as examination books, paper clips, and other classroom and office supplies may be obtained from the secretary in each academic unit. The unit budgets are charged for these items and only the dean is authorized to order them.

Requisitions for supplies, materials, and equipment are to be prepared by the secretary of each unit and approved by the dean. After approval, the requisition should be forwarded to Accounting Services/Purchasing for bidding and ordering.

E-3. Parking

It is recommended that faculty and staff purchase parking decals which allow them to park in the parking lots. Those who do not purchase the parking decal must park in a metered space. Violators will be ticketed, with the fines going to the scholarship fund.

Blue parking decals are issued to faculty and staff and red decals to students. Parking areas are designated as either blue (restricted) or red (unrestricted), and cars should be parked only in the appropriate space. A copy of the IUS Parking Regulations may be obtained from the University Police, Room UC 027.

Faculty and staff are urged not to park in red areas if there are blue spaces available, since such action may deprive a student of a parking space.

E-4. Mail Handling

Mail Services is located at the loading dock area of the Service Building, and is under the supervision of the Director of Physical Plant. Mail Services is responsible for the pick-up and delivery of all incoming and outgoing United States Postal Service (USPS) mail including First Class and First Class Presort, Bulk Mail, Library Rate, Business Reply, Express, Certified, Registered, and Air Mail. Mail Services also delivers Inter-campus and Intra-campus

mail and all packages. Outgoing USPS mail is processed by a third party mailing service. The USPS guidelines, under which Mail Services is allowed to operate, require that mailing activities be confined strictly to official, bona fide university business. All employees who wish to send personal mail from IUS should take it to the USPS mail box located beside the bus stop adjacent to the McCullough Plaza. Personal mail, whether stamped or un-stamped, must not be intermingled with university mail. Mail Services is liable only for university-related packages and mail, and will not be liable for any mail or packages of a personal nature.

The person or office originating mail should be identified by typing the person's name and office in the return address area on the envelope. This will facilitate handling in case there is some question about postage or if the mail is returned for some reason.

UPS pick up service is available in the Bookstore. Shipments may be charged to university or personal accounts as appropriate.

Each faculty member, full-time or part-time, is provided with a mailbox near the office of his or her academic unit. Each person should check the mailbox daily or when present on the campus. Otherwise, announcements of meetings, grade sheets, notices about students, and U.S. Mail may be missed. Many notices of meetings and other important pieces of information are communicated by electronic mail (e-mail). E-mail should also be checked regularly.

E-5. Offices and Keys

Office space for part-time faculty members is provided if available. Part-time faculty members may also use the study space in the Library to consult with students or reserve other space through the appropriate dean.

Keys to offices, laboratories, and storage rooms are issued by the University Police, UC 027. A charge of \$3.00 is required for replacement of a lost key. Keys no longer needed should be returned to University Police. When employment is terminated, the keys must be returned prior to receiving final pay.

E-6. Bookstore

At the time of preparation of this manual, Indiana University has entered into a contract with Barnes and Noble to manage all its bookstores. Therefore, the policies and practices stated below are subject to change.

As soon as the schedule for the next semester has been decided upon, the Bookstore manager contacts each faculty member (or dean) requesting the list of textbooks, reference books, and supplies that will be needed for each course.

Instructors are responsible for obtaining their own desk copies of textbooks. Desk copy order forms are available from unit secretaries and/or the Bookstore. In case of an emergency, where there is not sufficient time to obtain a copy of a text before a course commences, the Bookstore will sell the instructor a copy with the understanding that the purchase price will be refunded when the copy from the publisher is turned in. It should be noted that the Bookstore cannot accept replacement copies of texts which are marked "desk, not for resale" or "examination copy only."

Faculty and staff members are allowed a 10% discount on all purchases over \$1.00.

E-7. Use of Facilities

The trustees of IU reserve the right to control the use of university facilities to assure that events conducted in those facilities is compatible with the mission of the university. The university will at all times seek to assure students and faculty groups opportunity to meet, hear and exchange ideas and views, however controversial, but it does not

license and will not tolerate activities which are illegal.

The term “facilities” include grounds owned by the university as well as structures which are university property.

Individuals wishing to reserve university facilities (with the exception of the Paul W. Ogle Cultural and Community Center) should obtain a reservation request form from the Information Center located in the University Center. Generally, there is no charge for the use of university facilities by university groups so long as the university does not, itself, incur additional expense because of the event. A charge may be assessed to cover extraordinary expense for custodial/security/technician assistance, audio visual needs, supplies, damages to university property or other related expenditures. A charge for custodial/technician assistance will be made if the event is scheduled for a time when the facility is not normally open for university use.

Individuals who wish to reserve a university facility for an income-producing program must secure specific authorization for the event from the director of campus life. The university does not make its facilities available for fund-raising purposes if the funds are designed to enrich an individual or commercial sponsor. In any event, individuals or organizations wishing to utilize a university facility for income producing purposes must write the director of campus life setting forth the nature of the income producing activity, its purposes and where funds will be directed. If proceeds from such an event are to be donated to IUS or the Indiana University Foundation (IUF), no facility usage charge will be assessed, except for extraordinary costs. If the income is not to be donated to IUS or IUF, a facilities’ usage charge will be assessed in accordance with a schedule of facility fees on file in the director of campus life’s office.

The university reserves the right to reject any and all applications for the use of facilities. The university reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. Further, the university reserves the right to determine when the assistance of security/custodians and /or a technician is necessary.

All requests for the use facilities should be submitted in writing (completion of *Facilities Usage Form*) and submitted to the director of campus life, not less than four days before the scheduled event. Questions regarding these policies should be directed to the director of campus life. For Ogle Center usage policies see § E-16, for availability contact the Ogle Center Manager at ext. 2544.

