

Graham, dean Reingold, associate dean, academic affairs Rushton, director, Master of Public Affairs Haitjema, director, Master of Science in Environmental Science Stager, director, undergraduate programs		
Reserve Officers Training Corps (ROTC)		
Aerospace Studies (Air Force)	814 E. Third, Rm. 303	855-4191
Lt Col Turner, professor of Aerospace Studies http://www.indiana.edu/~afrotc/		
Military Science (Army)	Smith Research Center 150	855-7682
LTC Ogden, professor of Military Science http://www.indiana.edu/~rotc		
Social Work		
Information	1127 Atwater	855-4427
Note: The office of the dean of the School of Social Work is located on the IUPUI campus. The Bloomington BSW Program Director can address most student academic problems in Bloomington.		
University Division		
Academic Advising	Maxwell Hall 101	855-6768
Health Professions and Prelaw Center	Maxwell Hall 010	855-1873
Zorn, associate vice provost	Maxwell Hall 100	855-8783
Goodner, director of University Division	Maxwell Hall 101	855-6768

Administrative Offices and Hours

Administrative offices are open Monday through Friday, generally from 8 a.m. to 12 noon and 1 p.m. to 5 p.m., and are closed Saturday and Sunday. Exceptions are noted below.

Office	Address, Phone and Hours
Admissions, Office of	300 N. Jordan Avenue 8 a.m.-5 p.m. Many Saturday mornings during fall and spring semesters, and some Saturday mornings during the summer (mid-June through mid-August) (812) 855-0661
African American Arts Institute	Neal-Marshall Black Culture Center, Suite 310 8 a.m.-12 noon, 1-5 p.m. 855-9501 http://www.indiana.edu/~aaai/index.shtml
Affirmative Action and Equal Opportunity, Office of	400 E. 7th Street Poplars 825 affirm@indiana.edu (812) 855-7559 www.indiana.edu/~affirm
Career Development Center	625 N. Jordan 8 a.m.-5 p.m. Monday-Friday 855-5234 http://www.indiana.edu/~career
Neal-Marshall Black Culture Center	275 North Jordan Ave., Room A226 9 a.m.-9 p.m. Monday-Thursday, 9 a.m.-5 p.m. Friday (Summer: 9 a.m.-6 p.m. Monday-Thursday, 9 a.m.-5 p.m. Friday) 855-9271 http://www.iub.edu/~nmbcc/
Budgetary Administration and Planning, Bloomington Campus	Bryan Hall 212 855-9729 8 a.m.-5 p.m. Monday-Friday
Bursar, Office of	Franklin Hall 011 9 a.m.-4 p.m. Monday-Friday bursar@indiana.edu 855-2636 http://bursar.indiana.edu
Campus ID Cards	Campus Card Services Monday-Friday Indiana Memorial Union - 8:30 a.m. to 4:30 p.m. Eigenmann Hall - 8 a.m. to 5 p.m. 855-8711 http://www.cacard.indiana.edu

Office	Address, Phone and Hours
Dean of Students	Indiana Memorial Union, Suite Mo88 855-8187
Disability Services for Students	Franklin Hall 006 8 a.m.-5 p.m. Monday-Friday 855-7578
Faculty and Academic Affairs, Vice Provost for	Bryan Hall 111 8 a.m.-5 p.m. 855-2809
Health Center	600 North Jordan (across from Main Library) 8 a.m.-4:30 p.m. Monday-Friday 855-4011
Health Professions and Prelaw Center	Maxwell Hall 010 855-1873
Hutton Honors College	811 E. 7th St. 855-3555
Office of the Vice President for International Affairs	Bryan 104 8 a.m.-12 noon, 1-5 p.m. Monday-Friday 855-8669
International Student & Scholar Services	<p>International Admissions Leo R. Dowling International Center 111 S. Jordan Avenue 8 a.m.-12 noon, 1:00 p.m.-5:00 p.m. Monday-Friday 855-9086 newtoiu@indiana.edu</p> <p>International Student & Scholar Services Franklin Hall 306 601 E. Kirkwood Avenue 9 a.m.-12 noon, 1:00 p.m.-4:00 p.m. Monday-Friday 855-9086 ois.indiana.edu</p> <p>Leo R. Dowling International Center 11 a.m.-5 p.m. Monday-Friday 111 S. Jordan Avenue 855-9086 intlcent@indiana.edu</p>
La Casa	715 E. 7th St. 9 a.m.-9 p.m. Monday-Thursday, 9 a.m.-5 p.m. Friday (Summer: 9 a.m.-5 p.m. Monday-Friday) 855-0174
Liberal Arts and Management Program	Wylie Hall 247 8 a.m.-4:30 p.m. 856-4966
Multicultural Initiatives, Office of	Neal Marshall Black Culture Center, Room A229 8 a.m.-5 p.m. 856-4929
Office of the Provost	Bryan Hall 100 8 a.m.-5 p.m. Monday-Friday 855-9011
Overseas Study, Office of	Franklin Hall 303 9 a.m.-12 noon, 1-4 p.m. Monday-Friday 855-9304 http://www.indiana.edu/~overseas
Parking Operations	Henderson Garage, 310 S. Fess Ave. 8 a.m.-5 p.m. Monday-Friday 855-9848
Physical Plant	Service Building 1800 N. Range Road 855-8728 (24-hour number)
Registrar, Office of	Franklin Hall 100 9 a.m.-4 p.m. http://registrar.indiana.edu
General E-mail Registration Assistance	registrar@indiana.edu reghelp@indiana.edu 855-8200
General Information Transcripts	855-0121 855-7505
Residential Programs & Services, Division of	801 N. Jordan 8 a.m.-5 p.m. Monday-Friday 855-1764

Office	Address, Phone and Hours
Academic Initiatives	801 N. Jordan, Room 201B 8 a.m.-5 p.m. Monday-Friday 855-1764
Student Academic Center	408 N. Union Street, Suite 300 8 a.m.-12 noon, 1-4 p.m. 855-7313
Student Activities	900 E. 7th Street 9 a.m.-5 p.m. 855-4311
Student Advocates	Eigenmann Hall 229 855-0761 advocate@indiana.edu 9 a.m.-12 noon, 1 p.m.-5 p.m. http://studentaffairs.iub.edu/advocates/
Student Affairs	Indiana Memorial Union M088 855-8187
Student Ethics, Office of	801 N. Jordan Ave. 8 a.m.-5 p.m. 855-5419
Student Financial Assistance	Franklin Hall 208 9 a.m.-4 p.m. Monday-Friday (812) 855-0321 Fax: (812) 855-7615 www.indiana.edu/~sfa/
Student Legal Services	703 E. 7th St. 8 a.m.-4 p.m. Monday-Friday 855-7867
Telephone and Cable TV Repair, Campus	855-2111
Undergraduate Education, Vice Provost for	Maxwell Hall 100 8 a.m.-5 p.m. 855-8783 http://www.indiana.edu/~vpue/index.shtml
University Division	Maxwell Hall 101 855-6768 http://ud.iub.edu/index.php udivhelp@indiana.edu
Veterans Support Services	Indiana Memorial Union M084 8 a.m.-5 p.m. Monday-Friday (812) 856-1985 vetserv@indiana.edu
Women's Affairs	Memorial Hall East 123 8 a.m.-12 noon, 1-5 p.m. Monday-Friday 855-3849 owa@indiana.edu http://www.indiana.edu/~owa

Academic Freedom

Academic Freedom University Faculty Council Action (Approved May 17, 1966; Amended November 30, 1976)

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's and librarian's professional conduct. The teacher and librarian shall have full freedom of investigation, subject to adequate fulfillment of other academic duties. No limitation shall be placed upon the teacher's and librarian's freedom of exposition of the subject in the classroom, or library, or on the expression of it outside.

The teacher should not subject students to discussion in the classroom of topics irrelevant to the content of the course. No censorship shall be imposed on the librarian's freedom to select and make available any materials supporting the teaching, research, and general learning functions of the academic community. In public utterances the teacher and librarian shall be free of institutional control, but when either the teacher or librarian writes or speaks as a citizen, an endeavor should be made to avoid appearing as a spokesman for the university. The teacher or librarian should recognize that a professional position in the community involves the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

Cases involving alleged impairment of academic freedom shall be referred to the appropriate Board of Review and dealt with according to established procedure.

Code of Academic Ethics

University Faculty Council (November 3, 1970; Board of Trustees, December 19, 1970; Amended: University Faculty Council,

November 30, 1976; February 11, 1986; February 11, 1992; October 3, 1996; April 27, 2004; April 12, 2005; April 28, 2009; Board of Trustees, December 13, 1996; June 24, 2005; June 12, 2009)

Note: Some of these dates refer to changes in the Code of Student Rights, Responsibilities, and Conduct.

Preamble

The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities as a citizen, but acquires additional rights as well as responsibilities to the entire University community. They do not require the individual to be passive and silent. They do require recognition of how easily an academic community can be violated.

Introduction

Applicability. The provisions of this Code apply to persons whose service to the University includes teaching, scholarship, librarianship, and academic administration. Such persons are referred to in the Code as "Academic Personnel." References in the Code to "Faculty" include tenured members of the faculty, librarians, and persons whose service to the University may lead to tenure.

Organization. This Code contains two major sections: first, a statement of rights and responsibilities; and second, a statement of enforcement procedures. The first section is divided into three subsections. Of these, the first subsection, in seven parts, is a general statement of the rights and responsibilities of Academic Personnel adapted from the "Statement of Professional Ethics" adopted as policy by the American Association of University Professors in April 1966. The second subsection consists of representative responsibilities assumed with academic employment at Indiana University. The third subsection consists of the rules of conduct outlined in the prevailing *Code of Student Rights, Responsibilities, & Conduct*. It is assumed that academic personnel will accept without reservation those rules of conduct which are generally applicable within the University community and which are expressed at the moment within the student code. The second section is also divided into three subsections. The first subsection deals with initiation of complaints, the second with appropriate administrative actions, and the third with reviews of administrative action.

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Code of Academic Ethics

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A. Rights and Responsibilities

1. General Statement

Scholarship. A scholar recognizes a primary responsibility to seek and to state the truth without bias. Striving to improve scholarly competence, continuing always to keep abreast of knowledge of his or her discipline, the scholar exercises critical self-discipline and judgment in using, extending, and transmitting knowledge, and practices intellectual honesty. Although subsidiary interests may be followed, these must never seriously hamper or compromise freedom of inquiry.

Teaching. A teacher encourages the pursuit of learning in students, holding before them the best scholarly standards of the discipline. Respecting students as individuals, the teacher seeks to establish a relationship of mutual trust and adheres to the proper role as intellectual guide and counselor. The teacher makes every effort to foster honest academic conduct and to assure that the evaluation of students' scholastic performance reflects their true achievement, with reference to criteria appropriate to the field of study. Any exploitation of students for private advantage is rejected and their significant assistance is acknowledged. The teacher protects their academic freedom and serves as an example of this principle by assuring that each student and colleague is free to voice opinions openly and to exchange ideas free from interference.

Librarianship. A librarian in the academic community is responsible for the collection, dissemination and preservation of information and source materials and for services in support of the teaching, research and general learning functions of the University. A librarian instructs and assists in finding and evaluating information, wherever it may be located. A librarian is entrusted with the responsibility of ensuring the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. A librarian is a member of a profession explicitly committed to intellectual freedom and the freedom of access to information for present and future generations, following the Code of Ethics of the American Library Association and its Library Bill of Rights.

Relations with Colleagues. As colleagues, academic personnel have obligations that derive from common membership in the community of scholars. Such persons respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of responsibility for the governance of the University.

Relations with Students. With regard to relations with students, the term "faculty" or "faculty member" means all those who teach and/or do research at the University including (but not limited to) tenured and tenure-track faculty, librarians, holders of research, lecturer, or clinical appointments, graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel including coaches, advisors, and counselors. The University's educational mission is promoted by professionalism in faculty/student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the University community. Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore, the University will view it as a violation of this Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number 1 or 2 below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

1. *Relationships in the Instructional Context.* A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.
2. *Relationships outside the Instructional Context.* A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

Relation to the University. Indiana University is committed to the concept of academic freedom and recognizes that such freedom, accompanied by responsibility, attaches to all aspects of a teacher's or librarian's professional conduct. Within this context, each person observes the regulations of the University, and maintains the right to criticize and to seek revision and reform. A teacher or librarian determines the amount and character of work done outside the University with due regard to paramount responsibilities within it. When considering interruption or termination of service, the teacher or librarian recognizes the effect of the decision upon the program of the University and gives due notice. Above all, he or she strives to be an effective teacher, scholar, librarian, or administrator.

Relation to the Community. As members of the community, academic appointees have the rights and obligations of any citizen. They should measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the University. When they speak or write as citizens, they are free from institutional censorship or discipline. At the same time, their positions as members of a university and of a learned profession impose special responsibilities. When they speak or act as private persons, they will make it clear that they are not speaking or acting for the University. They will also remember that the public may judge their profession and the University by their utterances and conduct, and they will take pains to be accurate and to exercise restraint.

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Code of Academic Ethics

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A. Rights and Responsibilities

■ II. Specific Responsibilities

In addition to the preceding general statements of ethical performance within the academic profession, there are specific responsibilities that devolve upon the academic appointee who accepts a position at Indiana University. Observance of such specific responsibilities as the following is also a component of academic ethics.

1. A teacher will maintain a clear connection between the advance description and the conduct and content of each course presented to ensure efficient subject selection by students.
2. A teacher will clearly state the course goals and will inform students of testing and grading systems; moreover, these systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
3. A teacher will plan and regulate class time with an awareness of its value for every student and will meet classes regularly.
4. A teacher will remain available to students and will announce and keep liberal office hours at hours convenient to students.
5. A teacher will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of race, sex, national origin, religion, age, or physical handicap.
6. A teacher will strive to generate a proper respect for an understanding of academic freedom by students. At the same time, a teacher will emphasize high standards and strive to protect students from irrelevant and trivial interruptions or diversions.
7. Since letters of evaluation written by a teacher may be uniquely important documents in both the academic and post-university life of a student, each teacher will strive to make such letters both candid and fair.
8. A librarian will continually develop, maintain and make improvements to standard and specialized information resources and library services in support of the teaching, research and general learning functions of the University.
9. A librarian will cooperate with the teaching and research faculty to develop library collections in support of the curricular offerings of the academic community.
10. A librarian will strive to generate a proper respect for academic intellectual freedom in the discharge of the librarians' professional obligations to the patron, the University, and the community at large.
11. A librarian will strive to care for and preserve library information resources.
12. A librarian accepts the responsibility for the care and preservation of library materials.
13. Academic personnel will strive to protect not only their own right to freedom of inquiry, teaching, and expression but also their colleagues' right to the same freedoms.
14. In the interest of avoiding actual or perceived conflict of interest, academic personnel should not directly supervise employees with whom they are having sexual or amorous relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the Dean of the Faculties or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.
15. While in the classroom, academic personnel should refrain from adverse personal comments about their colleagues. At all times, academic personnel should exercise restraint and discretion in comments about other courses or divisions in the University.
16. Constructive criticism of colleagues is sometimes necessary in the interest of the individual criticized or the entire University community. To be constructive, however, such criticism should be channeled, in confidence, toward those persons (preferably the individual concerned, but also academic superiors, faculty committees, or administrative officers) who have the power to correct or

- influence conduct in a constructive way. Indiscriminate criticism or gossip about colleagues is condemned.
17. Each academic person retains the right to criticize and to seek to remedy, by appropriate means, regulations and policies of the University. Among means deemed inappropriate are: acts of physical violence against members or guests of the University community; acts which interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of University property. It is equally inappropriate to advise others to commit such acts.
 18. If criticizing the University, the academic person should be aware of ameliorative procedures that exist within the University and should use these procedures in preference to conducting public criticisms of the institutions or any of its divisions.
 19. Each academic person will insure that outside commitments do not interfere in terms of time, energy, or conflict of interest with obligations to the University. As a safeguard against such interference, each will:
 - a. report to an appropriate authority plans to engage in gainful activities of an extensive, recurring, or continuing nature; and
 - b. notify an appropriate authority of any invitation to serve as advisor or consultant to an agency granting money to the University.
 20. He or she will give adequate notice of interruption or termination of service. In order that instructional programs will not be interrupted, before leaving, the academic person will:
 - a. complete all normal duties;
 - b. provide complete records of grades and similar data to departmental chairpersons; and
 - c. provide properly for incomplete class and thesis work.
 21. He or she will work with colleagues individually and collectively toward furthering both personal and group interests so long as such cooperation does not require violation of intellectual and moral integrity.
 22. Each academic person will accept a share of the obligation for helping the University function smoothly as a living and vigorous organization. Toward achieving this goal, each will serve on committees, accept a reasonable burden of administrative duties, and work cooperatively with administrative officers of the University in order to further all the legitimate goals of the institution.

