2022-2023
Faculty Handbook

IUPUC

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Academic Calendars

All classes, registration periods, semester breaks, and final exams at IUPUC follow an academic calendar. Familiarize yourself with the current calendar to learn when classes start, the last date in which students can add or withdraw from classes, dates for campus holidays, final exam schedules, and more. Academic calendars are found at https://students.iupuc.edu/calendars/

Final Examinations

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

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

The current final exam schedule is online at https://students.iupuc.edu/grades/finals/. There are no Monday exams. Face-to- face final exams for online courses must be given the Saturday preceding final exam week; contact registrar services for time and room.

Adjunct Faculty Teaching Contracts & Paperwork

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

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

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

Course Outline and Syllabus

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

Instructor and Course Evaluations

During the last two weeks of each semester, students have the opportunity to evaluate their courses. Evaluations are done online and instructions are provided to students and faculty through email. Course evaluations are a vital component of the

university process. Faculty should inform students of the importance of course evaluations and encourage students to complete them. The results of evaluations are provided anonymously to instructors to help them improve their courses. Division heads also have access to their instructors' course evaluations.

Profiles of Learning for Undergraduate Success (PLUS)

IUPUC prepares all students to communicate, innovate, and engage local and global communities to solve the problems of the 21st century. Along this journey, students have many opportunities to reflect upon their classroom and co-curricular learning, develop expertise in their chosen field(s), and grow as human beings. Students become acquainted with each of the profiles of communicator, problem solver, innovator, and community contributor in general education and first year experiences and progress along these pathways through their major coursework and co-curricular activities toward the capstone/culminating experience. Each profile is not distinct but supports and enhances the others in multiple ways, providing students with various occasions to deepen disciplinary understanding and refine what it means to be a well-rounded, well-educated person prepared for lifelong learning.

Profiles of Learning for Undergraduate Success: IUPUI+
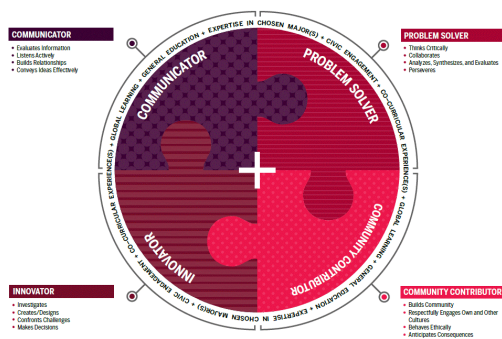
Communicator

The IUPUC student conveys ideas effectively and ethically in oral, written, and visual forms across public, private,

interpersonal, and team settings, using face-to-face and mediated channels. Communicators are mindful of themselves and others, listen, observe, and read thoughtfully, ask questions, evaluate information critically, create messages that demonstrate awareness of diverse audiences, and collaborate with others and across cultures to build relationships. The communicator:

- Evaluates Information
- Listens Actively
- Builds Relationships
- Conveys Ideas Effectively

Problem Solver

The IUPUC student works individually and with others to collect, analyze, evaluate, and synthesize information to implement innovative solutions to challenging local and global problems. The problem solver:

- Thinks Critically
- Collaborates
- Analyzes, Synthesizes, and Evaluates
- Perseveres

Innovator

The IUPUC student builds on experiences and disciplinary expertise to approach new situations and circumstances in original ways, is willing to take risks with ideas, and pose solutions. Innovators are original in their thoughts and ask others to view a situation or practice in a new way. Innovators are good decision makers, can create a plan to achieve their goals, and can carry out that plan to its completion. Innovators use their knowledge and skills to address complex problems in order to make a difference in the civic life of communities, and to address the world's most pressing and enduring issues. The innovator:

- Investigates
- Creates / Designs
- Confronts Challenges
- Makes Decisions

Community Contributor

The IUPUC student is an active and valued contributor on the campus and in communities locally and globally. They are personally responsible, self-aware, civically engaged and they look outward to understand the needs of the society and their environment. They are socially responsible, ethically oriented, and actively engaged in the work of building strong and inclusive communities, both local and global. The community contributor:

- Builds Community
- Respectfully Engages Own and Other Cultures
- Behaves Ethically
- Anticipates Consequences

University Academic Policies

Many IUPUC academic policies described here and elsewhere in this document are also online at https://students.iupuc.edu/policies/. In many cases, those IUPUC web pages connect to policy information on the IUPUI web site.

Academic policies cover a range of topics and subject matter like academic integrity, final exam scheduling, grades, withdrawal from courses, the Family Educational Rights and Privacy Act (FERPA), student rights, responsibilities, and conduct, and much more. If you have questions about IUPUC's academic policies, contact the Office of the Registrar (https://students.iupuc.edu/register/)

Expectations of Faculty

A faculty member will:

- Maintain a clear connection between the advance description and the conduct and content of each course presented.
- Clearly state the course goals in materials handed out at the first class meeting.
- Clearly inform students in writing at the beginning of the course of the testing and grading system to be used. These systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.

- Plan and use class time with an awareness of its value for every student.
- Announce class attendance policy at the first class meeting and meet class regularly.
- Clearly state the level of collaboration that is allowed on every class assignment.
- Be available to discuss course content or grading with students throughout a course.
- Use assessments consistent with course goals and content presented in class or within clearly assigned readings.
- Maintain security of all examinations before, during, and after they have been given.
- Protect honest students by monitoring the examination process.
- Post a key only after all students have completed the examination.
- Assign final grades consistent with the student's academic performance according to the guidelines established when the course began.
- Maintain and demand a professional tone in dealing with students in or out of class.
- In the event a scheduled class meeting will be missed, contact division secretary to post class cancellation information near the meeting location.