Bulletin boards and kiosks have been erected throughout the campus primarily to publicize university-related activities, including those of students and student organizations. A number of bulletin boards, such as the ones located outside academic unit offices, are designated for the posting of official university announcements and are limited to such uses. The director of campus life will post other material of interest to the university community where space is available. No posting is permitted on brick, window or painted surfaces. Those wishing to place announcements on the bulletin boards or kiosks, should send the materials to the director of campus life clearly identifying the person or group requesting the material is posted.

The above regulations are intended to preserve the beauty of the campus and to assure the nonpartisan character of the institution. They are not intended to limit freedom of expression or to discourage political activity of students, faculty and staff.

E-8. Food Service

Campus food service is provided on a contractual basis. Catering is available through the food service and other designated vendors. Individuals and /or groups may not engage in food sales or catering of foods, which would be considered to be in competition with the vendors.

The director of campus life has been designated as the university’s representative to work with the food service vendors, and all suggestions, questions and concerns should be addressed to that office.

Individuals and /or groups wishing to plan a banquet, reception or host a party should contact the coordinator of conference & catering, located in the Campus Activities Office, for information, menus and procedures.

E-9. Child Care

IUS provides child care to its faculty and students through the IUS Children's Center. The center was established in 1978 through a proposal presented by the Student Government Association. The center provides care from Monday-Thursday 7:45 a.m.-10:00 p.m., Friday 7:45 a.m.-1:00 p.m. while classes are in session. Times during the summer term may vary depending on need.

The center is a drop in facility, open to children 3 years of age (potty trained) through 10 years. A minimal family registration fee is assessed per semester (summer terms are considered one term). Users are charged a modest hourly rate for the service. The services are only available while the user is conducting university business (i.e., class, studying, working).

For further information contact the coordinator of the children's center or director of campus life.

E-10. Physical Plant

IUS uses ten buildings at its Grant Line Road campus.

Activities Building (AB):
facilities for recreation and sports
offices of the athletic and recreation staff

Crestview Hall (CV):
Applied Research Education Center (AREC)
classrooms (largest number of classrooms)
computer services facilities
IT Systems and Operations
School of Social Sciences
Student Technology Center

Hillside Hall (HH):
classrooms
School of Business
School of Education

Knobview Hall (KV):
IT Media and Web Services
classrooms
Department of Supervision
Division of Continuing Studies
School of Arts & Letters
fine arts studios
foreign language laboratory
Writing Help Center

Library Building (LB):
IUS archives
Library
Institute for Learning and Teaching Excellence (ILTE)

Life Sciences Building (LF):
classroom and laboratory space for
biology, mathematics, nursing, and psychology
School of Natural Sciences
Division of Nursing
Mathematics Resource Lab

Paul W. Ogle Cultural and Community Center (OG):
Ronald L. Barr Gallery
Box Office
IUS Amphitheater
Recital Hall
Robinson Theater
Richard K. Stem Concert Hall
black box theatre
green rooms
scene shop
rehearsal and studio space for music and theatre departments

Physical Sciences Building (PS):
classrooms
offices and laboratory facilities for
chemistry, earth sciences, physics and science education
Purdue Statewide Technology Program facilities

Service Building (SV):
mail services
maintenance shops and central air-conditioning equipment
Physical Plant Department

University Center (UC):
Academic Success Center
administrative offices
Bookstore
Bursar/Accounting Services
Campus Life
conference rooms and offices
Office of Equity and Diversity
food service
games room
Human Resources
Information desk
IT Support Services
IU Credit Union
Office of Admissions
Office of Campus Activities and Student Life
Office of Career Services and Placement
Office of Financial Aid
Personal Counseling
Registrar's Office
student commons and lounges
Student Development Center
Student Government Association
student organization offices
student technology center (24/7 lab)
University Police

E-11. External Grants

All grant proposals (including preliminary proposals) to governmental agencies or private foundations **must** be routed through the dean for research. The proposals will be sent to the Sponsored Research Services (SRS) in

Bloomington and must be accompanied by forms completed and signed by administrators on this campus. Two weeks should be allowed for this process to be completed.

If members of the faculty or staff are considering the contracting with an outside agency for reimbursement of special services, they should advise the Office of Academic Affairs as soon as negotiations begin. Any such contract or agreement must have the approval of the State Budget Agency, and the SRS office needs as much lead time as possible in getting approval from the budget agency.

A wide range of resources is available to assist faculty members in identifying sources of funding and developing proposals. These include reference books, electronic searches, proposal writing guides in several formats, and sample proposals. Information may be obtained in the Office of Academic Affairs research website: <http://www.ius.edu/AcadAffairs/research.cfm> or through the dean for research. The associate vice chancellor for academic affairs may assist with teaming, project configuration, written material sharing, and other kinds of institutional grants writing support.

E-12. Collections and Donations

No canvassing, peddling, or soliciting is permitted on the grounds or in the buildings of the university without the permission of the chancellor. An annual canvass for charitable contributions to the United Way has been approved by the university. The chancellor has also authorized a canvass for the Greater Louisville Fund for the Arts. Each member of the faculty and staff is urged to participate in these united appeals, but of course there is no obligation to contribute.

E-13. Identification Cards

Faculty and staff will be issued an official photo identification card. This card may be used to:

1. Obtain books and materials from any Metroversity Library.
2. Purchase IU athletic and special events tickets at reduced rates.
3. Identify oneself as an IU employee when at another campus.
4. Use the recreational facilities in the Activities Building.
5. Purchase IU Software at the Bookstore