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A. Rights and Responsibilities

III. Responsibilities as University Citizens

In retaining the rights to speak and act as citizens of the communities in which they dwell, academic personnel must assume as well the responsibilities which are incumbent upon the citizenship. Academic personnel, therefore, accept and adopt the provisions of the *Indiana University Code of Student Rights, Responsibilities, and Conduct* pertaining to personal misconduct on University property (Part III, Section B), which is printed below. The university may discipline a student for the following acts of personal misconduct which occur on university property:

Personal Misconduct on University Property. The university may discipline a student for the following acts of personal misconduct which occur on university property, including, but not limited to, academic and administration buildings, residence halls, athletic and recreational facilities, and other university serviced property, such as sororities and fraternities:

1. Dishonest conduct including, but not limited to, false accusation of misconduct; forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
2. Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university property; or transmitting such a report to an official or an official agency.
3. Release of access codes for university computer and duplicating systems and other university equipment to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.
4. Lewd, indecent, or obscene conduct.
5. Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity.
6. Actions that endanger the student, the university community, or the academic process.
7. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.
8. Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.
9. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others.
10. Damage to or destruction of university property or of property on university premises belonging to others.
11. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.
12. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
13. Possession of firearms or other weapons on university property contrary to law; possession or display of any firearm on university property frequented by the public, except, in the course of an authorized activity, possession of weapons in residence halls on university property in violation of residence hall rules; and intentional possession on university property of a dangerous article or substance as a potential weapon.
14. Acting with violence; and aiding, encouraging, or participating in a riot.
15. Sexual harassment, as defined in section I.A.3 of this code.

16. Harassment based on sexual orientation, as defined in section I.A.4 of this code.
17. Racial harassment, as defined in section I.A.5 of this code.
18. Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
19. Physical abuse of any person, including the following:
 - a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
 - b. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or
 - c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.
20. Verbal abuse of another person, including the following:
 - a. An express or implied threat to:
 - i. Interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored activities; or
 - ii. Injure that person, or damage his or her property; and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
 - b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.
21. Unauthorized possession or use of alcoholic beverages.
 - a. The following actions are prohibited by Indiana University:
 - i. Use or possession of alcoholic beverages on university property, or in the course of a university activity or student organization activity, contrary to law;
 - ii. Use or possession of alcoholic beverages in any undergraduate residence supervised by the university, including fraternity and sorority houses;
 - iii. Use or conspicuous possession of alcoholic beverages in or on any property of the university frequented by the public, except in areas specifically designated by the chief administrative officer of the campus.
 - b. The possession or use of alcoholic beverages is not forbidden in the following areas of the university unless otherwise prohibited by law:
 - i. In designated graduate housing and residence hall buildings designated as restricted to students who are twenty-one years of age or older, including residence rooms and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
 - ii. In designated undergraduate residences supervised by the university when temporary permission is granted by the Dean of Students for events at which persons twenty-one years of age or older may lawfully possess and use alcoholic beverages.
 - iii. In designated family housing, including residence rooms, apartments and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
 - iv. In Union Buildings, including guest rooms and certain other areas specifically approved by the chief administrative officer of the campus.
 - v. In other areas, such as private offices and faculty lounges, not accessible to the public and specifically approved by the chief administrative officer of the campus.
 - c. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of university regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to discipline.
22. Unauthorized possession or use of illegal drugs.
 - a. The following actions are prohibited by Indiana University:
 - i. Use or possession of any drug or controlled substance, or of drug paraphernalia, on university property or in the course of a university activity or student organization activity, contrary to law. It is not a violation of university regulations for students to possess such drugs or controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances.
 - ii. Use of university facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.
 - iii. Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia to Indiana University students, whether or not such sale, gift, or transfer occurs on university property or in the course of a university activity or student organization activity.
 - b. The term "controlled substance" is defined in Indiana law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.
23. Violation of other published university regulations, policies, or rules.
24. A violation of any Indiana or federal criminal law.

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B. Enforcement Procedures

■ I. Initiation of Complaints

Any concerned person may initiate complaints about alleged violations of this code. Such complaints should be brought to the attention of an appropriate chairperson or dean, or to the appropriate Dean of the Faculties or his or her deputy; the Dean of Faculties shall provide for confidential representations regarding such violations. Charges of discriminatory practice may be referred also to the appropriate Affirmative Action Officer.

■ II. Administrative Action on Violations of Academic Ethics

The line of administrative action in cases of alleged violation of academic ethics shall be the chairperson; the academic dean; the appropriate Dean of the Faculties; the appropriate Chancellor; a Vice President, where appropriate; and the President. Subject to the substantive standards of University tenure policy and the procedural safeguards of the faculty institutions, sanctions appropriate to the offense should be applied by the academic administrators. Possible sanctions include the following: reprimand, consideration in establishing annual salary, consideration in promotion decisions, consideration in tenure decisions, retention of salary, termination of employment, and immediate dismissal.

■ III. Review of Administrative Action

Academic appointees affected by administrative action taken against them on grounds of violation of the Code of Ethics, whether or not the action resulted from proceedings provided in this Code, shall have such rights as are provided by the rules governing appeals to the Faculty Board of Review (or to an Associate Instructor Board of Review) of the appropriate campus. Appointees also have the rights of hearing and appeal provided by any other procedure of the University for the review of administrative action.

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Misconduct Policies

■ Policy on Student Academic and Personal Misconduct

Faculty are required to report all incidents of academic misconduct to the Dean of Students and may report incidents of personal misconduct, such as classroom incivility. For information about policies and procedures, including due process requirements, see the *Indiana University Code of Student Rights, Responsibilities, and Conduct*, especially Part II: Student Responsibilities and Part III: Procedures for Implementation of the Code. Copies of the code can be obtained from the Dean of Students. The code is also accessible on the internet at <http://www.iu.edu/~code/code/index.shtml>.

■ Policy on Faculty Misconduct

Students who believe that any of their rights have been violated by a member of the university faculty or administration may make a formal complaint according to procedures outlined in the *Indiana University Code of Student Rights, Responsibilities, and Conduct Code: Procedures for Bloomington Campus*. The local campus offices of the Dean of Students, Affirmative Action, and Faculty and Academic Affairs are available to assist students in addressing their complaints. The complete code is accessible on the internet at <http://www.iu.edu/~code/code/index.shtml>.

Alcohol and Drug-Free Campus Policy

In compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 *et seq.*) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i), the following policy shall govern the conduct of all University students and employees (including but not limited to faculty, appointed and hourly employees, and student-hourly employees) on all campuses and workplaces controlled by Indiana University.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property or in the course of a University activity.
2. As a condition of employment with Indiana University, University employees are required:
 - a. to abide by the terms of this policy; and
 - b. to notify the campus Provost in the event they are convicted under any criminal drug statute for a violation occurring on University property, no later than five days after such conviction.
3. Any University employee found to be under the influence of alcohol or a controlled substance while on University property, or in the course of a University activity, is subject to disciplinary action described in Paragraph 5, below.
4. Any University employee convicted of a criminal alcohol violation or of a violation of the criminal drug statutes for activity occurring on University property is subject to disciplinary action described in Paragraph 5, below.
5. Consistent with local, state and federal law, and with applicable Indiana University policies and procedures, Indiana University will discipline students and employees who violate this Alcohol and Drug-Free Campus Policy up to and including expulsion, termination of employment, and/or referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation program.
6. Any employee whose use of alcohol or of controlled substances away from the University can reasonably be established as the cause of poor attendance or performance problems may be counseled to seek rehabilitation from available University or community resources. See the University's publication "Procedure for Handling Alcohol and Drug Abuse Among Staff Employees" or the local telephone directory for a list of available resources.
7. When notice of a criminal drug statute conviction for a violation occurring on University property is received, the campus Provost's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988, and Executive Order 90-5, April 12, 1990, issued by the Governor of Indiana.

8. Each campus Human Resources Office shall maintain and periodically publish for its campus a list of available University and community resources for alcohol or drug abuse assistance or rehabilitation programs. In addition, each campus Human Resources Office shall provide employees with information about the dangers of alcohol or drug abuse in the workplace.
9. Students may obtain information regarding drug or alcohol counseling, treatment, or rehabilitation programs from Indiana University's Alcohol-Drug Information Center, Student Health Center, Counseling and Psychological Services, or Dean of Students Office.

Criminal Penalties—Alcohol and Drugs

The following information is provided with regard to state and federal criminal penalties related to alcohol and drug possession or use.

Conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, loss of one's driver's license, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties. But all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his or her driver's license. Any selling of alcoholic beverages without a license is illegal.

Possession, or use, distribution, or manufacture, of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- fines up to \$10,000 (Indiana);
- fines up to \$4 million (federal);
- imprisonment up to 50 years (Indiana);
- imprisonment up to life (federal); and
- confiscation of property.

Health Risks Associated with Alcohol and Controlled Substances (Drugs)

The following information is provided with regard to the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs).

- Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning, and make driving unsafe.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders, and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:

- impaired short term memory or comprehension;
- anxiety, delusions, hallucinations;
- loss of appetite resulting in general damage to the user's health, over a long term;
- a drug-dependent newborn if the mother is a drug user during pregnancy; pregnant women who use alcohol, drugs, or who smoke should consult their physicians;
- AIDS, as a result of "needle-sharing" among drug users; and
- death from overdose.

The health risks associated with drugs or excessive use of alcohol are many, and are different for different drugs. But all non-prescription use of drugs, and excessive use of alcohol, endangers your health. THERE ARE NO GOOD REASONS FOR USING A DRUG THAT IS NOT PRESCRIBED BY YOUR DOCTOR OR FOR DRINKING TO EXCESS.

Bloomington Campus Calendar Principles

Bloomington Faculty Council Action (November 19, 1991, April 29, 1997, October 19, 2010)

This statement describes the policies that are implicit in the campus calendar last approved by the Bloomington Faculty Council in 2010 to begin in the summer of 2012 with the exception of no classes on Labor Day, which begins in the fall of 2011.

1. The calendar for the academic year shall be composed of two semesters.
2. Each semester shall be preceded by one week for orientation/registration. There shall be an additional break of one week between the end of the summer session and the beginning of orientation/registration week.
3. The first semester shall contain fourteen weeks and three days of instruction (that is, 73 class days, not counting Saturdays) plus one week (5 exam days) of final examinations. The second semester shall contain fifteen weeks of instruction (that is, 75 class days, not counting Saturdays) plus one week (5 exam days) of final examinations.
4. The standard length of a three-credit-hour course shall be 50 minutes three times a week or 75 minutes twice a week. The break between classes shall be 15 minutes.
5. The first day of classes and the first day of final exams for each semester shall fall on a Monday. The last day of classes shall fall on a Saturday, and the last day of final exams shall fall on a Friday.
6. There shall be no classes on Labor Day. Fall Recess shall be the Friday of the eighth week of the first semester. Thanksgiving Recess and Spring Recess shall each be six days (Monday through Saturday).

7. The beginning of the second semester shall be determined by the day of the week upon which New Year's Day falls. Classes shall begin on a Monday (in order to have an unbroken week), preceded by a Wednesday, Thursday, and Friday for advising and registration. Therefore, when New Year's Day falls on a Tuesday, classes shall start on the first Monday in January; when New Year's Day falls on any other day, classes shall start on the second Monday in January.
8. The break between semesters (that is, between the end of final examinations and the start of classes) shall be three weeks.
9. The Spring Recess shall fall on the week following the ninth week of classes during the second semester.
10. The final examination period for semester courses shall be two hours.
11. The summer session shall consist of eight sessions: one of twelve weeks, two of eight weeks, two of six weeks and three of four weeks. The summer session shall begin on the Tuesday following the last day of final exams for the Spring semester. The twelve-week, first eight-week, first six-week and first four-week sessions shall begin on the first day of the summer session. The second eight-week and second four-week sessions shall begin on the Tuesday of the fifth week of the summer session. The second six-week session shall begin on the Tuesday of the seventh week. The third four-week session shall begin on the Tuesday of the ninth week.
12. There shall be no classes on Memorial Day and no classes on the Fourth of July. Classes shall not meet on the preceding Friday when July 4 falls on a Saturday nor on the following Monday when July 4 falls on a Sunday.
13. There shall be no special final examination period for the summer sessions.

*By action of the Board of Trustees on January 24, 1997, Dr. Martin Luther King Jr. Day will be observed on the third Monday of January, and classes will not be held on that day.

The Bloomington Campus Calendar and Scheduling Committee shall review these calendar principles annually.

Campus Security Policies

Reporting Procedures

The campus provides several ways to report crimes and related problems. Individuals may contact the IU Police Department whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses. Observations ranging from crimes in progress to suspicious behavior to an open manhole can and should be reported to IUPD. You may contact IUPD at either 911 or 9-911 or (812) 855-4111.

If you are calling about an emergency, dial 911 from any campus phone. One hundred twelve phones at different accessible locations around campus connect directly to the IUPD dispatcher by dialing 911; 41 Blue Light Strobe, 35 Outdoor Security, 21 Vandal-Proof and 15 Courtesy phones. If the problem is not a matter of public safety nor within the IU Police Department's primary jurisdiction, the dispatcher will transfer the call to the proper agency. All 911 calls accommodate TDD users who wish to contact IUPD.

Residence halls staff is available 24 hours a day to handle safety or security issues occurring in or near the campus residence centers. They also may be helpful if you wish to report a personal safety incident that has occurred elsewhere on campus. The center desks are open between 8:00 a.m. and midnight. The center desk telephone is forwarded to an on-call staff member when the office is closed.

The residential living areas in the residence hall are locked around the clock. All visitors in these areas must be escorted by a resident. Dining rooms, classrooms, and public lounges are accessible to the public. Additional safety information about the residence halls, including the guest policy, may be found in other campus publications, such as the residence halls handbook and calendar.

