

Program Policies

Grade Policy

Undergraduates

For purposes of the program (but not for the University), grades of transferred courses used to fulfill requirements will be incorporated into averages. The IUS grade point average only includes Indiana University courses. For example, if an English composition course is transferred into IUS a candidate's IU grade point does not include the grade for that transferred course. However, if the program uses the composition course as a substitute for an IUS composition course its grade would be used to determine if the candidate meets grade criteria for the Language Arts area.

If a course is repeated or an alternate approved course is substituted for a requirement, the higher grade is used for program purposes. However IUS uses all grades to compute a candidate's overall grade point averages.

Candidates may wish to take advantage of the grade replacement (i.e., substituting the most recent grade for a repeated course) or academic bankruptcy process (i.e., removing courses from record) to overcome certain types of grade deficiencies. Details about campus policies regarding grades are located in the IUS Academic Bulletin and on the Registrar's website <http://www.ius.edu/Registrar/GradePolicies.cfm#38>

Consult a program check sheet for specific grade requirements.

Graduates

Graduates are required to earn no less than a grade of B (or "satisfactory" for a courses graded satisfactory/fail) for every education course used for the program.

Criminal History and Sex Offenders Registry Check

Because children and youth with disabilities often exhibit poor judgment and are more vulnerable than the general population, it is important that the program faculty closely scrutinize IUS candidates.

Undergraduates

Candidates must have a cleared criminal history and sex offender cross-check before starting all special education field experience.

Graduates

Post-bac initial license and graduate level second license area candidates must also have a clear criminal history and sex offender registry cross-check. If not a full-time teacher, candidates in these program options must pass the checks at the point of admission and then again if assigned to a classroom for a field experience.

Attendance & Learning Community

Candidates are expected to attend each class, be on time, and contribute positively to the learning community through active listening, completion of preparatory assignments and full participation in class activities. Opinions and reactions should be shared in a professional manner.

Attendance. "Class attendance is required. Illness is usually the only acceptable excuse for absence from class. Other absences must be explained to the satisfaction of the instructor, who will decide whether missed assignments may be made up. A student who is absent from the final examination and who has a

passing grade up to that time may be given a grade of I (Incomplete) at the discretion of the instructor. The student must contact the instructor within two weeks of the examination date to schedule a make-up examination. Failure to do so may result in a failing grade being awarded in the course." (IUS Bulletin)

Punctuality. Being on time for class is important for the candidate as well as classmates and the instructor. Each instructor develops her/his own policy regarding make-up work. Faculty members have the right to impose grade deductions or other penalties for tardiness.

Collegial Atmosphere. All class members are responsible for maintaining a positive learning environment. Candidates who are currently teaching are expected to model appropriate professional dispositions for undergraduate students. Faculty members understand that practitioners can have job related stress. However, the IUS classes should be a place for renewal and problem-solving, rather than self-perpetuating grouching and "awfullizing." Candidates experiencing overwhelming stress or needing a professional consultation should make an appointment with the instructor so an appropriate amount of attention can be devoted to the situation.

Lively exchange of information and divergent opinions can help everyone grow. Appropriate decorum includes:

- Honoring importance of peers' and the instructor's contributions and needs by listening, watching, and participating
- Expressing disagreement carefully and respectfully
- Self-monitoring participation level: not too much and not too little
- Refraining from excessive "side bars" that distract peers or instructor

Class members should keep the classroom neat, return furniture to its appropriate spot, and use the recycling bins. Cell phones MUST be silenced. Personal items such as backpacks should be stowed carefully so exits and aisles are safe for classmates and the instructor.

Guests in Class. Because classroom discussion and instruction may include sensitive information, candidates may not bring children, partners, or other guests to class. When outsiders are present the instructor as well as classmates may feel constrained and distracted. Guests may be unaware of confidentiality issues and misconstrue what is being heard and seen.