

## Enrollment and Student Academic Information Bulletin

### Registration for Spring 2013 Term begins October 18, 2012

Registration using *OneStart* Student Center is available from October 18, 2012 through January 11, 2013.

Registered students have access to continuous Drop/Add and Waitlist information using *OneStart* Student Center from October 18 through the first week of classes.

Waitlist requests will expire Saturday, January 12, unless dropped prior to that date.

Fee deadline is December 10, 2012.

#### Looking for the Schedule of Classes?

See [Schedule of Classes](#) .

(Class information at the Office of the Registrar web site is updated each morning.)

#### Looking for the Academic Calendar?

See [Spring 2013 Official Academic Calendar](#).

Current calendars for additional terms are available from the Official Academic Calendar page by clicking on the term tab at the top of the page.

Tentative future calendar dates are available on the [IUB 9-Year Calendar](#) page.

### Registration Resources

#### Registration Dateline - Spring 2013

Date	Event
October 11	Advising begins
October 15	Class permissions available from schools/departments
October 18 - November 16	Early Registration using <i>OneStart</i> Student Center
October 18 - January 11	Registration using <i>OneStart</i> Student Center
October 18 - January 11	Drop/Add using <i>OneStart</i> Student Center
December 10	Fee deadline for accounts billed during the third week of November
January 3	Registration for new students using <i>OneStart</i> Student Center
January 4 - January 11	Late Registration via <i>OneStart</i> Student Center

Date	Event
January 7	<b>Classes begin</b>
January 15	Late Registration with signed approval begins
January 15	Late Drop/Add begins

## When do I register for Spring 2013?

If you are a(n):	then you should register during:
Currently enrolled student (Fall 2012) through the Bloomington campus	Early Registration (using <i>OneStart</i> Student Center) (October 18-November 16)
New undergraduate student	Registration for new students (January 3)
New graduate student	Registration for new students (January 3)
Intercampus transfer student not enrolled on the Bloomington campus during Fall 2012	Registration for new students (January 3)
Returning student not enrolled on the Bloomington campus during Fall 2012*	Registration for new students (January 3)

\*If you wish to register for Spring 2013 during Registration for continuing students, contact the recorder of your school to determine your eligibility to register.

## When do I register for Fall 2013?

Students enrolled during Spring 2013 will register for Fall 2013 during Early Registration (April). Returning students who are not enrolled during Spring 2013, and all new students, will register for Fall 2013 during Registration for new students (August).

## Class Meeting Times

Bloomington Faculty Council Action (March 6, 1984)

50-minute periods	75-minute periods
8:00am-8:50am	8:00am-9:15am
9:05am-9:55am	9:30am-10:45am
10:10am-11:00am	11:15am-12:30pm
11:15am-12:05pm	1:00pm-2:15pm
12:20pm-1:10pm	2:30pm-3:45pm
1:25pm-2:15pm	4:00pm-5:15pm
2:30pm-3:20pm	5:45pm-7:00pm
3:35pm-4:25pm	7:15pm-8:30pm
4:40pm-5:30pm	8:45pm-10:00pm
5:45pm-6:35pm	
6:50pm-7:40pm	
7:55pm-8:45pm	
9:00pm-9:50pm	

## Contact Information

Office of the Registrar | web site: <http://registrar.indiana.edu>

Phone	Registrar Services	Location
855-0121	Student Data, Residency, Certification, Current Enrollment, Grades, Permanent Academic Records, Diplomas, Registrar Holds, Immunization, Registration/Enrollment, Drop/Add	Franklin Hall 100
	<i>E-mail: registrar@indiana.edu</i>	
	<i>E-mail for registration and drop/add inquiries: reghelp@indiana.edu</i>	
855-7505	Transcript Inquiries	Franklin Hall 100
855-2489	Classroom Scheduling	Franklin Hall 116

## Class Enrollment Planning Sheet

[Class Planning Sheet \[pdf\]](#) -This print-friendly grid is designed to help you in your class schedule planning.