Expectations of Students

A student will:

- Participate in the learning process in a serious and conscientious manner and respect the rights of other members of the learning community.
- Responsible for class attendance and completion of assignments on time.
- Prepared for and participate in classroom activities. In that context, students have the right to raise issues relevant to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions without concern for academic penalty.
- Read all course materials, including the syllabus and description of the grading and testing systems relevant to the course.
- Refrain from all academic misconduct and avoid situations giving the appearance of misconduct.

- Report to the instructor any observed academic misconduct.

Student Assistance Program

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

Students should contact SOLUTIONS directly by calling 1.800.766.0068 or by visiting the website at https://centerstonesolutions.org/contact-us/ Students will be required to show proof of enrollment for the current semester. They should take with them a current class schedule and a photo ID.

If you have concerns about students or would like more information on this service, please contact Joan Poulsen at jpoulsen@iupuc.edu or 812.348.7256).

IUPUC Behavioral Consultation Team
Mission

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

Purpose

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

- Behavior that appears to be dangerous or threatening to self or others.
- Bizarre or strange behavior such as acting "out of touch" with reality.
- Angry, hostile, or abusive behavior.

- Other behavior that is inappropriate, worrisome, or disruptive.

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

Contacting the BCT

To contact the BCT, call 812 348.7256 and ask to speak with the Chair (Associate Dean for Academic and Student Affairs, Joan Poulsen) of the BCT. You will be asked to complete a Concerned Persons Referral Form, found online in the Faculty area of our public web site at https://www.iupuc.edu/campus-life/dean-of-students/bct-referral.html

Possible Outcomes

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

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

Team Members

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

Dr. Joan Poulsen
Associate Dean for Academic and Student Affairs
812.348.7256
jpoulsen@iupuc.edu

Brian Deubner
Lieutenant, University Police Department IUPUC

812-348-7388
bdeubner@iu.edu

Dr. Lori Montalbano
Assistant Vice Chancellor
812.348.7251
lmontal@iu.edu

- Members of the Behavioral Consultation Team meet regularly, as well as, in response to requests for assistance. The Behavioral Consultation Team includes representation from the Deans office, University police, the advising office, and other staff or faculty as needed.

Code of Student Rights and Responsibilities

The Code of Student Rights, Responsibilities, and Conduct is an important document available at https://students.iupuc.edu/policies/ .

Instructors should become familiar with the definitions and procedures outlined in this document. The code emphasizes the commitment of IUPUC to maintaining a set of conditions essential to the educational objectives of students, faculty, and administration. Addressed topics include discrimination, sexual and racial harassment, academic and student affairs, student records, and procedures for the filing of student complaints.

Student Academic Misconduct

Academic dishonesty is a very serious offense and instructors should take action about it in a swift manner. The Code of Student Rights, Responsibilities, and Conduct lists six categories of academic misconduct. With this link https://www.iupuc.edu/campus-life/files/updatedacad-misconduct-form-2017.pdf faculty can report a case of academic misconduct. If you proceed with a case, fill all sections of the form, get signatures from the appropriate parties, and send the form to the Dean of Students.

What is Academic Misconduct?

The Code of Student Rights, Responsibilities, and Conduct lists six categories of academic misconduct. Here is a list of misconduct activities.

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

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

Fabrication is falsifying or inventing information or data in an academic assignment. Some examples include:

- Falsifying data in laboratory results.
- Inventing information for records or reports.
- Falsifying citations to sources of information.
- Reporting fictitious interviews or ascribing information to an interview that did not take place or that did not cover the topic claimed.

Facilitating Academic Dishonesty is when a student aids or attempts to aid another student in committing academic misconduct. Examples of such activities might be:

- Allowing another student to copy answers on examinations.
- Writing a paper for another student

Interference is when a student prevents another student's work from being completed or evaluated properly. Examples might include:

- Stealing or changing another student's work before it is evaluated.
- Destroying another student's work.
- Stealing or defacing shared necessary resources to deprive others of their use.
- Offering bribes or favors to affect a grade or an evaluation of academic work.
- Making threats to affect a grade or an evaluation of academic work.

Plagiarism is using ideas, words, or statements of another person without giving credit to that person. Examples could include:

- Presenting the ideas, opinions, or theories of others as your own.
- Using another person's exact words without proper citation.
- Using facts, statistics, tables, or figures from existing sources without proper citation.

Course Rules Violation is when a student fails to abide by the rules related to course content or enhancement of the learning process stated in the syllabus. Examples of common violations include:

- Working with a group when a project is for individual development.
- Using unauthorized materials for examinations or projects.

Reporting Academic Misconduct

Read the referral form (see appendices) and consult the Code of Student Rights, Responsibilities, and Conduct, Part III to clarify your options. Fill out the sections of the referral form describing the incident.

- Clearly inform the student of the decision to report academic misconduct, the consequences to the student, and the process by which the student may appeal.
- Give the student an opportunity to read the referral form and to sign and date it below the appropriate statement.
- Complete the form with your signature, and date.

- In the event a student disputes the charge or the sanction(s), the instructor should bring the case to their Division Head for resolution.
- In the rare event that a case is not resolved at this level, the Division Head should bring the case forward to the Dean of Students (Dr. Lori Montalbano).
- If the case is not resolved at this level, the student may make a final appeal through the formal appeal process through the Office of Conduct (Dr. Joan Poulsen).
- Upon resolution, the referral form and accompanying documentation, signed by all parties, should be sent to the Division and Office of Conduct. Records are kept in perpetuity for misconduct cases.

Disruptive Conduct

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

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

Disruption: Personal misconduct that infringes on or impedes the teaching or learning process. The following are specific types of disruptive conduct.