Facility Safety and Access

Physical Plant staff inspects the campus lighting system every two weeks. Call the Physical Plant Operations Center at 855-8728 to report a broken or otherwise ineffective light. Although the Operations Center is open 24 hours a day, only emergency repairs will be made on evenings or weekends.

Generally, all residence halls are supposed to be locked around the clock. However, there are exceptions to this policy. Contact a member of the Residence Life staff to learn the policy for a specific residence hall. Additional safety information about the residence halls, including the guest policy, may be found in other campus publications, such as the residence halls handbook and calendar.

Access to academic buildings is determined by individual building supervisors; contact the appropriate supervisor for specific information. Generally, however, faculty and staff are available in these buildings during the regular business hours of 8 a.m.-5 p.m. weekdays. Building Services staff, who are easily identified by their tan and brown uniforms, are present in the buildings during many of the remaining hours. You are encouraged to report to them any safety concerns or suggestions, or you may call the Building Services Division of the Physical Plant at 855-3121.

Law Enforcement Authority

The IU Police Department coordinates law enforcement and security on the Bloomington campus. All officers are trained and have full police authority. The Bloomington Police Department is the municipal police force for the City of Bloomington. BPD officers respond to off-campus calls, but also may assist IUPD officers with on-campus incidents. Calls to 911 made from campus phones will be received by IUPD; those made from cellular or off-campus phones are received by BPD.

Educational Programming

Each year near the beginning of the fall semester, the IU Police Department releases data showing crimes reported on the Bloomington campus in the previous year. This information is published in various news media, as well as certain campus publications, such as "Toward an Even Safer Campus," and is presented in a manner compliant with federal law.

The Bloomington campus' Commission on Personal Safety coordinates an extensive program of student education, special services, and campus improvements. Students are informed about personal safety matters from the moment they arrive on campus. Orientation includes multiple presentations on various safety issues, including physical safety, the security of personal property, date or acquaintance rape, and alcohol use.

Many of these programs and their related publications are shared with campus employees, too. All members of the campus community—students, faculty, and staff alike—are told that personal safety for each of them depends upon their joint efforts and mutual concern.

Off-Campus Behavior

Off-campus behavior is generally not subject to action through the campus disciplinary system. However, any violation of law, wherever it occurs, may be reported to university officials, either directly or through the agency of the IU Police Department. Such violations, either on campus or off, may subject students to campus disciplinary action.

Alcohol-Drug Policies

See **Alcohol and Drug-Free Campus Policy** in this bulletin.

Sexual Offenses

Many of the foregoing programs and services are designed to address sexual offenses, in addition to other criminal or personal safety matters. Beyond these basic safety services and programs, however, are those that directly address sex offenses and related safety concerns.

Access to the state registry of sex offenders can be found on the Indiana University Police Department web site (www.indiana.edu/~iupd). Among these is the Sexual Assault Crisis Service, which is staffed 24 hours a day by professional counselors. The service is free to all students, faculty, and staff, as well as other members of the campus community. Its crisis telephone line is 855-8900; its general business number is 855-5711. The Service provides individual counseling to persons who have been sexually assaulted and need assistance. Support groups are coordinated by the Service, and staff is willing to talk with friends and family of those individuals who have been sexually assaulted.

The local community provides other resources for sexual assault victims, including the Middle Way House, Inc. and Bloomington Hospital. Middle Way House provides 24-hour services to victims and survivors of domestic violence, in addition to temporary shelter. The shelter also coordinates educational programs addressing issues related to sexual assault.

The campus administration, through its Dean of Students Office, will change the living situation or academic arrangements for a student victim of sexual assault where such changes are reasonable. As with all other offenses processed through the campus disciplinary system, the person accused of a sexual offense will be provided due process. However, victims of sexual offenses will be informed of the outcome of any campus disciplinary proceedings brought.

Driving and Parking Information and Regulations (Abridged)

All students, faculty, and staff are responsible for knowing and following university driving and parking regulations.

Students, faculty, and staff operating motor vehicles on university, fraternity, or sorority property are responsible for adhering to all university driving and parking regulations at all times of the calendar year, including examination and vacation periods. Student, faculty, and staff motor vehicle regulations are available at 310 S. Fess (Henderson Parking Garage) where parking decals may be obtained by those eligible to purchase them. Regulations are also available online at www.parking.indiana.edu.

All areas and facilities in the university parking system (except those reserved for visitors) are designated and differentiated by a system of alphabetic coding—A, C, D, and E zones.

Decals issued for parking privileges will, according to letter and zone, indicate the nature of the parking privileges permitted the holder.

Areas available for parking by students eligible and properly registered for parking privileges are:

1. For commuting students, any area designated "E."
2. Indiana Memorial Union pay parking lots, Jordan Ave. Parking Garage, the 11th and Fee Lane Garage, the Poplars Garage, the Atwater Garage, and the Henderson Garage.
3. Areas designated "D Zone" may be used only by those students living in the area and displaying the proper zone decal.

An eligible student who possesses or operates a motor vehicle on university property must obtain a student decal at the time the vehicle is brought into the university community. Bicycles must also be registered with Parking Operations, display a permit, and park in areas designated for bicycle parking.

The central campus is closed to student automobile traffic from 7 a.m. to 6 p.m. Monday through Friday. Vehicles bearing any valid decal may park in any NON-24 HOUR space from 5 p.m. to 7 a.m. and all day Saturday and Sunday. The "D" and "E" spaces are available to any vehicle from Friday at 5 p.m. to Sunday at 11 p.m. unless posted otherwise.

Metered parking areas marked "Visitor Parking" are not to be used by students, faculty, or staff. Visitors will not be permitted to park in areas reserved for faculty, staff, and students.

Any vehicle in violation of parking regulations or apparently abandoned may be towed without notice and stored at the owner's expense.

The responsibility for finding a legal parking space rests with the motor vehicle operator. The purchase of a decal does not guarantee a parking space.

Certain parking spaces are reserved for the specially designated vehicles of disabled faculty and students. These parking spaces are exclusively assigned for this purpose and vehicles in violation will be towed on the first offense. The international disabled symbol is used for the identification of such spaces.



Ethnic Information Policy

Ethnic information is gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and is requested in reports required by the U.S. Department of Education. Students may refuse disclosure of this information or request its removal from records without penalty at Franklin Hall 100 during regular business hours.

Extended-X Policy

Undergraduate Course Retake Policy (Extended-X)

By action of the Bloomington Faculty Council, students who receive a grade lower than an A may be eligible, upon retaking the course, to remove the first grade from their grade point average (GPA). Students wishing to exercise this option must visit their advisor and/or school's records office to complete an Extended-X (EX) petition to remove the effect of the bad grade from the GPA.

Please note the following restrictions:

- Students may apply for an Extended-X for a maximum of 3 courses or 10 credits, whichever comes first.
- Students may only replace a grade for a course once.
- Students must complete, sign, and submit the EX petition prior to graduation.
- *Not all schools recognize the Extended-X policy in the same manner.* Students should refer to their school's web site, advisors or records office to determine their eligibility for application of this policy.

For a complete list of regulations, please see below.

Bloomington Faculty Council Action (May 3, 1994, as amended December 6, 2011)

Any undergraduate student may retake a course for which he/she received a grade below an A. The student's transcript shall record both grades. For the course retaken, only the second grade shall be counted in the determination of the student's grade-point average (GPA). A student may exercise this option for no more than three courses, totaling no more than 10 credits. A student may use this option only once for a given course.

Any course grade that is excluded from the GPA calculation in accord with this policy shall be marked with an "X" to the right of the assigned grade on the transcript, denoting that this grade has been replaced by a second grade in the course.

To exercise the Extended-X Policy, students who re-enroll in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the Extended-X policy to a specific course prior to their date of graduation.

***Note:** Some schools do not honor this policy for purposes such as school admission, graduation, and probation determination. Consult with your school or University Division advisor, as appropriate, before exercising this option.*

Below are the revised Extended-X Implementation Policies, as approved by the Bloomington Faculty Council in March 2001 and amended December 6, 2011. The Implementation Policies were renumbered into a newly-consolidated list, effective Spring 2010.

Extended-X Implementation Policies

Bloomington Faculty Council Action (Circular B37-2001, March 6 & 20, 2001; amended Circular B27-2012, December 6, 2011)

1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the policy.
2. The following grades cannot be replaced under the Extended-X policy: S, P, W, I, R, NC.
3. GPA credit hours for the replaced course will be removed at the point at which the course is replaced.
4. Courses repeatable with different content are not eligible for replacement under this policy unless a unit chooses to permit this by means of a specific authorization procedure.
5. A student may not request reversal after asking for and applying the GPA exclusion.
6. A student may not replace a grade with a second grade of W, I, R or NC.
7. Students who re-enroll in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the Extended-X policy to a specific course prior to graduation.
8. The Extended-X policy will adhere to FX policy (*UFC documents 1975, 1976, 1979, 1984, 1987*) administrative practice and guidelines regarding exceptional cases, where these are not in conflict with the provisions of the Extended-X Policy nor with these Implementation Policies. A statement of the applicable practices has been compiled and is on file with the Vice Provost for Undergraduate Education and with the Office of the Registrar.
9. In implementation of the Extended-X policy, as under the FX policy, Bloomington joins all other campuses in honoring the principle that the grade forgiveness/course retake policy on the degree-granting campus is applicable for each student. Hence, if an IUB student transfers to another campus with more liberal grade replacement policies, IUB will honor requests from that campus, on behalf of the student, to replace an IUB grade that may not be replaceable under IUB policy. Were the student to return to IUB for graduation, however, that course exclusion would not apply.

Graduation Rate

The completion or graduation rate for first-time, full-time students (certificate, associate, and baccalaureate degree-seekers) entering IU Bloomington may be found at the following web site: www.indiana.edu/~uirr/reports/standard/graduation/index.shtml. A paper copy of the report will be provided upon request.

Immunization Data Collection Policy

In accordance with the 1995 Indiana Code 20-12-71, "Immunization Requirements at the Postsecondary Level," all students who attend Indiana University Bloomington for their first major semester during or after First Semester 1995-96 must provide immunization information to the Office of the Registrar. One of the main objectives of this state law is to enable the university to provide a safer and healthier environment for students.

The law stipulates that “if a student fails to comply . . . by the beginning of the student’s second academic term, the postsecondary institution shall prohibit the student from matriculating in the campus of the postsecondary institution, where applicable, until the requirements are met.” Therefore, students who do not provide the required immunization data will be prevented from registering for the semester or session following their matriculation semester.

In order to be in full compliance with this state requirement, students must provide dates of immunizations for the following diseases: measles/rubella (requires two immunizations), rubella/German measles, mumps, tetanus and diphtheria (tetanus and diphtheria booster within the last 10 years). Religious exemptions and proof of disease history (measles/rubella and mumps only) are also considered to be in full compliance with state law. Please note that students filing religious exceptions will be required to leave campus if an outbreak of any listed preventable disease occurs on or near campus. A physician’s signature is not required if the student has been immunized and is able to provide the month and year for the required immunizations. However, if medical contraindications exist, a physician’s signature is required to document each specific medical contraindication.

Beginning First Semester 2003-04, the university shall provide detailed information of the risks associated with meningococcal disease and the availability and effectiveness of vaccination to students (or parent if the student is under age 18). The student (or parent if the student is under age 18) will provide a signature that they have reviewed the provided information regarding meningococcal disease or have received the vaccination series. In addition, all new students who are not citizens or residents of the United States must provide documentation that they have been tested for tuberculosis in the United States, the date the test was taken, and the results of the test.

New students, including intercampus transfer students new to the Bloomington campus, are required to complete the Online Immunization Compliance form in *OneStart* before the first day of classes.

How to comply:

1. Navigate to the *OneStart* page, <http://onestart.iu.edu>; click the login button.
2. Log in using your **Username** and **Password**.
3. Click the **Services** tab, then **Student Self-Service** link on the sidebar.
4. Locate the **Services and Information** section.
5. Click the **Immunization Compliance** link.

Noncompliance warnings for students who do not respond to the early request for immunization data will be sent to students’ official university e-mail address. Registration for the next semester or session will be prevented for students who do not provide this required data to the Office of the Registrar.

In order to maintain the confidentiality of medical record information, immunization data provided to other university offices cannot be used to comply with this state mandated requirement.

Questions concerning these requirements for immunization information should be directed to a Service Representative, Office of the Registrar, Franklin Hall 100, (812) 855-0121, registrar@indiana.edu. Also, link to <http://registrar.indiana.edu/immunization.shtml> for specific information on immunization requirements and to follow a link that will allow you to record your immunization dates online.

Intercampus Transfer Students

Transferring to Other Indiana University Campuses

Each year many students transfer from one campus of the university to another to continue their studies toward a degree. Few other multi-campus universities are organized in such a way as to accommodate or facilitate these transfers. Credits transferred from one campus of Indiana University to another will be evaluated and accepted in terms which are at least as favorable as credits from other institutions, applying the same criteria used in evaluating external credits.

Students who wish to transfer from any IU campus to another should follow these procedures:

1. Inform your academic adviser of your decision as soon as possible. Degree requirements may vary from one campus to another but if your adviser knows of your plan, your academic program may be designed to meet the requirements of the campus you will eventually attend.
2. Contact the department chairperson (or the designated adviser) at the campus you plan to attend. Discuss your plan and ask about any special procedures. For example, transfers in fine arts must submit portfolios of their work and music transfers must audition.
3. Fill out the appropriate intercampus transfer application located on the Web at <http://www.iupui.edu/~moveiu/>.
4. When you arrive on the new campus, contact your designated adviser as soon as possible. Discuss your academic progress to date and the additional course work required for your new degree program.

Nondiscrimination Policy

Equal Opportunity/Affirmative Action Policy of Indiana University

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

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, and women.

Code of Student Rights, Responsibilities and Conduct

The *Code of Student Rights, Responsibilities and Conduct* issued by Indiana University on August 15, 1997, provides regulations governing

actions and interactions of members of the university community. The *Code* describes the individual rights of the student to include the student's right to be free of sexual harassment, racial harassment, and harassment based on sexual orientation. Copies of the *Code* may be obtained from the Dean of Students Office on each of the campuses.

Policy Against Sexual Harassment

For more information or to make a complaint contact:

Office	Location	Telephone
Office of Affirmative Action	Poplars 825	855-7559
Dean of Students Office	IMU Mo88	855-8187
Dean of Faculties Office	Bryan Hall 111	855-9973
University Human Resources	Poplars 165	855-0406
Office of Women's Affairs	Memorial Hall East 120	855-3849

The office receiving the complaint will notify the Office of Affirmative Action, which will serve as a clearinghouse for all such incidents and will provide investigative procedures.

Indiana University Policy Against Sexual Harassment

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

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

A. Definitions

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

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

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

B. Application

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

C. Provisions

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

D. Enforcement Principles

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

1. Each campus must have procedures—consistent with notions of due process—for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.
2. The Campus Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.
3. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.
4. Investigations must be conducted promptly and thoroughly.
5. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The university will look at the record as a whole, as well as the context in which the alleged misconduct occurred.

6. Both the charging party and the respondent will be notified of the outcome of the investigation.
7. In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

Policy on Consensual Relationships

Academic Handbook, 1997, pages 36 & 37:

Relations with Students:

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

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

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as a violation of the Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number 1 or 2 below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

1. *Relationships in the Instructional Context.* A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.
2. *Relationships outside the Instructional Context.* A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

Personnel Policies for Professional Staff, (policy 2.2, page 12):

Consensual romantic relationships

It is in the interest of Indiana University to provide clear direction to all employees about the risks associated with consensual romantic or sexual relationships between members of the university community where a conflict of interest between the parties exists or may exist.