As you register for classes using *OneStart* Student Center, record them here. This will help you in choosing classes without time conflicts. *OneStart* Student Center will not allow you to enroll in classes with time conflicts.

## Registration Instructions

Detailed registration instructions, including *OneStart* screen prints, can be found at the Office of the Registrar web site: <http://registrar.indiana.edu/reginstruction.shtml> 

### E-Mail and Registration/Waitlist Information

#### *E-mail as Official IU Communication*

Indiana University reserves the right to send official communications to students by e-mail, with the full expectation that students will receive and read these e-mails in a timely fashion.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications.

For the full policy, see the [E-mail as Official IU Communication](#) page in this bulletin.

### Help us Help You

You will be responsible for reading courtesy e-mail communications sent from the Office of the Registrar.

Please pay close attention to e-mails sent from:

*waitlist@indiana.edu*  
*reghelp@indiana.edu*  
*registrar@indiana.edu*

You are responsible for monitoring your active waitlist requests, regardless of courtesy e-mail notifications, through Saturday, January 14.

### Registration Help

For help with registration, call 855-0121 during normal business hours or e-mail

*reghelp@indiana.edu.*

## Registration Support/Contacts

### Registration Help in *OneStart* Student Center

On any page in *OneStart* Student Center registration, click the **Help** link at the top right corner.

### Personal Registration Assistance Franklin Hall 100

Even though you can register online through *OneStart*, if you would like personal assistance during Early Registration, New Student Registration, or Late Registration, the Office of the Registrar, Franklin 100, is open from 9:00 a.m. - 4:00 p.m. Monday - Friday.

### Registration Telephone Assistance (812) 855-0121

Registration assistance is available at (812) 855-0121 from 9:00 a.m. - 4:30 p.m. Monday-Friday.


### Registration E-mail Assistance *RegHelp@indiana.edu*

If you would prefer to correspond by e-mail, registration assistance is available at *RegHelp@indiana.edu*. We try to respond to e-mail inquiries within 24 hours.

### UITs Support Center (812) 855-6789

If you are having trouble logging into *OneStart*, contact the UITs Support Center at (812) 855-6789.

## Schedule of Classes

Class information at the Office of the Registrar web site is updated each morning. The Schedule of Classes is available online at <http://registrar.indiana.edu/scheofclass.shtml> .

## Spring 2013 Registration

### Early Registration Begins October 18, 2012

All students who are enrolled on the Bloomington campus for Fall 2012 are scheduled to register for Spring 2013 during Early Registration (October 18-November 15). **Note:** A late registration fee will be assessed beginning on January 4, 2013.


**Note:** [General Registration Information](#) section and [Drop/Add Information](#) in this bulletin.

### Registration using *OneStart* Student Center

Use *OneStart* Student Center from locations where you have online access. Connect to *OneStart* Student Center from computers on campus or in your living space.

### Registration Procedure

#### Before registering:

1. Connect to *OneStart* (<http://onestart.iu.edu> ).
  - Check your registration appointment date and time.
  - Check for holds on your registration (academic checklists, financial encumbrances, residence classification, and immunization record noncompliance entries). Obtain a release for each entry from the office listed. The registration system will prevent you from enrolling until corrective action is taken on each entry.
  - Review your addresses. Update entries as necessary.

#### Quick Resources

[Early Registration](#)

[Register via \*OneStart\*](#)

[Registration Procedure](#)

[Prerequisites](#)

[Drop/Add Procedure](#)

[Registration Agreement](#)

[Fee Payment](#)

[Note about Withdrawal](#)

[Fee Payment Timeline](#)

2. Follow the advising procedure established by your school or department.
3. Review course availability online through *OneStart* or at [www.registrar.indiana.edu](http://www.registrar.indiana.edu). Also review online course descriptions, contact prospective instructors, and review course materials for desired courses.
4. Consult the [final examination schedule](#) in this publication.
5. Request any required class permissions from the department offering the desired class.

### Register using *OneStart* Student Center

See <http://registrar.indiana.edu/reginstruction.shtml> for detailed registration and drop/add instructions.

