

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 should be made through the secretary in the ASC office. 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 polices:

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/>