Conflicts of interest may arise when relationships occur between and among employees, students, and prospective employees. This policy and ethical principles already preclude staff from evaluating the work of others with whom they have intimate familial relationships, or from making hiring, promotional, transfer, or similar decisions concerning such persons.

These same principles apply to consensual romantic or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision making. Additionally, in the event of a charge of sexual harassment, the university will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Whenever a conflict of interest occurs, or may occur, because of a consensual, romantic relationship, it is the employee's responsibility to tell the immediate supervisor about the relationship. If the relationship involves one's immediate supervisor, then the employee should go to the next level of management. The next level of management is responsible for making arrangements to eliminate or solve any conflict or possible conflict.

Personnel Policies for Appointed Support Staff, Represented by CWA, Local 4730 (policy 6.2, page 2):

MEMORANDUM OF UNDERSTANDING:

During the course of our 1995 negotiations the University and the CWA discussed the need to alter the University Sexual Harassment policy to specifically address the issue of consensual romantic and/or sexual relationships in the workplace where a conflict may exist. The parties have reached an agreement concerning a Statement concerning consensual romantic and/or sexual relationships. This statement is included as part of this memorandum. The University Administration and the CWA will jointly recommend to the appropriate University committees and officials that the principles contained within this Statement be incorporated in the University Sexual Harassment Policy. In the interim period, this Statement will be circulated to everyone who supervises clerical and technical employees and who will be expected to comply.

Statement on Consensual Relationships:

It is in the interest of Indiana University to provide clear direction to all employees about the risks associated with consensual romantic and/or sexual relationships between members of the university community where a conflict of interest between the parties exists or may exist.

Conflicts of interest may arise when such relationships occur between and among employees, students, and prospective employees. University policies and ethical principles already preclude staff from evaluating the work of others with whom they have intimate familial relationships, or from making hiring, promotional, transfer, or similar decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision making. Additionally, in the event of a charge of sexual harassment, the University

will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed with the relationship.

Whenever a conflict of interest exists, or may exist, because of a consensual romantic and/or sexual relationship in the workplace, it is the responsibility of both parties to disclose the consensual romantic and/or sexual relationship to his/her immediate supervisor or the next level of management if the relationship involves the immediate supervisor. The supervisor or next level of management shall be responsible for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University.

Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act (ADA), the Indiana Civil Rights Act, and Indiana University policy prohibit discrimination in employment and educational programs against qualified individuals with disabilities. It is the policy of Indiana University to provide reasonable accommodations or academic adjustments as needed. These accommodations and adjustments will be made in a timely manner and on an individualized and flexible basis.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits students' participation in programs or services of the university. All documentation will be kept confidential. Students, staff, and faculty members must maintain institutional standards of performance.

REQUESTS FOR ACCOMMODATIONS FOR FACULTY OR OTHER ACADEMIC APPOINTMENTS

for the Bloomington campus under the Americans with Disabilities Act.

1. To receive an accommodation under the ADA, a faculty member must file an application with the Dean of the Faculties. The faculty member should include documentation of his or her functional limitations.
2. After reviewing the documentation and the facts of each request, the Dean of the Faculties will determine if the faculty member is eligible for accommodations under the ADA.
3. The Dean of the Faculties will then meet with the faculty member and his or her chair/dean to develop a plan of reasonable accommodation. During this meeting, the participants will:
 - a. identify the essential and marginal functions of the position (if not already done),
 - b. discuss the faculty member's specific physical or mental abilities or limitations as they relate to the essential functions along with potential accommodations, and
 - c. identify the accommodation that best serves the needs of the faculty member, his or her students, and the university.
4. The Dean of the Faculties may require the faculty member to provide medical documentation in order to verify a condition or to provide further information that will assist in identifying reasonable accommodations. In most cases documentation is necessary to determine the appropriate accommodation. The Dean of the Faculties may seek advice from third party experts when necessary.
5. It is the responsibility of the Dean of the Faculties to determine the reasonable accommodation in a particular case.
6. The reasonable accommodation shall be documented by placing a copy of the accommodation plan in the faculty member's personnel file and in the Office of the Dean of the Faculties. To the extent necessary, this documentation should include a long-term plan for dealing with changes in the faculty member's limitations over time. Medical documentation shall be retained only by the Dean of the Faculties and shall be kept confidential.

REQUESTS FOR ACCOMMODATIONS FOR STAFF

for the Bloomington campus under the Americans with Disabilities Act

1. To receive an accommodation under the ADA, employees must file an application with the Accommodation Specialist (within Human Resources Management). Employees are permitted to make the request on university time, but they must first request release time from their supervisor. Employees may be accompanied by a union representative or a representative from the Bloomington Professional Council when they meet with the Accommodation Specialist. During the initial meeting with the Accommodation Specialist, two things will be accomplished:
 - a. The Accommodation Specialist will determine what documentation from a licensed professional is needed to support the employee's request for accommodation.
 - b. The responsibilities of the university and the employee throughout the process will be clarified.
2. After reviewing the documentation and the facts of each request, the Accommodation Specialist will determine if the employee is eligible for accommodations under the ADA.
3. The Accommodation Specialist will review the marginal and essential functions of the job, the functional limitations of the disability, and the reasonableness of an accommodation. The Accommodation Specialist will then facilitate a discussion with the supervisor/unit head/dean and the employee to determine what accommodations may be reasonable.
4. The Accommodation Specialist may seek advice from third party experts when necessary. Medical documentation shall be retained by only the Accommodation Specialist and shall be kept confidential.
5. It is the responsibility of the Accommodation Specialist to determine the reasonable accommodation in a particular case after reviewing all the facts. The Accommodation Specialist will outline the process for providing the accommodation verbally and in writing to the employee and the department.
6. The employee is responsible for contacting the Accommodation Specialist if reasonable accommodations are not implemented in an effective and timely manner. The Accommodation Specialist will work with the employee and the department to resolve disagreements regarding the recommended accommodation.

REQUESTS FOR ACCOMMODATIONS FOR STUDENTS

for the Bloomington campus under the Americans with Disabilities Act

1. To receive an accommodation under the ADA, students must file a request for services with the Office of Disability Services for Students (DSS), a unit of the Division of Student Affairs. Requests for accommodation to disability should be made far enough in advance to allow DSS Staff adequate time to coordinate needed services. It is recommended that requests be made prior to the beginning of a semester or as soon as a disability becomes known.
2. Students must provide documentation of disability that includes a specific diagnosis and describes the functional limitations of the condition, particularly as it may affect participation/performance in courses, programs, services, jobs, activities, and facilities of the University. (Guidelines for documenting specific categories of disabling conditions can be found at the DSS web site at <http://www2.dsa.indiana.edu/dss/>.) The documentation should be prepared by a licensed professional practicing in a field directly related to that of the disability. The professional or the student must submit the documentation to DSS in a timely manner. All documentation will be retained by only the DSS office and will be kept confidential.
3. The DSS office makes the determination of a student's eligibility for accommodations under the ADA. DSS staff and the student will discuss what academic modifications, auxiliary aids, and other assistance will be needed. Per request of the student, DSS staff will communicate with faculty and/or the academic unit to verify student eligibility as a person with a disability and to specify the specific nature of required accommodations.
4. If there is a discrepancy between options of faculty and/or the academic unit and the student regarding the appropriateness of academic modifications, the DSS office will facilitate discussion and promote resolution between faculty/academic unit and the student. It is the responsibility of the Office of Disability Services for Students to determine reasonable accommodation, taking into account the content of the course, the student's disability, and the documentation of disability. Nothing in these procedures requires a fundamental alteration to the course and/or the program of study.
5. Students are expected to meet with their instructors during office hours, or by prearranged appointment, to make appropriate and timely notification of their need for academic modifications. Students are expected to be active participants in the accommodations process. Students are responsible for notifying DSS staff if reasonable accommodations are not implemented in an effective and timely way.

GRIEVANCE PROCEDURE

Faculty, staff, and students who believe the university has not met its obligations under the ADA should consult with the Office of Affirmative Action.

Indiana University's Annual Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or entity with whom the University has contracted (such as an attorney, auditor, or collection agent; the Indiana University Foundation and Indiana University Alumni Association; and vendors of services such as e-mail or other electronic applications, enrollment verification, and so on); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. *This form is available at the Office of the Registrar.* Public information is limited to name; address; phone; major field of study; dates of attendance; admission or enrollment status; campus, school, college, or division; class standing; degrees and awards; activities; sports; and athletic information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana University to comply with the requirements of FERPA.

The Indiana University Policy on the Release of Student Information may be found at: <http://registrar.indiana.edu/releaseinfo.shtml>.

Release of Student Information Policy

Indiana University Policy on Student Records (Approved: UFC 3/29/77; Amended: UFC 10/2/01)

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act", the following constitutes the institution's policy, which instructs the student in the procedures available to provide appropriate access to personal records, while protecting their confidentiality.

- A. Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:

1. *Student* is defined as one who has attended or is attending Indiana University, and whose records are in the files of the University.
 2. *Educational records* do not include records retained by individuals which are not accessible to any other person except a substitute faculty/staff member.
 3. *Public information* is limited to name; address; e-mail address; phone; major field of study; dates of attendance; admission or enrollment status; campus; school, college, or division; class standing; degrees and awards; activities; sports; and athletic information. Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry.
 4. *Record* means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, file, microfilm, microfiche, and electronic media.
- O. Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at: the Office of the Registrar, Franklin Hall Rm 100.
- P. All students have records in one or more of the following offices and maintained by the administrative officer listed:

Office of the Registrar	Franklin Hall 100
Bursar	Franklin Hall 011
School or College (in which the student is enrolled):	
Arts and Sciences	Kirkwood 104, Dean
Business	Business 224, Dean
Continuing Studies	408 N. Union Street, Dean
Education	Education 1000, Dean
Graduate	Kirkwood 111, Dean
Library and Information Science	Library 011, Dean
HPER	HPER 115, Dean
Informatics	919 E. 10th Street, Dean
Journalism	Ernie Pyle 200, Dean
Law	Law 014A, Dean
Music	Merrill Hall 120, Dean Merrill Hall 011, Director of Graduate Studies
Nursing	Sycamore 400, Director
Optometry	Optometry 305, Dean
Public and Environmental Affairs	SPEA 253, Associate Dean
Social Work	1127 Atwater, BSW Coordinator
University Division	Maxwell 101, Director

- Q. Some departments maintain records separate from the school or college. A list of departments, which have separate records, their location, and person responsible for the record, may be obtained from the office of the dean of the school or college in which the department is located.
- R. Students may also have records in the following places:

Career Development Center	625 N. Jordan
Dean of Students	IU Memorial Union M088
Health Professions and Prelaw Center (HPPLC)	Maxwell 010
International Student & Scholar Services	Franklin Hall 306
Judicial Affairs	Franklin Hall 002
Student Ethics	801 N. Jordan Avenue
School of Nursing	IUPUI
Placement Offices:	
Business	Business 233
Education	Education 1000
Geology	Geology S105
Journalism	Ernie Pyle Hall 200
Law	Law 020B
Music	Musical Arts Center 426A
SPEA	SPEA 200
Telecommunications	Radio-TV 144
Police Department	1469 E. 17th Street
Student Financial Assistance	Franklin Hall 208
Student Legal Services	703 E. 7th Street

- AB. The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:
1. The seriousness of the threat to health or safety
 2. The need for access to the record in meeting the emergency
 3. Whether the person requesting the records is in a position to deal with the emergency
 4. The extent to which time is of the essence in dealing with the emergency
- AC. A student's record is open to the student, with the following exceptions:
- a. Confidential letters of recommendation placed in files prior to January 1, 1975
 - b. Record of parents' financial status
 - c. Employment records; see #H below
 - d. Medical and psychological records; see #I below
 - e. Some items of academic record under certain conditions; see #J below
- AD. The employment records excluded from accessibility are those kept in the normal course of business, which relate exclusively to persons as employees and are not used for any other purposes.
- AE. Medical and psychological records are presently governed by State Statute, Burns Indiana Statutes, 1971 Code Edition, 34-1-14-5 and 25-33-1-17, which rigidly protects their confidentiality. They are not available to anyone other than those providing treatment, but can be reviewed by a physician or appropriate professional of the student-patient's choice.
- AF. To ensure the validity and confidentiality of references prepared off-campus and on-campus, certain documents may carry waivers signed by the student relinquishing the right of access to the document.
1. Waivers are subject to the following conditions:
 - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based at least in part on merit), and candidacy for employment.
 - b. Waivers cannot be required.
 - c. The student shall be told, upon request, the names of those supplying references.
 2. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.
- AG. Student records are open to school officials who have a legitimate educational interest in their contents, except where access is prohibited by special policies such as those governing medical and psychological records.
1. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Faculty members are considered to be advisors with a legitimate educational interest for all students currently enrolled in their classes or seeking enrollment, and others that they may be advising on an assigned basis.
 2. The determination of "a legitimate educational interest" will be made by the person responsible for the maintenance of the record. This determination must be made scrupulously and with respect for the individual whose records are involved.
 3. Academic documents inaccessible to students (because the documents have been filed before January 1, 1975 or are segregated by waivers) are to be used only for the purpose for which they were prepared.
- AH. The University has established the following procedures enabling the student to have access to his record and has provided for interpretation and challenge:
1. The student may see his or her record by filling out a request form at the office where the record of interest is maintained.
 2. Access is to be granted promptly and no later than thirty days from the date of request.
 3. The student may make the request in person or by mail.
 4. The student may obtain copies upon request (for which the University may charge).
 5. The student may request and receive interpretation of his or her record from the person (or designee) responsible for the maintenance of the record.
 6. If the student considers the record faulty, he or she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy:
 - a. The informal hearing will be in conference with the person (or his or her designee) responsible for the maintenance of the record and—where appropriate—the party or parties authorizing the record segment in question.
 - b. The student may request a formal hearing by obtaining from the Dean for Student Services' Office a request form on which he or she must designate the location of the record in question and a brief explanation of the reason for faulting the record. A panel of not fewer than ten Hearing Officers will be appointed by the chief administrative officer for each campus. The Dean for Student Services will forward a copy of the request to the person responsible for the record and will provide the student and the keeper of the record with three names of Hearing Officers. The parties (student and keeper of the record in question) shall each strike one name; the remaining Hearing Officer shall conduct an administrative hearing with both parties present.
 - c. The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student should be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his or her choosing (including an attorney at his or her own expense). A written decision based solely upon the evidence presented shall be prepared within a reasonable amount of time and shall include a summary of the evidence and reasons for the decision. The judgment of the Hearing Officer shall be final, and the record shall be changed or retained as recommended.
 - d. If the institution decides the information is accurate, it shall inform the student of his or her right to place in his or her educational record a statement commenting upon the information, and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.
- AI. Normally, records can be released—or access given—to third parties (i.e., anyone not a school official) only at the written request of the student.