1. Dissent: A disagreement, protest, debate, or behavior that produces dialogue but that usually does not seriously infringe on the teaching/learning process. However, there is a level of dissent that may become disruptive.
2. Eccentricity: Non-normative behavior, provocative behavior, or, as some label it, "abnormal," "strange," "crazy," or "bizarre" behavior. This type, while unusual, is not necessarily disruptive.
3. Failure to Comply or Identify: Failure to comply with directions of authorized university officials, including designated student staff, in the performance of their

duties, or failing to identify oneself to these persons when requested to do so.

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

5. <u>Possession of Dangerous Weapons</u>: Unauthorized possession of a firearm weapon (including, but not limited to, pistols, rifles, shotguns, handguns, BB guns, etc.).

Disruptive Conduct Response

If a disruptive conduct situation arises, instructors will heed the following guidelines.

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

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

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

4. In the event of repetitive disruptive conduct, talk with the student in a more private setting; ask the student to explain the reasons for his/her conduct. Do not engage the student in a debate. If the conduct is serious, or you feel uncomfortable meeting alone, arrange to have an observer with you when this meeting occurs. Contact the Associate Dean for Academic and Student Affairs at 812.348.7256 for information and assistance.

5. Talk with the student in a professional and courteous manner about the situation that is creating the

disruption. Attempt to reach resolution in concrete terms that will restore a positive learning environment.

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

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

Family Educational Rights & Privacy Act (FERPA)

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

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

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or assistance, you may call 812.348.7287.

Avoid FERPA Violations

To avoid violations of FERPA rules, **do not**

- at any time, use the entire Student ID Number of a student in a public posting of grades

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

SAFETY AT IUPUC

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

Law Enforcement on Campus

Indiana University police are generally available Monday through Thursday, 7 a.m. to 10:30 p.m. and Friday, 7 a.m. to 6:30 pm. to escort students to their vehicles and to assist with parking issues. Contact evening security personnel by calling 812.348.SAFE (7233).

IU Notify

IU Notify is a communication system that quickly broadcasts messages as voice calls to office, local home, or cell phones; and as text messages to cell phones or University and external email accounts, in the event of a campus emergency.

To receive notifications of campus cancellations and closings, as well as emergency instructions, it is imperative that you maintain updated contact information in the IU Notify system. To verify and update your information go to One.IU.edu and search for IU Notify.

Emergency Procedures & Reporting

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

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

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

Emergency Phones on Campus

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

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

Messages to Students during Class

Messages can only be relayed to students in the event of a life-threatening emergency. While a message may be important to the student, it will not be delivered unless it is a life-threatening emergency. The student's class schedule should be left with

family members so that this information is readily available in the event of such an emergency.

Responding to Fire, Smoke, or Explosion

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

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

Lost & Found

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

Drug Free Campus Policy

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

Prohibited Weapons

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

University Smoking Policy

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

Weather Cancellations & Closings

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

Adverse Weather Policy

All students, faculty, and staff are asked to check www.iupuc.edu and/or area media to learn if classes have been cancelled due to inclement weather.

When there is a cancellation of classes, the primary media for dissemination of this information are the campus Web site, local radio stations, and metropolitan television channels.

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

The severity of cold weather can make it advisable to cancel classes because of the effect such low temperatures can have on individual health and safety. If adverse weather conditions are widespread and extremely severe, the vice chancellor may determine that classes should be cancelled. If classes are cancelled at the Columbus campus, all off-campus classes will be cancelled as well, even if the facility in which the off-campus classes are held has not been closed. If the facility in which the

off-campus classes are being held is closed, the off-campus classes will be cancelled, as well those in that particular facility.

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

IUPUC Website & Weather Line

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

Regional Media

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

Radio

WRBI	103.9 FM	Batesville
WFIU	103.7 FM	Bloomington
WCSI	1010 AM	Columbus
WKKG	101.5 FM	Columbus
The River	104.9 FM	Columbus
WWWY	106.1 FM	Columbus
WRZQ	107.3 FM	Columbus

WTRE	1330 AM	Greensburg
WORX	96.7 FM	Madison
WXGO	1270 AM	Madison
WJCP	92.7 FM	North Vernon
WNVI	1460 AM	North Vernon
WZZB	1390 AM	Seymour
WQKC	93.7 FM	Seymour
WJAA	96.3 FM	Seymour
WXKU	92.7 FM	Seymour
WXCH	103.1 FM	Versailles
WKID	95.9 FM	Vevay

Television

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

Instructor Weather Announcements

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

Severe Weather Emergencies

When emergency sirens are activated, remember to remain CALM.

- Evacuate all classrooms and offices using the nearest stairway and move to the first-floor stairwells, restrooms, or any interior room without windows.
- Do NOT use the elevator.
- Do NOT stand near – or open – windows and doors.
- Do NOT dismiss your class. Students may tend to leave the building during the storm, putting them in danger of bodily harm.
- Remain in the safe area until you are informed that it is safe to return to your classroom or office.
- If the building is damaged during severe weather: Remain in your safe place – Do NOT enter the damaged area.
- Should the building receive severe damage to its structure, as soon as you receive an all clear, leave the building and do not re-enter until you are notified that it is safe to do so.

IUPUC GRADING POLICIES
Grading and Examination Policy

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

The grading, testing, and attendance policies must be explained to students at the beginning of the semester and adhered to unless extenuating circumstances necessitate a change. Students should be informed of any changes in policy and procedures.

A sufficient number of tests and/or quizzes should be given to provide an adequate base for evaluating a student's performance.