After you register, you will have access to continuous drop/add using *OneStart* Student Center from October 18, 2012, through January 11, 2013. Refer to [Drop/Add](#) section for information and instructions.

### Waitlist Information

See <http://registrar.indiana.edu/waitlist.shtml> for detailed waitlist information.

### Prerequisites

Many course sections have mandatory prerequisites which are listed in the school bulletins or in the online Schedule of Classes. [Class Search](#) within SIS Student Center provides real-time course availability and the open or closed status of individual classes. Each class has a [details](#) button which leads to more information specific to that section including, textbook, course descriptions, class notes and prerequisite details.

Each student is responsible for meeting the published prerequisites for each course requested. After each enrollment period, schools and departments may review the completion of prerequisites of registered students. The academic units have the authority to administratively drop a student from a course for which the student has not fulfilled the published prerequisites.

### Drop/Add using *OneStart* Student Center

See [Drop/Add](#) and [Late Drop/Add](#) procedures in this bulletin.

### The Registration Agreement

When you register, the University reserves specific class spaces for you and commits resources to provide the instruction you have selected. On your part, you assume the responsibility for paying those course fees or for notifying the University if you decide not to attend.

The availability of courses is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. The department cancelling a class will notify registered students and help them make alternate arrangements, if necessary. Registered students also will be notified if the meeting time and/or location of a course has changed since the student registered.

*Your registration will not automatically be cancelled for nonpayment of fees. You must either pay your fees or notify us if you do not intend to return to the Bloomington campus. By cancelling your registration by the fee payment deadline, your class spaces will be released in time to be available to other students.*

If you decide to cancel your registration, contact the Office of the Registrar, Franklin Hall 100.

## Fee Payment

Indiana University provides account statements electronically through QuikPAY®. The Spring 2013 account statement will be generated in November and an e-mail notification will be sent to your *IU e-mail account* when the bill is available on the Web for viewing and printing. Students may create access for parents and other third parties through QuikPAY which will also allow those users to view the bill on the Web. Connect to *OneStart* (<http://onestart.iu.edu>) to access your statement. Please refer to the Office of the Bursar Web site at <http://bursar.indiana.edu> for additional details.

The November account statement will show the course fees for Spring 2013, the charges for any optional selections requested, and any other debts owed to the University. Payment will be due on December 10, 2012.

### Payment

To avoid a late payment penalty, the student's payment must be received in the Office of the Bursar by December 10, 2012.

Refer to the electronic payment instructions available with your account statement for specific information on payment options.

### Late Payment Fee

A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by December 10, 2012. A late payment fee will be assessed in each month your account remains unpaid. Refer to **Late Payment Fee** in the **Financial Information** section for additional information.

If you have not received an e-mail notification of bill availability by November 19, 2012, please access your online statement immediately through *OneStart*. Failure to receive the bill notification will not be accepted as a reason for missing the payment deadline of December 10, 2012.

### Important Note about Withdrawal

Failure to pay does not withdraw you from all classes. Students who wish to cancel their Bloomington campus enrollment with the Office of the Registrar for a future term can do so up through the first week of classes via *OneStart* through the Student Center, *Register & Drop/Add* link. Should you decide not to attend the Bloomington campus, you may also notify the Office of the Registrar, in writing, by December 10, 2012. *There is no automatic cancellation of your enrollment for nonpayment.* If you do not request that your registration be cancelled, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See **Fee Refund Policy** page the **Financial Information** section.)

### Sponsored Students

For those sponsored students for whom the Office of the Bursar has on file an authorization covering Spring 2013, credits will be applied in the amount to be billed to the sponsor. The account statement available to the student in November will reflect the amount which the student is to pay by December 10, 2012.

### Financial Aid Recipients

The student's electronic account statement will show the amount of anticipated financial aid awarded spring term, provided:

1. the student's account has not been encumbered by the Student Loan Administration; and
2. the student has met the enrollment and financial eligibility requirements for the financial aid awarded.