1. Without the consent of the student, releases to third parties may be given only as follows:
 - a. To parents of students who are dependents as defined by IRS standards
 - b. To federal officers as prescribed by law
 - c. As required by state law
 - d. To research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students)
 - e. To accrediting agencies carrying out their functions
 - f. In response to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made)
 - g. By I.U. Police to other law enforcement agencies in the investigation of a specific criminal case
 2. A student may secure from the Registrar's Office a "consent form" authorizing the release of specified records to specific individuals.
 3. A notification of releases made to third parties must be kept in the student's record. This notification is open only to the student and the person in charge of the record.
 4. The third party must be informed that no further release of personally identifiable data is authorized without the written consent of the student.
- AJ. Nothing in this policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student. Persons in charge of records should ensure that only pertinent items are retained in the student files.

Accommodations for Religious Observances

Bloomington Faculty Council Action (Approved February 15, 2000; last amended April 21, 2009)

Introduction

It is the policy of Indiana University that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances.

Policy

Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances.

Procedures

1. The Office of the Vice Provost for Faculty and Academic Affairs will prepare, for guidance, a list of dates of the major religious holidays. This list, policy, and a note to the effect that students wanting accommodations for observance of religious holidays must contact their instructors, will be brought to the attention of both students and faculty. The Vice Provost for Faculty and Academic Affairs will write regularly to the various deans and chairs, indicating that they, in turn, are to inform the faculty (including associate instructors under their supervision) concerning this policy and of the importance of observing it.
2. If a conflict with a religious observance exists, a student must make a request for a reasonable accommodation for that observance by the end of the second week of the course. Any relevant change to the course calendar affords a new opportunity to make such a request in a timely manner. The request is to be in writing on a standardized form to be used for this purpose, and copies of that form will be made widely available.
3. The instructor and the student should discuss what a reasonable accommodation should include in a given case. Generally, it is insufficient to require a student to forego taking an exam or doing some other major assignment even if the instructor agrees to average the remaining exams or other assignments. The student must be given the opportunity to do appropriate make-up work that is intrinsically no more difficult than the original exam or assignment.
4. If the instructor and student agree on the accommodation, the plan should be carried out.
5. If after discussion there is no consensus on the accommodation, either party or both may ask the Vice Provost for Faculty and Academic Affairs to mediate. The VPFAA will confer with both the instructor and the student, and may seek advice from anyone else who could provide helpful information. If the instructor and student still cannot reach consensus over the accommodation, the VPFAA will then make a determination about the appropriate accommodation.
6. Either the instructor or the student may appeal the VPFAA's decision to the Office of Affirmative Action. Final authority for determining the outcome rests with the Provost.

Recommendations

1. The policy and procedure above are to be printed in *Code of Student Rights, Responsibilities, and Conduct: Procedures for Bloomington Campus*.
2. All instructors are encouraged to include on the syllabus and to announce at the beginning of the semester the policy and procedure as it applies to religious holidays.
3. Orientation programs for new students will inform incoming students about this policy and urge them to check for conflicts before the deadline for informing their instructors. Particular attention should be paid, in this matter, to the orientation of international students.

Religious Holidays

A five-year calendar of selected major religious holidays can be found on the Office of the Vice Provost for Faculty and Academic Affairs web site at <http://www.indiana.edu/~vpfaa/>. The site also provides access to the campus religious observations policy in the *Academic Guide* and to the student form for *Request for Accommodations for Religious Observances*.

Note: Students wanting accommodations for observance of other religious holidays should contact their instructors as indicated in the procedures outlined at this web site of the Office of Academic Affairs and Dean of the Faculties: <http://www.indiana.edu/~vpfaa/welcome/forms.shtml#holidays>. Additional information on Religious Holidays and Recommended Accommodations is also available at the above web site.

Spring 2012

Gantan-sai (New Years)	Shinto	Jan. 1	Sunday
Feast of the Nativity	Eastern Orthodox	Jan. 7	Saturday
Asian Lunar New Year [Year of the Dragon]	Chinese	Jan. 23	Monday
Mawlid-al-Nabi [Muhammed's birthday]	Islamic	Feb. 4*	Saturday
Purim	Jewish	Mar. 8*	Thursday
Vernal Equinox (EST)		Mar. 20	Tuesday
Naw-Ruz/Iranian New Year	Bahá'i	Mar. 21*	Wednesday
Palm Sunday	Western Christian	Apr. 1	Sunday
Good Friday	Western Christian	Apr. 6	Friday
Passover (Pesach), 1st two days	Jewish	Apr. 7-8*	Sat.-Sun.
Palm Sunday	Eastern Orthodox	Apr. 8	Sunday
Easter	Western Christian	Apr. 8	Sunday
Passover (Pesach), concluding days	Jewish	Apr. 13-14*	Fri.-Sat.
Holy Friday	Eastern Orthodox	Apr. 13	Friday
Pascha	Eastern Orthodox	Apr. 15	Sunday
Ridvan Festival, 1st of 12 days	Baha'i	Apr. 21*	Saturday
9th Day of Ridvan	Bahá'i	Apr. 29*	Sunday
12th Day of Ridvan	Bahá'i	May 2*	Wednesday

*Holy days start at sundown on evening preceding first day and end at sundown or nightfall of concluding date.

#All dates are from Fiqh Council of North America adopted Islamic Calendar. For events based on sightability of the moon in North America, those denoted with "#" will be the next day from these dates.

Summer 2012

Declaration of the Báb	Bahá'i	May 23*	Wednesday
Shavuot (Feast of Weeks)	Jewish	May 27-28*	Sun.-Mon.
Ascension of Baha'u'llah	Bahá'i	May 29*	Sunday
Summer Solstice (EST)		June 20	Wednesday
Martyrdom of the Báb	Bahá'i	July 9*	Monday

*Holy days start at sundown on evening preceding first day and end at sundown or nightfall of concluding date.

#All dates are from Fiqh Council of North America adopted Islamic Calendar. For events based on sightability of the moon in North America, those denoted with "#" will be the next day from these dates.

Fall 2012

Beginning of Ramadan	Islamic	July 20*#	Friday
Eid al-Fitr (Eid-ul-Fitr) (first day of Shawwal)	Islamic	Aug. 19*	Sunday
Rosh Hashanah [New Year]	Jewish	Sept. 17-18*	Mon.-Tues.
Autumn Equinox (EDT)		Sept. 22	Saturday
Yom Kippur [Day of Atonement]	Jewish	Sept. 26*	Wednesday
Sukkot [Feast of Tabernacles]	Jewish	Oct. 1-2*	Mon.-Tues.
Shemini Atzeret & Simchat Torah	Jewish	Oct. 8-9*	Mon.-Tues.
Birth of the Báb	Bahá'i	Oct. 20*	Saturday
Eid al-Adha	Islamic	Oct. 26*#	Friday
Birth of Bahá'u'lláh	Bahá'i	Nov. 12*	Monday
Al-Hijra (Muharram) [New Year]	Islamic	Nov. 15*	Thursday
Ashura (10th day of Muharram)	Islamic	Nov. 24*	Saturday
Day of the Covenant	Bahá'i	Nov. 26*	Monday
Ascension of 'Abdu'l-Bahá	Bahá'i	Nov. 28*	Wednesday
Bodhi Day (Rohatsu)	Buddhist	Dec. 8	Saturday
Hanukkah (Chanukah) [8-day Feast]	Jewish	Dec. 9-16*	Sun.-Sun.
Winter Solstice (EST)		Dec. 21	Friday
Christmas	Western Christian	Dec. 25	Tuesday
Kwanzaa	Interfaith/ African-American	Dec. 26-Jan. 1	Wed.-Tues.

*Holy days start at sundown on evening preceding first day and end at sundown or nightfall of concluding date.

#All dates are from Fiqh Council of North America adopted Islamic Calendar. For events based on sightability of the moon in North America, those denoted with "#" will be the next day from these dates.

Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in excess of fees paid by a resident student. A non-U.S. citizen will not be considered for residence classification under this policy unless the Office of U.S. Citizenship and Immigration Services (USCIS) has granted the individual either lawful permanent resident status or an immigration status that would permit the non-U.S. citizen to establish a domicile in Indiana.

1. "Residence" as the term, or any of its variations (e.g., "resided"), as used in the context of these Rules, means the place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.
 - a. A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but except as provided in Rule 2(c), such person must be a resident for 12 months in order to qualify as a resident student for fee purposes.
 - b. Physical presence in Indiana *for the predominant purpose* of attending a college, university, or other institution of higher education, shall not be counted in determining the 12-month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.
2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least 12 consecutive months immediately preceding the first scheduled day of classes of the term in which the individual registers in the University, subject to the exception (c) below.
 - a. The residence of an unemancipated person under 21 years of age who is lawfully present in the United States follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident. ¹
 - b. If an unemancipated person under 21 years of age who is lawfully present in the United States comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, except upon appeal to the Standing Committee on Residence in each case.
 - c. An unemancipated person under 21 years of age who is lawfully present in the United States may be classified as a resident student without meeting the 12-month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."
 - d. When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a term next following such removal.
 - e. A person once properly classified as a resident student shall be deemed to remain a resident student so long as lawfully residing in the United States and remaining continuously enrolled in the university until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above. ²
3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States. ²
4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the 12 months without the predominant purpose of education prior to the first scheduled day of classes of the term in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of 12 months from the residence qualifying date, i.e., the date upon which the student commenced the 12-month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.
 - a. The residence of a student's parents or guardians.
 - b. The situs of the source of the student's income.
 - c. To whom a student pays his or her taxes, including property taxes.
 - d. The state in which a student's automobile is registered.
 - e. The state issuing the student's driver's license.
 - f. Where the student is registered to vote.
 - g. The marriage of the student to a resident of Indiana.
 - h. Ownership of property in Indiana and outside of Indiana.
 - i. The residence claimed by the student on loan applications, federal income tax returns, and other documents.
 - j. The place of the student's summer employment, attendance at summer school, or vacation.
 - k. The student's future plans including committed place of future employment or future studies.
 - l. Admission to a licensed profession in Indiana.

- m. Membership in civic, community, and other organizations in Indiana or elsewhere.
 - n. All present and intended future connections or contacts outside of Indiana.
 - o. The facts and documents pertaining to the person's past and existing status as a student.
 - p. Parents' tax returns and other information, particularly when emancipation is claimed.
5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.
6. The Registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
7. A Standing Committee on Residence shall be appointed by the president of the university and shall include two students from among such as may be nominated by the student body presidents of one or more of the campuses of the university. If fewer than four are nominated, the president may appoint from among students not nominated.
8. A student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the registrar's determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the registrar shall be final and binding.
9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.
10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the university, as well as to such other punishment which may be provided for by law.
11. If a student does not pay additional monies which may be due because of his or her classification as a nonresident student, his/her student financial account will be encumbered. A student whose account is encumbered may be denied certain University services, such as registration and transcripts.
12. A student or prospective student who fails to request resident student status within a particular term and to pursue a timely appeal (see rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that term.
13. If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are severable.

¹ Invocation of the provision in Rule 2(a) that applies to cases of divorce or separation requires appropriate legal documentation

² **Note:** Effective Fall 2007, students with immigration statuses which permit the establishment of a domicile in the United States may be eligible to pay resident fees, providing that all other conditions are met. Current eligible classifications are: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-4, I, L-1, L-2, O-1, O-3, V-1, V-2, and V-3. Continuing eligibility to remain classified as a resident student for fee-paying purpose depends upon the continued maintenance of eligible immigration status. Contact the registrar's office for more information.

Taxpayer Relief Act of 1997

■ Education-Related Federal Income Tax Credits

The Taxpayer Relief Act of 1997 created two nonrefundable federal income tax credits for qualified education expenses paid each calendar year. This act provides for a maximum tax credit of \$1,800 per student for the Hope Scholarship credit (as adjusted for inflation beginning tax year 2002) and a maximum tax credit of \$2,000 per family for the Lifetime Learning Credit after January 1, 2003. In 2009, the American Recovery and Reinvestment Act renamed the Hope Scholarship to the American Opportunity Tax Credit (the AOTC) as well as increased the credit to \$2,500 per student. Refer to IRS Publication 970 for more information about the associated eligibility requirements.

Beginning in calendar year 1998, all eligible education institutions are required to submit an information return (Form 1098-T, *Tuition Payment Statement*) to the student and to the IRS. The information filed with the IRS must contain the student's Social Security number (SSN). Since Indiana University does not use a student's SSN exclusively as his/her identification number (SIDN), every student must complete Form W-9S (*Request for Student or Borrower Social Security Number*) during the first calendar year in which the student is enrolled. This information can be updated electronically through *OneStart* Self-Service (<http://onestart.iu.edu>).

Please visit the IU Knowledge Base article at <http://kb.iu.edu/data/appw.html> for instructions. Additionally, this information can also be updated by submitting a completed IRS Form W-9S to Indiana University. The IRS Form W-9S is available for download at <http://www.irs.ustreas.gov/pub/irs-pdf/fw9s.pdf>. Once completed, the W-9S can be mailed to the following address:

Indiana University
Financial Management Services
400 E. 7th Street, Poplars Building Room 503
Bloomington, IN 47405

For more information about the education tax benefits, visit the IRS's *Tax Benefits for Education Information Center* web site at <http://www.irs.gov/newsroom/article/0,,id=213044,00.html> or send e-mail to iu1098t@indiana.edu. This information about a student's tuition will help to determine whether the student, or the person who can claim the student as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax.

University Ceremonies

■ Release of Student Information

Commencement and IUB Honors Convocation

Letters of commendation and invitations to selected university ceremonies such as Commencement and the IUB Honors Convocation will be mailed to the student and/or family based on the student's home address. Confirmations will be sent to the student's IU e-mail address.

The following actions will be taken unless the student has filed a Student Directory Restriction:

- A family invitation will be mailed to the student's home address.
- News releases listing the names of graduates/candidates for graduation and honor students will be sent to newspapers whose circulation includes the areas indicated by the zip codes as reflected on students' home addresses.
- Commencement and IUB Honors Convocation programs listing the names of graduates/candidates for graduation and honors students will be available to students and family members who attend Commencement and IUB Honors Convocation ceremonies.
- The names of graduates and student honorees may also be included on university web sites, and in departmental and alumni newsletters.

Voter Registration

In compliance with certain federal and state requirements, Indiana University Bloomington is making self-mailing voter registration forms available on campus as well as providing information about links to electronic sites where such forms can be found.

The sites on campus for securing the self-mailing forms include:

- Office of the Registrar, Franklin Hall 100
- Herman B Wells Library, West Tower, 1st floor, Reference Desk

Forms can also be obtained at the following offices:

- County Voter Registration Office
- Public Libraries
- State License Branches
- Certain City, Town and Township Offices

Voter Registration Forms are also available online at the Indiana Election Commission web site, <http://www.in.gov/sos/elections/2403.htm>, and the Election Assistance Commission web site, www.eac.gov. To download and print the form, you will need *Adobe® Acrobat Reader®*.

For more information on registering to vote in the State of Indiana visit the [Indiana Secretary of State](http://www.in.gov/sos) web site.

IU Accreditation Statement

Indiana University is accredited by The Higher Learning Commission (<http://www.ncahigherlearningcommission.org>) (312-263-0456) and a member of the North Central Association.

Students may review copies of documents regarding entities that accredit, license, or approve Indiana University-Bloomington and its programs. To review the NCA accreditation documents, contact the Office of the Vice-Provost for Faculty and Academic Affairs, Bryan Hall, Room 111, Bloomington; <http://www.indiana.edu/~vpfaa/>; telephone (812) 855-2809.