Pass/Fail Grades

During an undergraduate program, a student in good standing (not on probation) may enroll in up to a maximum of eight elective courses to be taken with a grade of "P" (pass) or "F" (fail). Each division's regulations vary on the Pass/Fail option. Most divisions restrict students to two Pass/Fail courses during an academic year. In some divisions, Pass/Fail courses cannot be used to satisfy general education requirements or requirements in the major or minor. In rare cases, a student may be able to use the Pass/Fail option for part of the general education requirement. Other programs may permit some limited use of the Pass/Fail option for program electives required for the major. The division advisor can explain the Pass/Fail procedure for each school/ program.

Instructors are not involved in the decision to use the Pass/Fail option and are not informed that the student is taking a course on a Pass/Fail basis. All instructors report the traditional letter grades on the final grade roster where all grades of "D-" or above will be converted to grades of "P."

A grade of "P" does not affect the grade point average, but a grade of "F" does. Once a student requests that a course be taken Pass/Fail, the student cannot request that the Pass/Fail option be reversed. A course in which a student earns a "P" will count toward graduation.

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

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

FN/FNN Grade Policy
Policy Background

Following a federal audit conducted in 1996-97, IUPUC is now responsible for repaying federal financial aid (loans or grants) for students who "unofficially withdraw" (i.e., have all "F"s or "W"s as their semester grades).

As of the 1999-2000 fiscal year, each division is assessed its attributable share of financial aid that must be repaid to the federal government. Given the potentially significant liability that the university, and thus each individual division, could incur, it is imperative that measures be taken to ensure that student attendance and withdrawal from courses can be accurately documented.

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

FN Grade

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

FNN Grade

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

Grades of I and IX (Incomplete)

A grade of "I" (Incomplete) may be assigned by an instructor when exceptional circumstances, such as illness, prevent students from finishing all work required in a course.

The grade of "I" will be awarded only if the work is mostly complete, and of passing quality. The faculty member and the student fill in an Incomplete Grade Contract and give the original to the Office of Registrar Services for safe keeping. This is done prior to the instructor issuing an "I" grade.

The faculty member will set a specific date (up to one year) by which all unfinished work must be completed as stipulated in the Incomplete Grade Contract. The faculty member is not required to give the student a year to finish the work. The instructor has the right to set an earlier deadline. Upon receipt of the completed work, the faculty member initiates an eGrade Change through the Faculty Center to change the "I" to a letter grade, or completes a paper Removal of Incomplete form with the Office

of Registrar Services. The student may view the new grade and the updated cumulative GPA on One.IU.edu.

The Registrar will manually change the "I" to "F" at the end of the specified time period or within one year of the time it is recorded will automatically be converted to a grade of "F." The student will receive notification of this pending change and should take immediate steps to resolve the Incomplete. In rare cases, the instructor may agree to extend the deadline for resolving the Incomplete beyond the initial one-year period and in turn will submit a grade of "IX" on the Removal of Incomplete Form.

If students have to re-take the course in order to remove the Incomplete, they must not re-enroll in the course. Instead they should make arrangements with the original instructor and any new instructor to sit in on a portion of or the entire course as required by the instructor(s). In all cases, the original instructor is responsible for assigning the final grade.

If the original instructor is unavailable or no longer with the university, the student should consult with the head of the division offering the course. If, after receiving an Incomplete, students wish to withdraw from the course, they must follow the official IUPUC procedures for withdrawal. Students should understand that sitting in on a course or otherwise making up the Incomplete does not count as part of the full- or part-time course load for financial aid purposes or for enrollment certification.

Grade Reporting Policy

There are no paper rosters generated for Final grades. All faculty are responsible for entering their Final grades using One.IU.edu or Canvas. Instructors must create their IU network ID and passphrase early in the semester in order to use these systems.

After posting regular course work grades in One.IU or Canvas throughout the semester, submit a final grade for each student at the end of the semester. Under no circumstances is an instructor to mark a student as having withdrawn on final grade rosters. Generally, if a student has not dropped the class and has not attended, then they receives an "FN" or "FNN" grade; if the student "earned" a failing grade, report it as an "F." Final grades are normally due 48 hours after the scheduled final exam

time. Instructors will receive an email notifying them of the date Final Grade rosters will be available for their grade entry and the deadline for grade processing.

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

Entering Final Grades

Complete step-by-step instructions are online under the SIS Training app found on One.IU.edu.

Posting Grades

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

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

Change of Grade

There are times when a grade you have assigned for a student needs to be changed. A process for changing grades called "eGrade Change" permits you to submit grade changes or corrections electronically in One.IU.edu. Following, are the steps to access eGrade Change:

1. Log into https://one.iu.edu/ with your username and password
2. Use the search box to find the "Submit eGrade Change (Instructor)" app

After you submit the form for approval, it routes to the Registrar Services office for review and completion of processing. The change posts to the student's record immediately after processing. This typically occurs within two business days. Tell

the student to check in One.IU.edu periodically until the change appears.

eGrade Change allows switching from one letter grade to a different letter grade such as "C" to "B," and a change from an "I" grade to a letter grade.

Grade Replacement Policy

Provisions of the IUPUI/IUPUC Grade Replacement Policy allow undergraduate students to repeat a course in order to achieve a higher grade. However, this will affect a student's academic record only for their current academic program while attending IUPUC. If the student subsequently transfers to another academic unit (even at IUPUC) or another campus, different interpretations of the Grade Replacement Policy may be in place.

An undergraduate student who retakes a course may elect to have the grade from that most recent enrollment counted in computation of the cumulative semester index, in accordance with the limitations listed below. After retaking the course, the original grade is no longer a factor in calculations used to determine the student's cumulative GPA. The student's transcript, however, will continue to show the original enrollment in the course and all grades earned for each subsequent enrollment. This policy is subject to the following limitations:

- Students may exercise the grade replacement option for no more than fifteen (15) credit hours, including any courses previously changed to FX.
- A grade replaces another grade only for the same class or equivalent classes. Example: a grade for Math 151 can replace one for Math 153 or 154, or grades for both Math 153 and Math 154 may replace a Math 151 grade. Students must indicate both courses on the form if they wish to replace Math 153/154.
- A student may exercise the Grade Replacement Policy a maximum of two (2) times for a single course.
- The request to remove a grade from the cumulative GPA calculation by this method is irreversible.
- The second enrollment for any course covered by this policy must have occurred during the fall semester 1996 or later.