The account statement available to the student will reflect the total to be paid by the student by the due date.

Actual financial aid awards will be credited to the student's account 10 days prior to the first

day of classes. If, for any reason, eligibility requirements are not met within 30 days after that date, the student will be responsible for payment and is subject to late payment fees and other penalties.

## Fee Payment for Registration and Drop/Add

An account statement will be generated and made available to the student via the Web according to the billing cycle noted.

### Late Payment Fee

A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by the due date stated on the account statement. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. See [Late Payment Fee](#) in the [Financial Information](#) section for additional information.

If you have not received an e-mail notification of bill availability by five days following the expected notification date noted on the billing cycle below, please access your online statement immediately through *OneStart* (<http://onestart.iu.edu>). Failure to receive the bill notification will not be accepted as a reason for missing any payment deadline.

### Billing Cycle

If you register between:	You can expect an e-mail notification by:	Your payment is due:
October 18 and November 16, 2012	November 19, 2012	December 10, 2012
November 16 and December 20, 2012	December 24, 2012	January 10, 2013
December 21, 2012 and January 17, 2013	January 21, 2013	February 10, 2013

### Important Note About Withdrawal

Failure to pay does not withdraw you from all classes. Should you decide not to attend the Bloomington campus, you must follow the procedures for withdrawal from all courses given in the Enrollment Bulletin. *There is no automatic cancellation of your enrollment for nonpayment.* If you do not withdraw properly, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See [Fee Refund Policy](#) the [Financial Information](#) section.)

### Financial Aid Recipients

The student's account statement will show the amount of anticipated financial aid awarded spring term, provided:

1. the student's account has not been encumbered by the Student Loan Administration; and
2. the student has met the enrollment and financial eligibility requirements for the financial aid awarded.

The account statement available to the student will reflect the total to be paid by the student by the due date.

Actual financial aid awards will be credited to the student's account 10 days prior to the first day of classes. If, for any reason, eligibility requirements are not met within 30 days after that date, the student will be responsible for payment and is subject to late payment fees and other penalties.

### Disbursement of Refunds

Financial aid awards will be credited to students' accounts and applied to their financial obligations to Indiana University. Any remaining amount will be refunded to the student via direct deposit to the student's chosen financial institution. Students are directed to the



*Direct Deposit Sign Up* link in *OneStart* > Student Self-Service to provide the required banking information.

## New Student Registration — January 3, 2013

All students who are enrolling on the Bloomington campus for the first time are eligible to register during New Student Registration. This includes all new undergraduate students, new graduate students, and intercampus transfer students.

In addition, all returning students who were not enrolled on the Bloomington campus during Fall 2012 are eligible to register at this time.

### Registration using *OneStart* Student Center

Use *OneStart* Student Center from locations where you have online access. Connect to *OneStart* Student Center from computers on campus or in your living space.

### Registration Procedure

Refer to [Registration Procedure](#) information found in the [Early Registration](#) section of this bulletin .

See <http://registrar.indiana.edu/reginstruction.shtml>  for detailed registration instructions

### Fee Payment

An account statement will show the fees associated with this registration, as well as any other outstanding charges on the student's account. The account statement will be generated and made available to the student via the Web. Payment will be due on February 10, 2013.

### Late Payment Fee

A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by February 10, 2013. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to [Late Payment](#)

**Fee** in the **Financial Information** section for additional information.

If you have not received an e-mail notification of bill availability by January 21, 2013, please access your online statement immediately through *OneStart* (<http://onestart.iu.edu>). Failure to receive the bill notification will not be accepted as a reason for missing the payment deadline of February 10, 2013.

### Important Note About Withdrawal

Failure to pay does not withdraw you from all classes. Should you decide not to attend the Bloomington campus, you must follow the procedures for withdrawal from all courses given in the Enrollment Bulletin. *There is no automatic cancellation of your registration for nonpayment.* If you do not withdraw properly, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See **Fee Refund Policy** in the **Financial Information** section.)