For accreditation information for schools, colleges, and programs, students should contact each school/college directly or review the information published in their bulletin on the IU Bloomington Bulletins page at <http://www.indiana.edu/~bulletin/iub/index.html>.

Office of Admissions

www.admit.indiana.edu

300 N. Jordan Avenue, Bloomington, IN 47405-1106
Telephone (812) 855-0661
iuadmit@indiana.edu

International Admissions, Office of International Services

www.ois.indiana.edu

111 S. Jordan Avenue, Bloomington, IN 47406
Telephone (812) 855-9086
NewtoIU@indiana.edu

Freshmen

Prospective freshmen are strongly encouraged to apply for admission online at <http://www.admit.indiana.edu/apply/freshmen/apply.shtml>. Students may find out more about IU by creating their personalized BeIU page at www.admit.indiana.edu/beiu. The BeIU page provides information about our many academic offerings and the excellent cultural, recreational, athletic, and social opportunities at Indiana University.

Visits to campus can easily be arranged online at www.admit.indiana.edu/visit.

Naturally, nothing replaces a visit to our campus. The Admissions Office is open Monday-Friday throughout the year and on many Saturdays during the summer, fall and spring semesters. Campus tours are available on most days when classes are in session. Please arrange your visit several weeks in advance.

Transfer Students

Prospective transfer students should apply online at <http://www.admit.indiana.edu/apply/transfer/apply.shtml>.

Current Indiana University undergraduate students who wish to transfer credits from another accredited U.S. or overseas institution can see how these credits will transfer by using the Credit Transfer Service. This service can be accessed on the Web at <http://cts.admissions.indiana.edu>.

Using the Credit Transfer Service is not a requirement for transfer of credit. Students need only have an official transcript sent to the Office of Admissions once the coursework has been completed to have the courses evaluated for transfer credit. The transfer of credit is subject to final approval by the dean of the school in which the student will earn an IU degree.

Intercampus Transfers

Undergraduates enrolled in a degree program at another IU campus who want to transfer to the Bloomington campus should not reapply for admission. Instead, follow the appropriate procedure by completing an intercampus transfer application available at <http://www.admit.indiana.edu/apply/transfer/intercampus/index.shtml>.

International Students

Any international student (graduate or undergraduate) applying for admission to a degree program at Indiana University must submit the following:

1. Appropriate Application for Admission. Freshmen and transfer students are encouraged to apply online at www.ois.indiana.edu.
2. Other supporting materials as outlined on the admissions web site at www.ois.indiana.edu.

Graduate Students

All persons wishing to pursue a degree at the graduate level must be admitted by the appropriate department, division, program, or school. Admission is made to a particular area for a particular degree, and no student shall be considered a candidate for a degree without having been admitted to work toward that degree.

Application forms are available from the following schools of the University: University Graduate School; School of Library and Information Science; Schools of Business; Education; Informatics; Journalism; Music; Law; Medicine; Nursing; Optometry; Social Work; Health, Physical Education, and Recreation; and Public and Environmental Affairs.

IU Bloomington Evaluation Services and Testing (BEST)

Evaluation Services and Testing (BEST)

Franklin Hall 014, Ground Level

Telephone (812) 855-1595

Computer-Based Test Registration (812) 856-0684

<http://www.indiana.edu/~best/bweb3/>

Hours: Monday-Friday, 8:00 a.m.- 5:00 p.m. and by appointment.

Indiana University Bloomington Evaluation Services and Testing (BEST), a unit of the Office of the Vice Provost for Undergraduate Education, administers a wide variety of national, institutional, and computer-based standardized exams in conjunction with national test organizations and Indiana University academic departments. Numerous instructional support services are also available to faculty.

National Testing

National testing includes paper-and-pencil undergraduate/graduate admissions exams (ACT, GRE Subject Tests, LSAT, MAT, PCAT, PRAXIS PPST, SAT Reasoning and Subject Tests), as well as professional licensure and certification exams (CHES, MPRE, Optometry National Boards, PRAXIS Series Exams). Registration information is available at BEST during regular office hours. Information on the following exams may be obtained by visiting the office indicated: LSAT and MCAT (Health Professions/Prelaw Information Center, Maxwell Hall 010), and MPRE (Law School Dean of Students Office, Law Building 024).

Computer-Based Testing

Computer-based testing, under the auspices of Educational Testing Service and Prometric, is available for selected graduate/professional admissions and professional licensure exams. Computerized versions of the GRE General Test and PRAXIS I: Pre-Professional Skills Test in Reading, Mathematics, and Writing can be taken by appointment during regular office hours. Unlike paper and pencil exams, there are no national test dates or registration forms. Registration information and fee payment are collected during the appointment process. BEST also administers the computer-based MCAT and iBT TOEFL on established national test dates. These exams require online registration with and fee payment made directly to the appropriate national testing organization. Candidates for all computer-based exams should make appointments as far in advance of the desired test date as possible. Testing by appointment is generally offered Monday through Friday, except university holidays. Testing on other days may be offered as needed. Appointments can be made and further information obtained by calling (812) 856-0684.

Institutional Testing

Institutional testing consists of foreign language placement and exemption exams in French, Spanish, German, Latin (undergraduate only), and Italian (undergraduate only). These tests measure one's level of proficiency in a language studied previously. At the undergraduate level, test scores provide a basis for placing students into the most appropriate level of language coursework. At the graduate level, students may satisfy University Graduate School requirements for language study through superior exam performance.

Additionally, BEST supports the academic mission of Indiana University through scoring and analyzing classroom tests, offering web-based assessment services for faculty, administering a student rating system of teaching and instruction, and consulting with faculty on survey development and assessment issues.

Those wishing to learn more about BEST and its services are invited to view the internet site above and/or to call the office for assistance.

Office of the Bursar

Franklin Hall 011
601 E. Kirkwood Avenue
bursar@indiana.edu
(812) 855-2636
<http://bursar.indiana.edu>
Hours: Monday-Friday, 9 a.m.-4 p.m.

Students having questions about payment of fees should refer to the **Financial Information** section in this publication for specific amounts or contact the office by e-mail to bursar@indiana.edu or at (812) 855-2636.

Students who wish to have all or a portion of their fees refunded should follow the **drop/add procedures** outlined in this publication. (**Note:** Students withdrawing from all courses must follow the **Withdrawal from the University (All Courses)** procedures. Complete withdrawals will not be processed through schedule adjustment procedures.)

Disability Services for Students

The Office of Disability Services for Students coordinates services and referrals for students with disabilities.

Academic accommodations and other services are determined on an individual basis as supported by documented need. Accommodations and services available include, but are not limited to, letters to faculty; test accommodations such as extended time, readers, or scribes; note takers; alternate format texts; interpreters for the deaf; accessibility information; accessible van transportation within the campus area; assistance improving study skills; and referral to other campus and community resources.

For more information, contact:

Disability Services for Students
Franklin Hall 006, Bloomington, IN 47405
Telephone (812) 855-7578
www2.dsa.indiana.edu/dss/
Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Veterans Support Services

Veterans who are eligible for benefits under the GI Bill should check with the office if they fall under one of these categories:

- Chapter 33-Post 9/11 GI Bill;
- Chapter 30-GI Bill (Active duty Education Assistance Program);
- Chapter 31-Disabled veterans qualified for Vocational Rehabilitation;
- Chapter 32-Veterans who participated in the Contributory Education Program (VEAP);
- Chapter 35-Children of deceased, 100 percent disabled, or former POW veterans;
- Chapter 1606-Selected Reserve Educational Assistance Program, and
- Chapter 1607-Reserve and National Guard who have been called to active duty.

For more information, contact:

Office of Veterans Support Services
<http://www.veterans.indiana.edu>
Indiana Memorial Union, Suite M084
Indiana University
Bloomington, IN 47405
Telephone: 812-856-1985
Fax: 812-856-2486
vetserv@indiana.edu

Libraries

Herman B Wells Library: 10th Street & Jordan Avenue
(812) 855-0100
libref@indiana.edu
www.libraries.iub.edu

IU Libraries offers a full range of services designed to help students succeed in their academic goals.

With the flagship Herman B Wells Library, the world-renowned Lilly Library for rare books and manuscripts, and a dozen branch libraries around the Bloomington campus, IU Libraries supports all academic disciplines. Wells Library, the largest and most visible library, houses research collections, government documents, journals, and films. Branch libraries offer specialized materials such as music scores and digital music files, geologic maps, and fine arts books. As information experts, librarians help students take full advantage of these diverse resources. Stop by any library or visit the Libraries' web site for one-on-one help.

Located in the West Tower of the Wells Library, the Information Commons is a 24/7 technology-infused learning center where students work on class assignments from start to finish. A partnership of the IU Libraries and University Information Technology Services, the IC offers more than 330 workstations for individuals or groups, a multimedia production lab, wireless networking, adaptive technology, and technological support. Librarians are available to help students get started on an assignment or refine their research skills. The upper floors of the West Tower accommodate different needs: find space to study quietly, meet with groups, practice presentations, or use technology.

Trustworthy information is available online through the databases, electronic journals, books, and images that have been selected, digitized, or purchased by IU Libraries. IU students, faculty, and staff can access hundreds of databases, including IUCAT, IU Libraries' online catalog, from www.libraries.iub.edu. This site also provides interactive tutorials and research guides, as well as information about the entire library system including resources, hours, workshops, help sessions, and special events.

If you have questions, ask a librarian at any library site, by phone at (812) 855-0100, or online at www.libraries.iub.edu.

Career Services

Career Development Center and Arts & Sciences Career Services

Hours: Monday-Friday 8 a.m.-5 p.m.

625 North Jordan (10th & Jordan)

IUCareers.com or www.indiana.edu/~career

(812) 855-5234

The Career Development Center and Arts & Sciences Career Services provides comprehensive career planning to IU undergraduate students. These career services include career advising, assessment inventories, career fairs, career panels, graduate school application preparation, web-based and print resources, on-campus interviews, and listings for internships and part-time, work-study, and summer positions.

First-year and sophomore students may enroll in *ASCS Q294: Basic Career Development*, an eight-week, two-credit course, which assists students with self-assessment and career exploration.

Sophomores, juniors and seniors may enroll in *ASCS Q299: Marketing Yourself for the Job and Internship Search*, an eight-week, two-credit course, which assists students in the development of an effective plan for post-graduate success. Students wishing to receive internship credit for their qualified experiential learning experiences may enroll in *Q398: Internship - Theory into Practice*. Other courses include *ASCS Q275: Professional Portfolio Development* and *ASCS Q377: The Art of Meaningful Work*.

Deciding on a career is one of the most important decisions a student will make, and the staff at the **Career Development Center and Arts & Sciences Career Services** are dedicated to providing students with a multitude of experiences and resources that will enable them to make informed career decisions.

Kelley School of Business

Undergraduate Career Services Office (UCSO)

Business P100

Telephone: 855-5317

Help Desk and Career Resources Lab (P100)

Monday-Friday 8 a.m.-5 p.m.

ucso.indiana.edu

The UCSO serves more than 5,000 student registrants each year and coordinates recruiting activities for more than 300 employers who schedule over 10,000 on-campus interview schedules. Although geared for Kelley School of Business students, non-business students can participate by completing the appropriate classes that are required of all business undergraduates. All sophomores and juniors seeking internship interviews must enroll and complete *Business X220 Career Perspectives* at the Bloomington campus. Juniors and seniors seeking full-time employment must enroll and complete *Business X420 Career Planning and Placement* at the Bloomington campus. All students are required to submit resumes in Microsoft Word® format.

In addition to the traditional on-campus interview program, we strive to bring students and employers together in informational (non-interview) settings. These efforts take place through a variety of special programs including career fairs, internship roundtables, off-campus job listings, corporate presentations, corporate lectures, web resume books, virtual job fairs, and other specialized events.

Complete details can be found at the UCSO web site: <http://ucso.indiana.edu>.

School of Education

IU Education Careers

W.W. Wright Education Building 1000

8 a.m.-5 p.m. Monday-Friday

Telephone: 856-8506

The IUEC (1) assists registrants in locating teaching, administrative, special service positions in schools, colleges, universities, and as appropriate in business industry, and governmental agencies; (2) assists registrants with the development of an employment credential and upon request sends that credential to prospective employers and other eligible agencies; (3) provides career counseling and planning services for students and alumni desiring such assistance; (4) conducts research concerning supply and demand and employment trends, issues, and procedures; (5) assists employers in finding the better qualified candidates for vacant positions in their respective institutions and agencies; (6) sponsors on-campus recruiting activities for education students and, (7) conducts a class (M202) regarding employment strategies.

Any individual who has earned a degree from IU or who has completed 12 hours of credit and is a currently enrolled student at IU may

register for placement assistance. The IUEC web site is: <http://iuedcareers.com>. There is no fee for registration, updating the placement file, or for receiving career development services. The placement year begins October 1 and ends September 30.

The staff encourages students to complete their online placement registration early in the placement year since educational employers request formal credentials as a part of the employment process. Students are encouraged to register early in the year they will become available for employment.

Placement counselors are available to advise students in all aspects of the job search process. Assistance is provided in resume development and in helping each student organize, plan, and conduct a successful employment campaign.

Indiana University Maurer School of Law–Bloomington

Office of Career and Professional Development
Law Building 020
Monday-Friday 8 a.m.-5 p.m.
Telephone: 855-0258

The Office of Career and Professional Development serves as a bridge between employers and law students, offering a spectrum of services to assist students in their personal career development. OCPD works year-round assisting students and alumni with their part-time, summer, and full-time employment needs. A customized approach empowers each student with a professional career team that develops a unique strategy based on their values, interests, personality and skills. Among the many services offered are (1) job search and career development seminars; (2) individual career coaching sessions; (3) on-campus and on-location recruiting in selected cities; (4) job listing web site; (5) national job fairs; (6) career resource collection and teleconference interview equipment.

The web site keeps students abreast of new developments (www.law.indiana.edu/careers) and special events. Seminar topics include: *Self Assessment, Job Search Techniques, Professional Tool Kit* (Resume, Cover Letter, Portfolio), *Interview Boot Camp, Legal Specialties, Networking, Career Choices, Public Interest & Government Careers* and more. Indiana Law has many distinguished alumni who return annually to share their career wisdom and participate in these special career seminars.

Jacobs School of Music

Music Placement Services
Music Practice Building PB 132
Hours: 8 a.m.-12 noon, 1 p.m.-4 p.m. Monday-Friday

The Music Placement Services Office facilitates communication between students, alumni and prospective employers. The office serves as a resource center for information concerning employment opportunities and careers in music.

School of Public and Environmental Affairs

Office of Career Services, SPEA 200
Hours: Monday-Friday 8 a.m.-5 p.m.
http://www.indiana.edu/~spea/career_services/

SPEA's Office of Career Services provides comprehensive career development services for students pursuing careers in the public, private and not-for-profit sectors. The services offered to students include (1) A web-based job listing service, *SPEACareers.com*, (2) on-campus recruiting, (3) individual career counseling, (4) employer information sessions, (5) alumni mentoring, and (6) user-friendly web-based career resources and an extensive career resource library.

Undergraduate students are required to complete *V252: Career Development and Planning*, a full-semester, two-credit course, which assists students with self-assessment and preparation for the labor market and overall post-graduate success.

The Office of Career Services also coordinates and administers the Indiana University Washington Leadership Program (WLP). The WLP affords 20-30 IU students the opportunity to take classes and participate in high-level internships in our nation's capital. WLP participants earn IU academic credit for this experience. The WLP is offered every fall and spring semester and it is open to all IU-Bloomington majors, and SPEA majors on other IU campuses.

