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 who indicate an intended major are assigned to the school that houses that major, where they will be advised regarding their academic programs and receive other assistance as they begin their work at IU Southeast. Students who indicate they are undecided about a major are assigned to the Advising Center for Exploratory Students. Transfer students with 26 credit hours or more and have completed the requirements to go to their major are admitted directly into the appropriate academic unit.

By the time exploratory students have completed 30 credit hours, they are expected to select a major. Students who meet the admission standards of their intended academic program will then transfer to the academic unit of their choice and will be assigned an advisor. Each student's proposed Schedule of Courses must be approved by this adviser 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 professional and faculty advisors, school deans, and program coordinators will help direct students through the 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 an online Schedule of Classes. 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. 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 for registration information and procedures. In order to register for classes at IU Southeast, 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. Faculty members should not allow students who are not officially enrolled to attend their courses. A student who attempts to do so could be construed as committing as an act of academic dishonesty or theft of services and could be subject to appropriate disciplinary or legal sanctions. Students with financial difficulties should be encouraged to pursue the deferred payment options available through the Bursar's office, if needed.
D-4. Attendance
Attendance is required. Illness, religious observances, and participation in university-sponsored activities such as intercollegiate athletics, are usually the only acceptable excuses for absence from class. (See Student Athlete Attendance Policy at the Academic Affairs website.) Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up. 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. Student Early Alert System
Indiana University has a student early alert system (IU FLAGS) that is incorporated into OnCourse. The system allows faculty members to alert students of problems, such as failure to attend class or poor academic performance, and to suggest remedial actions that students can take, e.g., talking with an advisor. Faculty members are encouraged to use FLAGS to communicate with students in all their courses. By Faculty Senate policy, faculty members are required to submit performance roster information, using FLAGS, by midterm each semester for all first year students in their courses.

D-6. 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-7. Grades and Grade Reporting
IU Southeast 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/ minus grades) 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 IU Southeast; 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 IU Southeast for at least two years, are undergraduates pursuing their first bachelor’s degree, and are returning to IU Southeast 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 IU Southeast 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 IU Southeast. 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 grade of S or A may be awarded. 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-8. 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 dean of the school or the vice chancellor for academic affairs. Only cases of error in recording or computation will be considered 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 requests are submitted electronically.

D-9. Holds (Service Indicators)
A “hold” or “service indicator” 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. Common reasons for holds are delinquent financial accounts, owing library or parking fines, or being suspended for not meeting required academic standards.

D-10. Application for Degrees
Students planning to graduate must submit an Application for Degree form to the office of their school. 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. 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 persistence and success are 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 and the IUS Code Procedures document for a complete discussion of student conduct and procedures for handling student misconduct cases. Both documents can be found at the Office of Student Affairs web site.

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 should be contacted at ext. 2400 if a student or other person on campus appears to be in need of assistance.

D-17. E-mail Communication
In accordance with Indiana University policy, IU Southeast uses electronic mail (email) as an official means of communication with IU Southeast students. A student’s failure to receive or read official university communications sent to his or her 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 need to be aware that practices that could potentially reveal individual student grades to others, such as sending grade spreadsheets to the entire class, posting their working gradebook to their website, or just 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. Consult with the registrar if you have any questions about permissible practices under FERPA.

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/