### Financial Aid Recipients

The student's account statement will show the amount of anticipated financial aid awarded spring term, provided:

1. the student's account has not been encumbered by the Student Loan Administration; and
2. the student has met the enrollment and financial eligibility requirements for the financial aid awarded.

The account statement available to the student will reflect the total to be paid by the student by the due date.

Actual financial aid awards will be credited to the student's account 10 days prior to the first day of classes. If, for any reason, eligibility requirements are not met within 30 days after that date, the student will be responsible for payment and is subject to late payment fees and other penalties.

### Disbursement of Refunds

Financial aid awards will be credited to students' accounts and applied to their financial obligations to Indiana University. Any remaining amount will be refunded to the student via direct deposit to the student's chosen financial institution. Students are directed to the *Direct Deposit Sign Up* link in *OneStart* > Student Self-Service to provide the required banking information.

## Late Registration

### Late Registration using *OneStart* Student Center - January 4, 2013

See Also:

[Late Registration with Signed Approval](#)

Use *OneStart* Student Center from locations where you have online access. Connect to *OneStart* Student Center from computers on campus or in your living space.

**NOTE:** A late registration fee is assessed.

### Registration Procedure

Refer to **Registration Procedure** information found in the **Early Registration** section of this bulletin.

See <http://registrar.indiana.edu/reginstruction.shtml> for detailed registration instructions.

### Fee Payment

Late registrants will be assessed a late registration fee.

An account statement will show the fees associated with this registration, as well as any other outstanding charges on the student's account. The account statement will be generated and made available to the student via the Web. Payment will be due on February 10, 2013.

### Late Payment Fee

A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by February 10, 2013. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to [Late Payment Fee](#) in the [Financial Information](#) section for additional information.

If you have not received an e-mail notification of bill availability by January 21, 2013, please access your online statement immediately through *OneStart* (<http://onestart.iu.edu>). Failure to receive the bill notification will not be accepted as a reason for missing the payment deadline of February 10, 2013.

### Important Note About Withdrawal

Failure to pay does not withdraw you from all classes. Should you decide not to attend the Bloomington campus, you must follow the procedures for withdrawal from all courses given in the Enrollment Bulletin. *There is no automatic cancellation of your registration for nonpayment.* If you do not withdraw properly, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See [Fee Refund Policy](#) in the [Financial Information](#) section.)

### Financial Aid Recipients

The student's account statement will show the amount of anticipated financial aid awarded spring term, provided:

1. the student's account has not been encumbered by the Student Loan Administration; and
2. the student has met the enrollment and financial eligibility requirements for the financial aid awarded.

The account statement available to the student will reflect the total to be paid by the student by the due date.

Actual financial aid awards will be credited to the student's account 10 days prior to the first day of classes. If, for any reason, eligibility requirements are not met within 30 days after that date, the student will be responsible for payment and is subject to late payment fees and other penalties.

### Disbursement of Refunds

Financial aid awards will be credited to students' accounts and applied to their financial obligations to Indiana University. Any remaining amount will be refunded to the student via direct deposit to the student's chosen financial institution. Students are directed to the *Direct Deposit Sign Up* link in *OneStart* > Student Self-Service to provide the required banking information.

## Late Registration Procedure with Signed Approval

### Beginning January 14, 2013

**NOTE:** A late registration fee is assessed. *In addition, all classes requested must have prior written departmental authorization.*

#### Before reporting to Office of the Registrar:

1. Obtain a late registration form from your school recorder's office. (Graduate students in the College of Arts and Sciences are referred to the College's graduate office.)

2. Connect to *OneStart* (<http://onestart.iu.edu>). Check for registration holds (academic checklists, financial encumbrances and immunization record noncompliance entries). Obtain a release for each entry from the office listed.
3. Also in *OneStart*, review your addresses. Update entries as necessary.
4. Follow the advising procedure established by your school or department.
5. Record your preferred and alternate class selections on your program planning sheet.
6. Consult the [final examination schedule](#).
7. Obtain authorization signatures on the program planning sheet for each desired credit section from the department offering the class. Class requests will not be processed without the proper signatures.