Office of the Registrar

Office of the Registrar
Hours of Service: 9 a.m.-4 p.m. (Monday through Friday)
Telephone: (812) 855-0121
General E-mail: registrar@indiana.edu
Registration E-mail: reghelp@indiana.edu
<http://registrar.indiana.edu>

General Information

Information regarding the Release of Student Information Policy, registration, drop/add deadlines and procedures, and other general information is available throughout the *Enrollment and Student Academic Information Bulletin* (see [index](#)).

Student academic record information not found in the *Enrollment and Student Academic Information Bulletin* can be obtained by contacting the Office of the Registrar, Franklin Hall, 855-0121.

Comments or questions regarding the planning, management, and evaluation of enrollment or the *Enrollment and Student Academic Information Bulletin* should be directed to the Office of the Registrar, Franklin Hall 100, 855-0121.

Certification/Verification

Please refer to the Office of the Registrar web site at <http://registrar.indiana.edu/enrollverifi.shtml> for current procedures regarding enrollment verifications for loan deferments, insurance companies, or other student benefit program organizations. Academic record information available for verification may include prior and/or current enrollment, enrollment status, GPA, and final degree conferral.

Enrollment verifications will not be issued to students who have outstanding financial obligations*, including past due accounts with the Bursar (812) 855-2636, Student Loan Administration (812) 855-4511, Dean of Students/Greek Housing (812) 855-4311, or Student Ethics (812) 855-4463. If you have a past due balance with any of these offices, there will be a "hold" on your record and we will not be able to issue your enrollment verification. Please contact these offices for clearance before submitting an enrollment verification request.

*The exception to this rule is enrollment verifications required for student loan deferments.

"Public information," which includes semesters enrolled, full/half-time status, degree verification, and address information may be requested by phone (812) 855-0256. According to federal law and IU policy, we must obtain a student's signature before we can release "private information" such as grades, GPA, good academic standing, and class schedule.

Change of Name

Any student whose name has been legally changed should bring legal documentation that supports the change to the Office of the Registrar, Franklin Hall 100, to file a change of name form. This change will be reflected on the student's academic record and diploma; once processed, notification of a name change will be sent to the student's school (and major department for students in the College of Arts and Sciences or University Graduate School).

Note: If a student is also an employee, s/he must submit a name change to Human Resources, Poplars E165. Academic employees should submit their change to Faculty Records, Bryan Hall 016.

More information is available at <http://registrar.indiana.edu/namechange.shtml#enrolled>.

Change of Address

Any student whose local* (*Bloomington area*) address or telephone, or permanent student home (*Std home*) address or telephone number has changed should immediately report that change of address.

(*Exception: **students living in the Halls of Residence or university housing should not update their Local address. This information will be maintained by the university.**)

There are several options for reporting the change:

- you may access *OneStart* at <http://onestart.iu.edu> and update your address electronically. From the **Services** page, click **Student Self-Service**, and then the **Go to Student Center** link in the **Student Center** box. Scroll down to the **Personal Information** section to locate your addresses.
- you may submit the change by e-mail to: REGR-Address@exchange.indiana.edu
- you may change your address during your registration session
- you may report the change in person to Franklin Hall 100
- you may submit the change in writing to: Office of the Registrar, Franklin Hall 111. Be sure to include your name, as it appears on your record, and your student identification number.
- or you may report the change by fax: (812) 855-3311.

If you have any questions, you may call the Office of the Registrar at 855-0121.

Note: If a student is also an employee, there will be an employee home (*Home*) address as well. Changes to that address will need to be submitted to Human Resources. Academic employees should submit their changes to Faculty Records.

Item	Mailing Addresses	When Mailed (approx.)
Current Enrollment Problems	Local	throughout the semester or summer sessions
Diplomas	Student Home	10 weeks after final degree is awarded

Note also that student home (*Std home*) address is the only address reflected on the student's permanent records.

Final Grades

Final grades will be available via *OneStart* as they are submitted by the faculty and posted to your record. To view your grades from *OneStart*,

- Select the **Student Self-Service** link from the left margin of the main *Services* page.
- Select **Go to Student Center**
- Under the blue **Academics** bar, click on the **My Academics and Grades** link.
- Under **Term Information**, click the **View Grades** link.
- If prompted, select the appropriate term.

Please note that your semester and cumulative grade point averages will not be available until the grades are officially posted to the transcript (see [Official Calendar](#) for more information). Grades are available via *OneStart* at any time, except for 5:00 a.m. to 6:00 a.m. each morning, Monday through Saturday, and 12:01 a.m. to 8:00 a.m. on Sunday.

Grade Symbols and Abbreviations

Grading and Credit Point System

The following grades are considered in computing semester or cumulative grade averages:

A+	(4.0 Pts.)	B+	(3.3 Pts.)	C+	(2.3 Pts.)	D+	(1.3 Pts.)
A	(4.0 Pts.)	B	(3.0 Pts.)	C	(2.0 Pts.)	D	(1.0 Pts.)
A-	(3.7 Pts.)	B-	(2.7 Pts.)	C-	(1.7 Pts.)	D-	(0.7 Pts.)

F Failing or Withdrawn-Failing (0.0 Pts.)

The following grades are not considered in computing semester or cumulative grade averages:

- FX** Denotes an undergraduate level course originally failed and subsequently retaken during or after first semester 1976-77. The course and assigned grade from the re-enrollment are shown as an additional line entry on the permanent academic record and the grade is computed in the cumulative grade-point average.
- I** Incomplete. Effective first semester 1977-78, Incomplete grades will be automatically changed to F after one calendar year unless the course instructor has submitted a grade earlier, or the student's dean authorizes an adjustment of the one year period in exceptional circumstances.
- NC** No Credit (established 1971).
- NR** No Report filed by instructor.
- NY** Used to signify enrollment in a special program for which credit when earned will be shown as an additional entry on the permanent academic record.
- O** Denotes an Incomplete in a course taught through Purdue University.
- P** Passed (pass/fail option). The pass/fail option permits graduate and undergraduate students to enroll in a course and receive a grade of P or F. Pass/fail option courses are normally limited to electives. The responsibility of approval, as well as special regulations affecting the option, rests with the dean of the student's school or division—under procedures which the school or division establishes. Instructors of undergraduate students are not notified of students registering for this option. A grade of P cannot be subsequently changed to a grade of A, B, C, or D.
- R** Deferred (effective second semester 1976-77). The grade R (deferred grade) used on the final grade report indicates that the nature of the course is such that the work of the student can be evaluated only after two or more terms.
- S** Satisfactory (entire section graded S or F).
- W** Withdrawn-Passing. Used to indicate withdrawal while passing or withdrawal during the automatic W withdrawal period. Effective second semester 1974-75 through second summer session 1995, indicates such withdrawals processed after the official drop and add period. Effective beginning first semester 1995-96, indicates such withdrawals processed after the first week of classes.
- X** Passed Without Grade (discontinued 1965; treated as Satisfactory).

GPA Calculations

Semester and cumulative grade-point average (GPA) calculations will appear on *OneStart* (once grades are official) and on the official Indiana University academic record as maintained by the Office of the Registrar. Students should note that a cumulative GPA and hours calculations as applied to degree requirements and graduation are maintained by the offices of the deans and recorders of the student's school and may differ from those appearing on the university record. Students should consult the student records office of their school for all questions pertaining to degree hours and degree GPA.

Pass/Fail Option

See Pass/Fail Option in the index for references to further information.

Residence Classification

Every student who attends Indiana University is classified as either a resident or nonresident student for fee-paying purposes. Students who wish to appeal their residence classification or who have questions about their classification should first review the ***Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes*** contained in this publication and then contact the Office of the Registrar, Franklin Hall 100, 855-2464.

Students returning to Indiana University after an absence of twelve or more consecutive months will need to provide additional information to the Office of the Registrar in order to clarify their residence status for fee-paying purposes. This information concerns employment, residential addresses and enrollment at other institutions of higher education during the period since their last semester enrolled on any campus of Indiana University. Following registration for each session, a residence audit of the enrollment files will identify returning students. An e-mail request will be sent to those returning students who have not yet submitted the electronic *Residence Classification Form for Fee-Paying Purposes at Indiana University* form.

Room Scheduling

Any departmental secretaries, faculty members, etc., who wish to reserve a classroom for testing purposes, review periods, help sessions, etc., should contact their departmental scheduling officer. Scheduling officers (or members of departments without scheduling officers) should then contact the Office of the Registrar, Franklin Hall 235, 855-2489 by phone or by e-mail, regsched@exchange.iu.edu, as appropriate.

Reservations for Summer 2012 will be processed by the Office of the Registrar beginning Wednesday, April 4, 2012.

In addition, any student wishing to schedule a classroom for a university-related activity should first contact the Student Activities Office, 855-4311, Indiana Memorial Union 371, to obtain a space application form. After this form has been obtained, the student should bring it to the Office of the Registrar, Franklin Hall 235.

Student Directory Exclusion

All students have the option of excluding their local address, student home (Std home) address, or telephone numbers from the Bloomington Campus Student Telephone Directory (print or online). This option can be exercised by filling out the appropriate form at the Office of the Registrar, Franklin Hall 100, by the end of the first week of classes. This information will be excluded every semester after the form is filed,

or until the student notifies the Office of the Registrar, in writing, to withdraw the exclusion.

Student Public Directories Exclusion

Students who wish an address and/or telephone number excluded from public directories can fill out the appropriate form at the Office of the Registrar, Franklin Hall 100. Additional exclusions are also available. Once the exclusion option has been processed, address and telephone information will be omitted from future public directories. This request will **not** prevent access to an address or telephone number when needed for official university business. If at any time a student wishes to reverse the exclusion option, a reinstatement request must be filed with the Office of the Registrar.

Transcripts

Any student whose university financial account is clear may obtain a copy of his or her academic record at Indiana University, or request a copy be sent to a third party. For a full description of our transcript information and in-person, mail, fax, or online services, please visit the Office of the Registrar at <http://registrar.indiana.edu/transcript.shtml>. For further inquiry you may contact the Office of the Registrar by e-mail at registrar@indiana.edu or by phone at (812) 855-7505.

Transcripts are not issued to students if they have outstanding financial obligations to the university.

Undergraduate Class Standing

Undergraduate class standing is determined by the number of hours completed in a student's current program.

Freshman: 0-25

Sophomore: 26-55

Junior: 56-85

Senior: 86 and higher

Additional Services

Residence Halls

Housing applications are obtained by applying online at <http://www.rps.indiana.edu>.

Room and board payments may be paid by semester, or in eight (8) installments to the Office of the Bursar, Franklin Hall 011. If extenuating circumstances prevent a student from making payments as scheduled, the problem should be discussed with the Office of the Bursar prior to the deadline for payment.

Student Academic Center

Student Academic Center

8 a.m.-noon; 1-4 p.m.

<http://sac.indiana.edu/>

408 N. Union Street, Suite 300

Telephone: (812) 855-7313

The Student Academic Center offers courses and programs that help students adapt to campus life, learn about campus resources, master study and test-taking skills, and make the most out of the college experience. Students are encouraged to check out the SAC web site or call us for information and help. For more information on SAC special course listings, consult the SAC web site at <http://sac.indiana.edu>.

Career Development Center and Arts & Sciences Career Services

The Career Development Center and Arts & Sciences Career Services helps students find and apply for summer, temporary, part-time and full-time jobs and internships, both on and off campus, work-study and non-work-study. Our services include:

Drop-in career advising (no appointment necessary)

Resume and cover letter assistance

Career advising (by appointment)

Job and career fairs

Career events

Career development and job search courses

For a full description of our services, visit www.indiana.edu/~career, call us at (812) 855-5234, or come see us at 625 N. Jordan (the corner of 10th and Jordan).

Adult Student Resources (ASR)

Adult Student Resources provides support and referral services for adults beginning or returning to college. ASR is a source of information and access to IU Bloomington programs for local adults, including scholarship opportunities. Free workshops on study skills, test-taking, and other topics of interest to adult students are offered, in addition to online resources. ASR welcomes adults enrolled in all majors. For more information, visit our web site at www.asr.iub.edu.

Student Financial Assistance

The Office of Student Financial Assistance, Franklin Hall 208, processes scholarships, grants, and loans for students attending the Bloomington campus. Any of these sources of financial assistance must be first used to pay instructional fees, housing costs, and other University charges at the time a student completes the registration process.

Quick Resources

[Residence Halls](#)

[Student Academic Center](#)

[Career Development Center](#)

[Adult Student Resources](#)

Limited financial assistance is available for summer sessions. To qualify for these funds, students must be enrolled in the appropriate number of credit hours. Additional information regarding the number of credit hours needed to qualify for financial aid may be obtained by visiting the Web at www.indiana.edu/~sfa. Students completing less than the requisite credit hours may have their financial aid reduced or cancelled for subsequent enrollment periods.

The 2011-2012 Free Application for Federal Student Aid (FAFSA), and any required supplemental forms, must be submitted by June 30 in order to determine financial aid eligibility. Additional information regarding application deadlines can be obtained by visiting the Web at www.indiana.edu/~sfa.

Recipients who receive federal financial aid are expected to attend classes and maintain regular progress towards their degree. Both class attendance and progress are periodically monitored.

General information on the financial assistance available to students enrolled may be obtained by visiting the Web at www.indiana.edu/~sfa. Students with specific questions concerning financial assistance may contact the office in Franklin Hall, Room 208, or visit *OneStart* at <http://onestart.iu.edu> to check on the status of specific awards.

Completion or Graduation Rates

Students who have questions about the completion or graduation rates at Indiana University Bloomington may visit <http://www.iu.edu/~uirr/index.shtml>.

Information about Athletic Programs

Students who have questions about athletic participation rates and financial support available to athletes may visit <http://www.iu.edu/~uirr/index.shtml>.

IU Health Center

IU Health Center

600 North Jordan across from the Main Library

Telephone: (812) 855-4011

www.indiana.edu/~health

Hours: 8 a.m. to 5:30 p.m., Monday - Friday

Services

The Health Center offers a variety of services provided by professionals with specialized training and experience in college student health care. The Health Center has earned full accreditation by the Accreditation Association of Ambulatory Health Care, a nationally known accreditation and review organization.

Students currently enrolled in 6 or more credit hours receive reduced rates because they pay a mandatory Health Fee. Medical care is provided for many types of health concerns. Students who are enrolled in fewer than 6 credit hours, spouses of students, and dependents of students are not automatically assessed the Health Fee. However, if the student is enrolled in 1-6 credit hours, they may voluntarily purchase the Summer Health Fee at the Health Center. Scheduled appointments are available (call 855-7688 or go online at www.indiana.edu/~health) as is a walk-in clinic when a health problem is urgent or when an appointment is not available. Also available: women's health services (gynecology), lab tests, x-rays, allergy shots, immunizations, physical therapy, an optometry (eye) clinic, and a pharmacy which accepts prescriptions from hometown physicians as well as Bloomington physicians.

Counseling and Psychological Services (CaPS), located on the fourth floor of the Health Center (855-5711), is available for a variety of adjustment problems. Individual, couples, and group therapy is provided by psychologists and social workers; psychiatric consultation is also available.