- Taking a repeated course after completion of a degree will not retroactively count to increase the graduation index.
- Students who plan to use the grade replacement option must submit appropriate forms to their advisor after they have retaken a course. Provisions of this policy are not applicable to students seeking a second degree.

PERFORMANCE ROSTERS

General Procedures

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

The Student Engagement Roster

Instructors use this roster to provide feedback on performance and attendance early and often for each student. The roster allows quick intervention with students who may need assistance. The attendance portion of this roster is critical for registrar and financial aid audits to ensure compliance with federal and IU policies.

Access the engagement roster via Canvas, or through one.iu.edu and searching "Student Engagement Roster". Detailed instructions are available at this site: **https://due.iupui.edu/student-success/engagement-roster/index.html**

The Administrative Withdrawal Roster

Instructors may administratively withdraw undergraduate students who miss more than 50 percent of course meetings or assigned activities during the first 25 percent of the course duration. The roster is available in Canvas and One.IU for use after the fee refund period. Choose either "some attendance" or "no attendance" when reporting the student's lack of performance. Use and save the roster as often as needed. The Office of Registrar Services automatically receives each administrative withdrawal request submitted in this manner.

Instructors must include specific language about administrative withdrawal in the course syllabus. This informs students about the impact such withdrawal action will have on their financial aid awards and/or their student visa status. See the language example (that you may tailor as needed) in the Faculty

Handbook appendix. Approval came from the IFC Academic Affairs Committee and the IUPUI Faculty Council in 2012 and updated August 21, 2018.

End of Semester: Final Grade Roster

Even though an overall "final" deadline is given, each instructor should process grades within 48 hours after the final exam is given. If you do not post grades by the deadline, students will see the notation NR (not reported) on their transcripts. When students question Registrar Services about this, staff will tell students to contact the instructor.

IUPUC grades are stored in the student information system (SIS). Choose to enter final grades there by using One.IU.edu or Canvas. Only the faculty member teaching the course may submit final grades. Do not leave any grade field blank because the system will not process the roster until the entire form is complete. You may save a partially completed roster until all grades are entered, at which time you may submit the course grades.

Award a grade of "FN" to students failing due to irregular attendance, and a grade of "F" to students who perform at a failing level. Instructors must enter the date of last attendance beside the names of students who receive an "FN" grade. Do not issue a grade of "W," and do not add students unless you can verify that they have registered.

If a student NEVER attends class, not the first day of class nor any subsequent classes, enter the grade "FNN." There is a difference between "FNN" and "FN" in regards to financial aid processing.

Enter deferred grades of "R" and "S/F" only if the course has been approved for this grading basis. Contact the Registrar to confirm approval if it is in question.

PLUS Assessment Roster

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

Registration Policies & Procedures

Auditing a Course

Courses taken on an audit basis do not receive a letter grade, nor do they apply toward a student's degree program. Students may not change back to credit status after audit status approval.

In order to begin the audit process, students must complete the request and obtain the instructor's signature. Submit the request form to the Office of Registrar Services by the deadline appearing in the Academic Calendar. Students enrolled in audit status must still pay standard tuition and fees associated with the course.

Add Procedures

Students can add classes by computer via their Student Center in One.IU.edu before the start of the semester and during the first week of classes. After the first week of classes, students will be able to initiate a late add through "Late Drop / Add Classes" in One.IU.edu. The instructor receives notification of this request via an IU email from WORKFLOW with the subject "Action List Reminder" and will need to approve the request.

A student wanting to take more than 18 credit hours in a given semester must obtain academic advisor permission and approval. The advisor specifies the total number of hours permitted and then contacts the Office of Registrar Services about processing student enrollment in the overload course.

The Waitlist Process

The Waitlist Process makes registration and schedule adjustments easier to understand, more convenient, and fair for all students. After a course section closes (reaches maximum enrollment), the waitlist becomes active. The first person to submit a waitlist request for that course section is at the top of the waitlist.

If a seat becomes available in that section before the start of the semester, the first person on the waitlist automatically takes the seat. The next person on the waitlist moves into the top waiting position.

Students who have placed waitlist requests should periodically check their schedule in the Student Center app of One.IU.edu to see if they captured a seat in that class. This is particularly important close to the start date for a given semester. Waitlist processing stops the third day of classes.

Withdrawals

Instructors should inform students that failure to attend class does not constitute a withdrawal. The student is responsible for all withdrawal processing using the Student Service Center (the first week only) or "Late Drop / Add Classes" in One.IU.edu. During the first week of classes, students may withdraw from classes without permission. During weeks 2-9, students may withdraw from classes with advisor permission and receive an automatic grade of W. During weeks 10-16, Students can only withdraw from a course with a documentable reason. This requires approval from the instructor (who indicates a grade of F or W), the advisor, and the course division head.

Any student who stops attending class or who never attends class and does not take action to drop, will receive a grade of "FN" or "FNN."

Administrative Withdrawal Policy

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

- The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy. Students must be aware that administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- The course instructor initiates the administrative withdrawal process via One.IU.edu and has the right to stop the process at any time. The Office of Registrar Services will

notify the student prior to processing an administrative withdrawal from a course.