#### At the Office of the Registrar:

8. Present your registration form to a Service Representative who will process your enrollment.  
The online registration system will no longer be available.
9. Refer to fee payment instructions below.

### Class Schedule

Students have the responsibility of reviewing their class schedule form to confirm that all desired sections have been requested and scheduled.

### Fee Payment

Late registrants will be assessed a late registration fee.

An account statement will show the fees associated with this registration, as well as any other outstanding charges on the student's account. The account statement will be generated and made available to the student via the Web. Payment will be due on February 10, 2013.

### Late Payment Fee

A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by February 10, 2012. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to [Late Payment Fee](#) in the [Financial Information](#) section for additional information.

### Important Note About Withdrawal

Failure to pay does not withdraw you from all classes. Should you decide not to attend the Bloomington campus, you must follow the procedures for withdrawal from all courses given in the Enrollment Bulletin. *There is no automatic cancellation of your registration for nonpayment.* If you do not withdraw properly, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See [Fee Refund Policy](#) in the [Financial Information](#) section.)

## Other Registration Options

### Auditors

The course department will determine the audit policy for each class. Please be aware that, in some cases, permission to audit a class will not be granted (see notes below).

Any student enrolling in all classes as an auditor (i.e., *not* taking *any* classes for credit) can process an audit-only registration **on or after the first day of classes**. The student can download an audit-only registration authorization memo for each course department that must be signed before reporting to the [Office of the Registrar](#) during the first week of

#### Quick Resources



[Auditors](#)

[Student Teaching](#)

[Doctoral Students](#)

classes. Access the memo here: [Memorandum for Course Audit](#) 

**Note:** After the first week of classes, a late registration fee will be assessed.

Any student enrolling in one or more classes for credit and wishing to enroll for an additional course as an auditor can process the request **on or after the day of their initial registration for the term**. The student can download an audit add authorization memo for each course department that must be signed before reporting to the [Office of the Registrar](#) . Access the memo here: [Memorandum for Course Audit – Enrolled Students](#) 

**Note:** Classes taken for no credit (audit) are not counted as completed academic credit but are reflected on the student's grade report and the official permanent academic record with a grade of NC (no credit). Audit classes are also excluded from consideration for official IU certification purposes.

**Note:** Kelley School of Business undergraduate classes are not available for audit enrollment.

## Student Teacher Registration

Student teaching assignments are made by the Office of Student Teaching in the School of Education. Because students who participate in student teaching receive academic credit, it is necessary to register for this program as a student would for any other class.

Some student teaching and practicum classes may require permission/authorization. Contact the Office of Teacher Education (856-8500) for additional information.

## Special Information for Doctoral Students

Students who have completed all requirements for the doctorate except the dissertation and final examination are required to enroll in at least one hour of graduate credit each fall and spring term at the applicable resident or non-resident rate.

Students who enroll in one hour of thesis credit will be considered full-time students for certification purposes by the Office of the Registrar.

In addition, students who plan to complete the degree requirements during a summer session must enroll for that session in at least one hour of graduate credit. Students should contact their schools or divisions for specific details.

## Drop/Add

### ***OneStart* Student Center - October 18, 2012 - January 11, 2013**

The continuous drop/add feature is available through *OneStart* Student Center (<http://onestart.iu.edu>) from the beginning of Early Registration (October 18, 2012) through Friday, January 11, 2013. Classes begin on Monday, January 7, 2013.

#### Additional Topics

[Late Drop/Add](#)

[Late Exception Procedures](#)

[Drop/Add Policy](#)

### Procedure

The Drop/Add system is available through *OneStart* Student Center (see *OneStart* for hours of availability).

A drop/add access fee is assessed to students who choose to make schedule adjustments after two business days have elapsed since the initial registration. The fee is assessed for each calendar day during which the student makes schedule adjustment(s).

### Fee Payment

Fees from registration and drop/add activity through November 16 are due on the published deadline: Monday, December 10, 2012. After December 10, any credits or charges resulting from waitlist processing or drop/add activity will be reflected on your next account statement.