The Sexual Assault Crisis Service (SACS) provides crisis intervention and counseling to victims of sexual assault and their family and friends (general info 855-5711; crisis line 855-8900). The service is free and available to all members of the university community. Counselors are available 24 hours a day, seven days a week.

Health and Wellness Education offers health information to all members of the university. Health information is available via the internet, (www.indiana.edu/~health) via brochures, books, and video. Health educators provide information on a variety of health topics including nutrition, fitness, exercise, sexuality, stress management, weight reduction, and smoking cessation. Massage therapy is also available by appointment.

Charges

Payment for services may be made by cash, check, debit, MasterCard, Visa, or Discover, or enrolled students may transfer charges directly to the Bursar's Office. With the exception of the IU Student Health Insurance Program, we do not accept insurance. The cashier will provide a special computerized receipt for you to submit to your insurance company. If you are enrolled in the IU Student Health Insurance Program, then please present your enrollment card at your first visit for all subsequent claims filing.

Students currently enrolled in more than 3 credits receive reduced rates because they pay a mandatory Health Fee assessed by the Bursar. You are entitled to reduced rates during the semester for which you have paid the health fee. Students who are enrolled in 3 credits or fewer, spouses of students, and dependents of students do not receive reduced charges because they do not pay the Health Fee.

For further information about the IU Health Center, call (812) 855-4011 or visit our web page at www.indiana.edu/~health.

New Student Orientation

■ for All New University Division Students

There are no Summer Session orientation programs for new University Division students.

Orientation Program

■ for All New Undergraduate Students Not in University Division

There are no Summer Session orientation programs for new undergraduate students.

Orientation Program

■ for New Graduate Students

There are no Summer Session orientation programs for new graduate students.

IU Bloomington Maps

■ Maps

- [IUB Online/Interactive Campus Map](#)
- A printer-friendly [campus map with building codes](#) (PDF, 1.23 MB)*
- A larger printer-friendly [campus map](#) (PDF, 11" x 17", 1.74 MB)*

* A comprehensive list of building codes for the IUB campus map is available from the Office of the Registrar [here](#).

A shorter list can be found on the *Enrollment Bulletin's* [building abbreviations page](#).

Bloomington Campus 9-Year Calendar

(Tentative, subject to change)

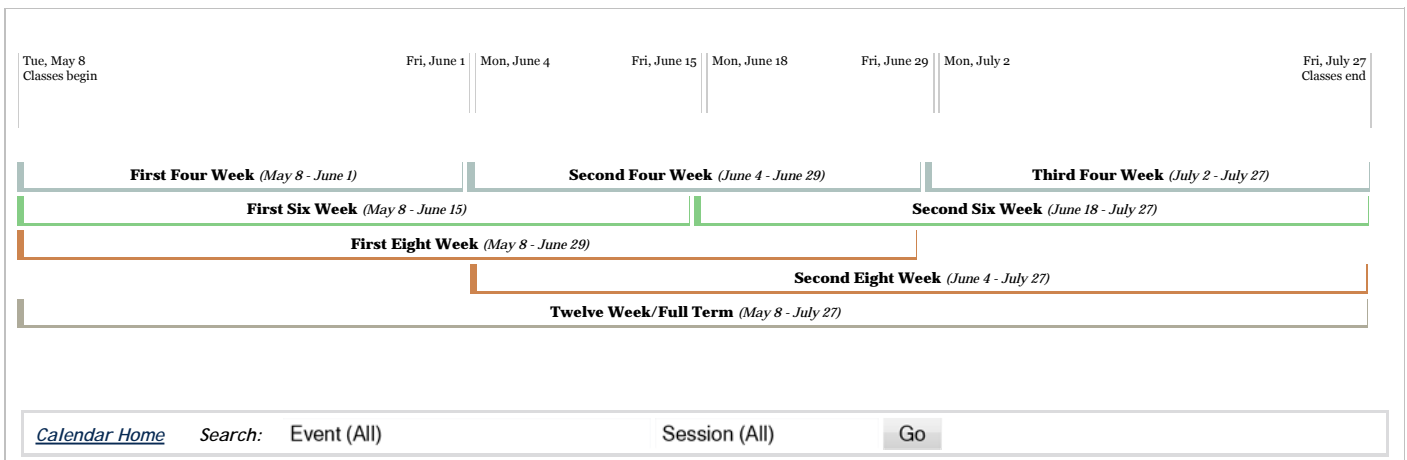
Fall Term	Day	2011	2012	2013	2014	2015	2016	2017	2018	2019
Classes begin	M	Aug. 29	Aug. 20	Aug. 26	Aug. 25	Aug. 24	Aug. 22	Aug. 21	Aug. 20	Aug. 26
Labor Day (classes do not meet)	M	Sept. 5	Sept. 3	Sept. 2	Sept. 1	Sept. 7	Sept. 5	Sept. 4	Sept. 3	Sept. 2
Fall Break (after last class)	Th	N/A	Oct. 11	Oct. 17	Oct. 16	Oct. 15	Oct. 13	Oct. 12	Oct. 11	Oct. 17
Classes resume	M	N/A	Oct. 15	Oct. 21	Oct. 20	Oct. 19	Oct. 17	Oct. 16	Oct. 15	Oct. 21
Thanksgiving Recess begins (after last class)	Tu	Nov. 22	Nov. 17	Nov. 23	Nov. 22	Nov. 21	Nov. 19	Nov. 18	Nov. 17	Nov. 23
Classes resume	M	Nov. 28	Nov. 26	Dec. 2	Dec. 1	Nov. 30	Nov. 28	Nov. 27	Nov. 26	Dec. 2
Day of last classes	S	Dec. 10	Dec. 8	Dec. 14	Dec. 13	Dec. 12	Dec. 10	Dec. 9	Dec. 8	Dec. 14
Days of examinations	M-F	Dec. 12-16	Dec. 10-14	Dec. 16-20	Dec. 15-19	Dec. 14-18	Dec. 12-16	Dec. 11-15	Dec. 10-14	Dec. 16-20

Spring Term	Day	2012	2013	2014	2015	2016	2017	2018	2019	2020
Classes begin	M	Jan. 9	Jan. 7	Jan. 13	Jan. 12	Jan. 11	Jan. 10	Jan. 8	Jan. 7	Jan. 13
Martin Luther King, Jr. Day (classes do not meet)	M	Jan. 16	Jan. 21	Jan. 20	Jan. 19	Jan. 18	Jan. 17	Jan. 15	Jan. 21	Jan. 20
Spring Recess begins (after last class)	S	Mar. 10	Mar. 9	Mar. 15	Mar. 14	Mar. 12	Mar. 11	Mar. 10	Mar. 9	Mar. 14
Classes resume	M	Mar. 19	Mar. 18	Mar. 24	Mar. 23	Mar. 21	Mar. 20	Mar. 19	Mar. 18	Mar. 23
Day of last classes	S	April 28	April 27	May 3	May 2	April 30	April 29	April 28	April 27	May 2
Days of examinations	M-F	Apr. 30-May 4	Apr. 29-May 3	May 5-9	May 4-8	May 2-6	May 1-5	Apr. 30-May 4	Apr. 29-May 3	May 4-8

Summer Term	Day	2012	2013	2014	2015	2016	2017	2018	2019	2020
Classes begin	Tu	May 8	May 7	May 13	May 12	May 10	May 9	May 8	May 7	May 12
Memorial Day (classes do not meet)	M	May 28	May 27	May 26	May 25	May 30	May 29	May 28	May 27	May 25
Independence Day (classes do not meet)		July 4 (W)	July 4 (Th)	July 4 (F)	July 3 (F)	July 4 (M)	July 4 (T)	July 4 (W)	July 4 (Th)	July 3 (F)

Summer Term	Day	2012	2013	2014	2015	2016	2017	2018	2019	2020
Classes end	F	July 27	July 26	Aug. 1	July 31	July 29	July 28	July 27	July 26	July 31

Official Calendar - Summer 2012



Session	Event	Date
First Four Week	Advising Begins	M March 5
First Four Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
First Four Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - M May 7
First Four Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	T May 8
First Four Week	Classes Begin	T May 8
First Four Week	Waitlist requests expire	W May 9
First Four Week	100% Refund Deadline	W May 9
First Four Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. Refer to Registration Procedure information found in the Early Registration section of this bulletin through May 14. Beginning May 15, refer to the eDrop/eAdd section of this bulletin.	Th May 10
First Four Week	50% Refund Deadline Change fees will be assessed.	F May 11
First Four Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	M May 14
First Four Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M May 21
First Four Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T May 22
First Four Week	Memorial Day - No classes. Campus closed.	M May 28
First Four Week	Classes End	F June 1
First Four Week	Final Exams	Last day of class

Session	Event	Date
First Four Week	Final Grades	M June 18
First Four Week	Transcripts available with summer grades To order an official transcript with First Four Week grades prior to August 1, request a Current Enrollment Transcript beginning on June 20 .	W Aug 1
Second Four Week	Advising Begins	M March 5
Second Four Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
Second Four Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - Su June 3
Second Four Week	Waitlist requests expire	T May 15
Second Four Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	M June 4
Second Four Week	Classes Begin	M June 4
Second Four Week	100% Refund Deadline	T June 5
Second Four Week	50% Refund Deadline Change fees will be assessed.	Th June 7
Second Four Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	F June 8
Second Four Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	M June 11
Second Four Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M June 18
Second Four Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T June 19
Second Four Week	Classes End	F June 29
Second Four Week	Final Exams	Last day of class
Second Four Week	Final Grades	M July 30
Second Four Week	Transcripts available with summer grades	W Aug 1
Third Four Week	Advising Begins	M March 5
Third Four Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
Third Four Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - Su July 1
Third Four Week	Waitlist requests expire	T May 15
Third Four Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	M July 2
Third Four Week	Classes Begin	M July 2
Third Four Week	100% Refund Deadline	T July 3
Third Four Week	Independence Day - No classes. Campus closed.	W July 4
Third Four Week	50% Refund Deadline Change fees will be assessed.	F July 6

Session	Event	Date
Third Four Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	M July 9
Third Four Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	T July 10
Third Four Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M July 16
Third Four Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T July 17
Third Four Week	Classes End	F July 27
Third Four Week	Final Exams	Last day of class
Third Four Week	Final Grades	M July 30
Third Four Week	Transcripts available with summer grades	W Aug 1
First Six Week	Advising Begins	M March 5
First Six Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
First Six Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - M May 7
First Six Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	T May 8
First Six Week	Classes Begin	T May 8
First Six Week	100% Refund Deadline	M May 14
First Six Week	Waitlist requests expire	T May 15
First Six Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	T May 15
First Six Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	W May 16
First Six Week	50% Refund Deadline Change fees will be assessed.	M May 21
First Six Week	Memorial Day - No classes. Campus closed.	M May 28
First Six Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	T May 29
First Six Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	W May 30
First Six Week	Classes End	F June 15
First Six Week	Final Exams	Last day of class
First Six Week	Final Grades	M June 18
First Six Week	Transcripts available with summer grades To order an official transcript with First Six Week grades prior to August 1, request a Current Enrollment Transcript beginning on June 20 .	W Aug 1
Second Six Week	Advising Begins	M March 5

Session	Event	Date
Second Six Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
Second Six Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - Su June 17
Second Six Week	Waitlist requests expire	T May 15
Second Six Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	M June 18
Second Six Week	Classes Begin	M June 18
Second Six Week	100% Refund Deadline	F June 22
Second Six Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	M June 25
Second Six Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	W June 27
Second Six Week	50% Refund Deadline Change fees will be assessed.	F June 29
Second Six Week	Independence Day - No classes. Campus closed.	W July 4
Second Six Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M July 9
Second Six Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T July 10
Second Six Week	Classes End	F July 27
Second Six Week	Final Exams	Last day of class
Second Six Week	Final Grades	M July 30
Second Six Week	Transcripts available with summer grades	W Aug 1
First Eight Week	Advising Begins	M March 5
First Eight Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
First Eight Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - M May 7
First Eight Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	T May 8
First Eight Week	Classes Begin	T May 8
First Eight Week	100% Refund Deadline	M May 14
First Eight Week	Waitlist requests expire	T May 15
First Eight Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	T May 15
First Eight Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	M May 21

Session	Event	Date
First Eight Week	50% Refund Deadline Change fees will be assessed.	M May 21
First Eight Week	Memorial Day - <i>No classes. Campus closed.</i>	M May 28
First Eight Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M June 4
First Eight Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T June 5
First Eight Week	Classes End	F June 29
First Eight Week	Final Exams	Last day of class
First Eight Week	Final Grades	M July 30
First Eight Week	Transcripts available with summer grades	W Aug 1
Second Eight Week	Advising Begins	M March 5
Second Eight Week	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	W Mar 21 - W Mar 28
Second Eight Week	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - Su June 3
Second Eight Week	Waitlist requests expire	T May 15
Second Eight Week	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	M June 4
Second Eight Week	Classes Begin	M June 4
Second Eight Week	100% Refund Deadline	F June 8
Second Eight Week	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	M June 11
Second Eight Week	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	F June 15
Second Eight Week	50% Refund Deadline Change fees will be assessed.	F June 15
Second Eight Week	Withdrawal with Automatic W Last day to drop a course with an automatic W.	M July 2
Second Eight Week	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	T July 3
Second Eight Week	Independence Day - <i>No classes. Campus closed.</i>	W July 4
Second Eight Week	Classes End	F July 27
Second Eight Week	Final Exams	Last day of class
Second Eight Week	Final Grades	M July 30
Second Eight Week	Transcripts available with summer grades	W Aug 1
Twelve Week/Full Term	Advising Begins	M March 5
Twelve Week/Full Term	Early Enrollment/Registration For students enrolled at IU Bloomington during the Spring 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via OneStart . Online registration remains open only through the first week of classes. This is not an	W Mar 21 - W Mar 28

Session	Event	Date
	appointment to speak with an academic advisor.	
Twelve Week/Full Term	Open Registration/Schedule Adjustment For all students. No appointment required.	Th Mar 29 - M May 7
Twelve Week/Full Term	Late Registration begins A late registration fee will be assessed. Schedule Adjustment continues.	T May 8
Twelve Week/Full Term	Classes Begin	T May 8
Twelve Week/Full Term	100% Refund Deadline	M May 14
Twelve Week/Full Term	Waitlist requests expire	T May 15
Twelve Week/Full Term	Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops. See Late Drop/Add Instructions for more information.	T May 15
Twelve Week/Full Term	75% Refund Deadline Change fees will be assessed.	M May 21
Twelve Week/Full Term	Memorial Day - No classes. Campus closed.	M May 28
Twelve Week/Full Term	50% Refund Deadline Change fees will be assessed.	T May 29
Twelve Week/Full Term	Pass/Fail Option Deadline Students must submit form to school/division dean. See Pass/Fail Option page for more information.	T May 29
Twelve Week/Full Term	25% Refund Deadline Change fees will be assessed.	M June 4
Twelve Week/Full Term	Withdrawal with Automatic W Last day to drop a course with an automatic W.	T June 19
Twelve Week/Full Term	Withdrawal with grade of W or F Online processing is not available. Drop forms should be obtained from the student's school. Completed forms must be submitted for processing at the Office of the Registrar.	W June 20
Twelve Week/Full Term	Independence Day - No classes. Campus closed.	W July 4
Twelve Week/Full Term	Classes End	F July 27
Twelve Week/Full Term	Final Exams	Last day of class
Twelve Week/Full Term	Final Grades	M July 30
Twelve Week/Full Term	Transcripts available with summer grades	W Aug 1

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