- Administrative withdrawal will take place after the fee refund period. Students administratively withdrawn from a course will not be eligible for a tuition refund.
- Academic units may establish an administrative withdrawal policy more restrictive than the provisions outlined in this guide. It is the responsibility of the academic unit to communicate their policy to their students and to put this information in the course syllabus.

Withdrawal Language for the Syllabus

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

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

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

Faculty & Student Resources
Bookstore

Textbooks, school supplies, apparel and gift items are available in the IUPUC Bookstore by Barnes & Noble, located in the Learning Center. Regular bookstore hours are Monday – Thursday, 9 a.m. to 5 p.m. and Friday, 9 a.m.to 1 p.m. Special hours are set between semesters. Extended hours are scheduled during the first week of classes, Monday-Thursday 9

a.m. to 6 p.m. Any changes in the Bookstore hours will be posted on the bookstore voicemail at 812.314.8520.

Student Life

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

Parking at IUPUC

In order to ensure IUPUC can provide ample parking, all students must purchase a permit if they wish to park on campus. The cost of the parking permit entitles students to use "ST" parking at IUPUC. Parking permits must be purchased through the "Parking Permit" app in One.IU.edu. Violation of IUPUC parking regulation may result in citation and fine pursuant to IC 21-39-5-2/ IC 21-39-5-3.

Parking Ticket Appeals

All students, faculty, staff, and visitors have the right to appeal a ticket if they feel it was issued incorrectly or in error. To appeal, please use the "Parking Citation" app in One.IU.edu.

Center for Teaching & Learning

The Center for Teaching & Learning (CTL), located on the east side of the Learning Center in the University Library, integrates learning and working spaces and programs for students, faculty, and staff.

The mission of the Center for Teaching & Learning is to support learners of all ages and those who teach them. Members of the CTL staff are actively engaged in providing programs, workshops, and professional development events for IUPUC faculty, staff and students.

Within the CTL there are a variety of physical spaces, resources, and services to support and enhance teaching and learning activities. Any questions regarding the CTL may be directed to 812.375.7576 or 812.375.7530.

Check the CTL website for upcoming workshops, classes, events, consultation services, and training sessions on teaching and learning: https://www.iupuc.edu/ctl

Information Commons

The Information Commons includes 42 computer workstations, several document scanners, and internet access to facilitate use of library catalogs and databases, Canvas, and additional Web resources. Both B&W and color printers are available to all students. An integrated information desk supports library, technology, and instructional resource questions from a common access point for both faculty and students. Librarians and support personnel staff the Information Desk at 812.375.7510.

Study Areas

Study tables, 26 computer workstations, and lounge seating areas are available around the perimeter of the library. Wireless access makes it possible to use laptops for accessing research resources. Several small group study rooms are available for students to work on group projects and assignments and may be reserved by visiting https://www.iupuc.edu/library/services/study-room.html .

Academic Resource Center

Located in University Library of Columbus LC1620, the Academic Resource Center (ARC) provides tutoring support to students in math, writing, science, public speaking, and technology. The ARC can also assist instructors in scheduling make-up exams for students who may have to miss in-class exam dates. Call 812.375.7528 to speak with Matt Rothrock, Student Success Coordinator, about the ARC services. Hours for in person and online tutoring may be found at https://www.iupuc.edu/academics/resources/academic-resource-center/index.html

Student Use Computers

Dedicated student use computers and printers are located the Information Commons (LC 1600).When not in use for teaching and learning, teaching labs and classrooms are also available for student use.

Scheduling of the teaching lab located in LC1614 for instructional sessions is done through the University Library Columbus.

Professional Development Lab

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

Innovations Classroom

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

Faculty Workroom

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

University Library of Columbus (ULC)

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

The University Library of Columbus is primarily a teaching library. The library staff welcomes requests for information, training, and research assistance from students, staff, and

faculty of all three institutions. The library's local collection contains about 40,000 items. Students, faculty, and staff also have access to more than eight million items in the statewide IU Library system. IUCAT (https://iucat.iu.edu/), the library's online catalog can be used to identify and request many of these materials online. Materials not found in the catalog or in the library's online databases may be requested via interlibrary loan. From the library home page (http://www.iupuc.edu/library), click on Services, then on Interlibrary Loan.

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

Fall and spring semester regular hours are:

- Monday – Thursday 8:30 a.m. – 7 p.m.
- Friday – 8:30 a.m. – 5 p.m.
- Saturday & Sunday - Closed

Any questions regarding the library may be directed to the ULC Information Desk at 812.375.7510. The library's Faculty Services page also provides helpful information: (http://www.iupuc.edu/library)

Adaptive Educational Services (AES)

IUPUC students with disabilities are required to register for services each semester they wish to receive accommodations. To register, students should schedule an appointment with the Adaptive Educational Services (AES) Coordinator by calling 812.375.7528 as soon as possible so that their request can be processed. The AES Coordinator serves as the liaison between IUPUC students with disabilities and the AES Office on the IUPUI campus.

To qualify for services, students must complete an application form and provide recent documentation from a professional regarding the existence of a disability. Once registered for services, the student will receive documentation to provide to you about the accommodations for which the student qualifies. AES provides a range of services based on the documented needs of qualified students with disabilities that meet the requirements of the Americans with Disabilities Act (ADA) and

the Rehabilitation Act of 1973. These services may include, but are not limited to, the following:

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

Qualified students are urged to register with the AES Office prior to each semester of enrollment in order to avoid any delays in the delivery of services. Additional information is available at: https://www.iupuc.edu/academics/advising-support/adaptive-education-services/

Recommended Accommodations

The instructor and the student should discuss what a reasonable accommodation would represent. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to and intrinsically no more difficult than the original examination, assignment, or other academic exercise.

This could be the same work with a different due date, or a substantially similar exercise at another time. However, any accommodation that is mutually agreeable to both student and faculty member is acceptable.