If your credit-hour load changes after financial aid awards have been credited to your account, you may be required to repay part or all of the financial aid already received. Financial aid in process may also be reduced or cancelled.

## Late Drop/Add

### eDrop/eAdd - Beginning January 14, 2013

Indiana University uses an electronic drop and add (eDrop and eAdd) process to allow students to request class drops and adds via *OneStart*. **eDrop/eAdd** will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline.

**Note:** Students who are dropping all classes (including those enrolled in only one class) must follow procedures for [withdrawal from the university](#).

**UNDERGRADUATE STUDENTS: If you are an undergraduate student enrolled in 12 credit hours or more you will receive the most favorable tuition treatment if the drop and add are initiated on the same day.**

**GRADUATE STUDENTS: For important information concerning late drop/add for graduate students, see [http://bursar.indiana.edu/drop\\_add.php#even](http://bursar.indiana.edu/drop_add.php#even)**

### Late Fees:

A late schedule change fee will be assessed for *each class dropped* after the first week of classes. The late schedule change fee also applies to a class number (section) change, a change of arranged hours, or a credit/audit change.

Waiver of the late schedule change fee will be considered only when it can be clearly demonstrated that the university, through one of its offices or officials, is directly responsible for the late drop/add activity.

### Grades

First eight-week and full term classes dropped after Friday, January 13 will be assigned a grade of W through the last day for an automatic grade of W (see [Official Calendar](#)); thereafter, a

#### Quick Resources

[eDrop/eAdd](#)

[eDrop Procedures](#)

[eAdd Procedures](#)

[eDrop/eAdd as a pair](#)

#### Additional Topics

[Drop/Add Procedures](#)

[Late Exception Procedures](#)

[Drop/Add Policy](#)

grade of W or F must be assigned by the instructor.

Second eight-week courses dropped after Friday, March 9 will be assigned a grade of W through the last day for an automatic grade of W (see [Official Calendar](#)); thereafter, a grade of W or F must be assigned by the instructor.

Courses with non-standard dates will be assigned a grade of W on the day after the 100% refund deadline for the course. See the [Non-Standard Session Dates calendar](#) for 100% refund/Auto W dates for courses with non-standard dates for the current academic term.

After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. Students should check with the office listed under [Late Drop/Add Forms Distribution](#) for their school's policy.

**Note:** A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have a grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

## eDrop

To access eDrop, log into *OneStart*. On the **Services** tab, select **Student Self-Service** in the sidebar. Select the **Late drop/add classes** link.

See <http://registrar.indiana.edu/pdfs/eDrop.pdf> for detailed eDrop instructions.

## Note

- Dropping classes could result in reduction or repayment of financial aid, and additional tuition charges may apply.
- Submitting an eDrop request is not a confirmation that the course has been dropped from your schedule.
- Once submitted, your eDrop request will be routed to the appropriate advisor, department chair, and/or dean for approval.
- Once approved, your request will be processed and an e-mail confirming that the drop is official will be sent to your university e-mail account.
- Until you receive an e-mail which says the drop has been approved and processed, or until you confirm via "My eDocs," you are still enrolled in the course. All rules and requirements still apply, and you should continue to attend the class.

Any eDrop not approved or disapproved two weeks after the submission date will be disapproved by the Office of the Registrar.

## eDrop/eAdd as a Pair

Using eDrop and eAdd together means that your requests are contingent upon one another. In order for both the drop and the add to process successfully, they must BOTH be approved. If either the drop or the add are not approved, neither request will be processed.

**UNDERGRADUATE STUDENTS: If you are an undergraduate student enrolled in 12 credit hours or more you will receive the *most favorable tuition treatment* if the drop and add are initiated on the same day.**

**GRADUATE STUDENTS: For important information concerning late drop/add for graduate students, see [http://bursar.indiana.edu/drop\\_add.php#even](http://bursar.indiana.edu/drop_add.php#even)**

eDrop/eAdd as a pair will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline (see [Official Calendar](#) for dates).