For example, if a student asks to be absent from an examination that falls during a religious holiday, it is the responsibility of the instructor to provide the student with an opportunity to take the examination or an alternate examination at another time. Some instructors have a policy of dropping the lowest examination score before calculating the course grade, but it would be inappropriate to require the student to drop an examination held on a religious holiday, since the student does not have an opportunity equal to all other students in the class to take all the examinations and drop the lowest grade. Similarly, an offer to substitute for the examination grade an average of the grades on the other examinations may not be fair if the student would do better on this examination than on the others. If after discussion, the instructor and student cannot agree on accommodation, either or both should seek the advice of the appropriate division head.

Policy on Religious Holidays

IUPUC respects the rights of all students to observe their religious holidays and makes reasonable accommodations, upon request, for such observances. On occasion, conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays.

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

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

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

IUPUC
UITS DEPARTMENT

For additional questions, visit the Faculty Resources section of our website located at https://www.iupuc.edu/information-technology/faculty-staff/ .

UITS @ Columbus

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

- Walk-in Support Center, LC Room 1511
- Call 812-375-7555 for 24/7 assistance
- E-mail techwork@iu.edu
- Visit the UITS office during walk-in hours. Walk-in hours begin daily at 8:00 am. Monday through Thursday and are available until 30 minutes past the start of the last class each day. The office is open from 8:00-5:00 pm every Friday. Open Hours are posted on the LC1511 door and on the technology portion of the IUPUC website.

Your IU Computing Account

UITS would like to welcome and congratulate you on becoming an integral part of Indiana University. Once you receive a letter from IU Human Resources containing your employee ID number, visit https://access.iu.edu/starterkit, and follow the instructions. You will need a mobile device present to setup your Two-Step authentication during the account creation process. It can take up-to 24 hours for the new account to become active and allow you to login to IU Resources.

Once you are able to login with your username and passphrase, Contact UITS using one of the four options listed above to request a **@iupuc.edu** email account. During account creation your **@iupuc.edu** email account will be set as your primary email address. If you have an office on the IUPUC campus, visit https://accountmgmt.exchange.iu.edu/e911, login and read the important information concerning the phone system at IU, type Yes and hit submit. The form will route to the UITS office.

Once settled into your office on campus, please contact the UITS support center to have a technician to assist in setting up

your office phone, mapping of network, personal drives and printers, along with setting up your email and digital certificate on your personal devices.

CrimsonCard (Student ID)

CrimsonCard is the official photo ID card for all Indiana University campuses, available to IU students, faculty, and staff. It provides access to a variety of essential services and features. To obtain your ID card, visit Information Technology. Learn more about campus card functions at https://crimsoncard.iu.edu/.

One.IU.edu: IU Online Services

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

Canvas Learning Management System

All full-time and part-time faculty should use Canvas, the University-supported, web-based, learning management system in each course they teach. Canvas is easy to use and has superior features to support teaching and learning, including integrated audio and video capabilities and mobile apps. You can access Canvas by clicking on the link at the bottom of the IUPUC home page or at https://canvas.iu.edu/lmsprd/app. Find additional information about at https://kb.iu.edu/d/bcll

Course Syllabus Guide

Note: See your division head or program director for additional guidance on building a course syllabus.

General Information

- Course Number (Section Number)
- Title
- Credit Hours
- Term and year
- Class meeting day, time, and location
- Name of instructor
- Office number
- Telephone number
- Email address
- Office hours

Course Description

- Official course description from the IUPUC Campus Bulletin at https://bulletins.iu.edu/iupuc/index.html
- List of prerequisites, if any

Textbooks and/or Recommended or Required Readings

- Text(s): Indicate if required or optional and provide full citation and where they are available (bookstore; library reserve; other).
- List of additional readings, indicating specific pages or sections to be read
- Precise list and source of supplies and materials AND approximate costs, including costs of field trips, tickets, etc. so there are no surprises later in the course

General Overview

Any information you wish to provide about the content and your concept of the course

Course Objectives / Student Learning Outcomes

- List the expected Student Learning Outcomes (SLOs) from the course, which may be introduced by a phrase such as, "By the end of the semester, students should be able to…"
- In describing SLOs, clearly state what the student should be able to do to demonstrate learning.

Detailed Outline of Class Sessions (if appropriate to the method of instruction)

- Outline of class sessions, dates, topics and reading assignments, due dates and special events; withdrawal dates can go here also

Description of Activities / Exercises / Projects

- Term papers, reviews of performance or exhibits, etc. to warn students of projects that may require more time than the student expects or can commit. Performance items should align with SLOs and should reflect the PULs and, when applicable, professional or program standards.

Course Requirements and Policies

- Course requirements, due dates for all assignments and activities, types of student assessment required, test dates
- Attendance policy; excused absence by notification of instructor, if appropriate, etc. Grading: Specific grading policies and schemes showing how grades will be determined
- A commonly used grading scheme, which is also the default in Canvas is shown below.
- Instructors may choose other reasonable cutoffs or non-numeric scales for assigning grades; for information on enabling grading schemes in Canvas: https://community.canvaslms.com/docs/DOC-10261

View/Edit Grading Scheme			×
	Default Grading Scheme	Select Another Scheme ✎ ×	
Name:	**Range:**		
A	100 %	to	94.0%
A-	< 94.0 %	to	90.0%
B+	< 90.0 %	to	87.0%
B	< 87.0 %	to	84.0%
B-	< 84.0 %	to	80.0%
C+	< 80.0 %	to	77.0%
C	< 77.0 %	to	74.0%
C-	< 74.0 %	to	70.0%
D+	< 70.0 %	to	67.0%
D	< 67.0 %	to	64.0%
D-	< 64.0 %	to	61.0%
F	< 61.0 %	to	0.0%

manage grading schemes   Done

- A statement regarding incomplete grades; see https://students.iupuc.edu/grades/incompletes for polices on income grades
- A statement regarding policies for late assignments, missed assignments and missed exams
- If appropriate, a statement about any directions regarding student work; for example, "All material submitted will be retained by the instructor. If desired, make a copy for yourself before submitting." • A statement regarding arriving late/leaving early
- A statement regarding cell phone use and/or other issues of civility
- A statement indicating that the instructor has the right to modify the syllabus during the course of the term. If significant modifications are made, it is best to reissue the syllabus with the new modifications clearly stated. Note that the instructor may not change the grading scheme once the syllabus is shared with students.

- Class cancellation policy; for example, "In case of the cancellation of a class session, the instructor will modify the course syllabus to cover relevant topics; canceled classes will not be made up."

Avoiding Plagiarism

- A statement describing plagiarism and how to avoid it; suggested statement:
- **Plagiarism** is the violation of academic expectations about using and citing sources. "Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (WPA plagiarism statement at www.wpacouncil.org/node/9). A more detailed explanation of plagiarism, and how to avoid it, can be found at https://wts.indiana.edu/writing-guides/.

The Three Principles of Academic Honesty:

- When you say you did the work yourself, you actually did it.
- When you rely on others' work, you cite it. When you use their words you quote them openly and accurately, and you cite them too.
- When you present research materials, you present them fairly and truthfully. That's true whether the research involves data, documents, or the writings of other scholars (From chapter 1, Charles Lipson: Doing Honest Work in College [Chicago: U of Chicago P, 2004]) If you plan to use Turnitin.com to check student's papers for plagiarism, we recommend that the syllabus include a notice such as, "Indiana University has a license for a software program known as Turnitin. This software can help ensure the academic integrity of the course and protect the honest efforts of conscientious students. Term papers and select assignments are required to be submitted electronically to Turnitin.com."

Student Assistance Program

- IUPUC Offers a Student Assistance Program (SAP) through SOLUTIONS. Services are free, strictly confidential, and easy to access. For more information, contact 1.800.766.0068 or visit www.solutionseap.org.

Withdrawal from Courses

- Inform students that failure to attend class does not constitute a withdrawal. The student is responsible for all withdrawal processing using the "Late Drop / Add Classes" in One.IU.edu. Any student failing to officially drop a course, who has never attended or stopped attending class, will receive a grade of "FNN" or "FN."

University Policies (these statements with hyperlinks must be included in all syllabi)

Students with Disabilities

Students needing accommodations due to a mental, physical, or learning disability will need to apply for Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located inside the Academic Resource Center, LC 1620). You can also reach the office by calling 812-375-7528 or emailing iupucaes@iupuc.edu. Faculty are NOT encouraged to make additional accommodations above what has been prescribed by the AES office as the legal and reasonable

accommodation(s) for each student. For more information about Adaptive Educational Services, go to
https://www.iupuc.edu/academics/advising-support/adaptive-education-services

Academic Integrity

The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to *all* course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For more information and definitions of these activities, visit:

- http://studentcode.iu.edu/responsibilities/academic-misconduct.html
- https://students.iupuc.edu/policies/

Sexual Misconduct

As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with Solutions Student Assistance Service (SAS). SAS provides free, local, professional, and confidential consultations for IUPUC students. Solutions SAS is a service of Centerstone Indiana. SAS can be contacted at 812-377-5074 or 800-766-0068. More information about available resources on and off-campus can be found at http://stopsexualviolence.iu.edu/help/iupuc/index.html.

It is also important that you know that federal regulations and University policy require me to promptly convey any information about potential sexual misconduct known to me to our campus' Deputy Title IX Coordinator – **Dr. Joan Poulsen, Associate Dean of Academic and Student Affairs jpoulsen@iupuc.edu** 812-348-7256 or IU's Title IX Coordinator – **Emily Springston**. In that event, they will work with a small number of others on campus to ensure that appropriate measures are taken and resources are made available to the student who may have been harmed. Protecting a student's privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu to learn more.

Attendance and Administrative Withdrawal

A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course, you may be administratively withdrawn from this course. Example: *Our course meets once/twice per week; thus if you miss more than two/four classes in the first four weeks,* you may be withdrawn. Administrative withdrawal may have academic, financial, financial aid, and international visa implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible

for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

Religious Holidays

IUPUC respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form. Note that campus policy does not require instructors to offer accommodations for travel time before or after a religious holiday. However, campus policy does allow instructors to grant accommodations for a few hours immediately after a holiday if its observance includes fasting. More information on the IUPUC Policy on Religious Holidays is available here:

- https://www.iupuc.edu/academics/policies/religious-holidays/

Other Policies

- A number of campus-wide policies govern the conduct of students taking courses at IUPUC. These policies can be found at https://students.iupuc.edu/policies/.

Appendices

You can find information about each of these topics by clicking on the links.

BCT Referral Form:

- https://www.iupuc.edu/campus-life/dean-of-students.html

Academic Misconduct Referral Form:

- https://www.iupuc.edu/campus-life/dean-of-students.html

Academic Misconduct information:

- https://www.iupuc.edu/academics/policies/academic-misconduct

IU Code of Student Rights, Responsibilities, and Conduct:

- http://studentcode.iu.edu/

Student Performance Roster Information:

- https://ittraining.iu.edu/sis/sis-job-aids/student-records/rosters/Student_Performance_Roster.pdf

Entering Final Grades via One.IU.edu:

- https://ittraining.iu.edu/sis/sis-job-aids/student-records/grades/Final_Grades_via_One.pdf

Loading Final Grades from Canvas into the SIS Grade Roster:

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