Once submitted, eDrop and eAdd requests automatically route to the appropriate reviewers (instructors, advisors, department chairs, school deans, etc.) where they are able to take action electronically.

Once approved, the request will be processed and notification sent to you via your university e-mail account.

To access eDrop/eAdd, log into *OneStart*. On the **Services** tab, select **Student Self-Service** in the sidebar. Select the **Late drop/add classes** link.

Any eDrop/eAdd pair not approved or disapproved two weeks after the submission date will be disapproved by the Office of the Registrar.

**Please note:** Students who submit an eDrop/eAdd pair **prior to or on Auto W day** and have the eAdd component of the request disapproved **after** the Auto W deadline may qualify to complete the eDrop request attached to the pair. Qualified students will be notified by the Office of the Registrar one day after the eDrop/eAdd request had been disapproved.

## eAdd

To access eAdd, log into *OneStart*. On the **Services** tab, select **Student Self-Service** in the sidebar. Select the **Late drop/add classes** link.

See <http://registrar.indiana.edu/pdfs/eAdd.pdf> for detailed eAdd instructions for students.

See <http://registrar.indiana.edu/pdfs/eAddInstr.pdf> for detailed eAdd instructions for instructors.

## Note

- Undergraduates may incur additional fees if they do not submit a drop and corresponding add together on the same document or form (whether electronic or paper).
- Once approved, the date you submit the eAdd request will be the date used to add the class. Fees will be determined based on that date.
- Adding classes that cause your schedule to go over the flat-fee 12-17 credit hour range can result in considerable financial assessments (Fall and Spring terms only).
- Submitting an eAdd request does not guarantee that the course will be added to your schedule.
- Once submitted, eAdd requests automatically route to the appropriate reviewers (instructors, advisors, department chairs, school deans, etc.) for approval.
- It is your responsibility to monitor the status of your eAdd request. You are not officially registered and your schedule will NOT change until your request is approved and the class is added to your class schedule.
- If your eAdd request is approved, it will be processed and a confirmation will be sent to your university e-mail account.
- If there is a problem with your request or additional information is required, you will be notified via your university e-mail account.

Any eAdd not approved or disapproved two weeks after the submission date will be disapproved by the Office of the Registrar.

## Late Drop/Add

### Beginning January 14, 2013

**Office of the Registrar - Franklin Hall 100 (9 a.m. - 4 p.m.)**

**Note:** Students who are dropping all classes (including those enrolled in only one class) must follow [procedures for withdrawal from the university](#).

### Late fees:

A late schedule change fee will be assessed for *each class dropped* after the first week of classes. The late schedule change fee also applies to a class number (section) change, a change of arranged hours, or a credit/audit change.

#### Quick Resources

[Exception Procedure](#)

[Forms Distribution](#)

[Fee Payment](#)

#### Additional Topics

[Drop/Add Procedures](#)

[Late Drop/Add](#)

[Drop/Add Policy](#)



Waiver of the late schedule change fee will be considered only when it can be clearly demonstrated that the university, through one of its offices or officials, is directly responsible for the late drop/add activity.

## Grades

Classes dropped after Friday, January 13, 2012 will be assigned a grade of W through the last day for an automatic grade of W (see [Official Calendar](#)); thereafter, a grade of W or F must be assigned by the instructor.

After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. Students should check with the office listed below under [Late Drop/Add Forms Distribution](#) for their school's policy.

**Note:** A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have a grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

## Exception (Paper) Procedure

1. Obtain late drop/add forms from the appropriate location (see forms distribution table below). Complete all requested student and class information.
2. Obtain required signatures:
  - A. Signatures required to add a class:
    1. School dean (student's school)
    2. Department chair (class department)
    3. Instructor
  - B. Signatures required to drop a class:
    1. School dean (student's school)
    2. Department chair (class department)
    3. Instructor (following the end of the automatic grade of W period—see [Official Calendar](#))
3. Report to the Office of the Registrar, Franklin Hall 100.
4. Report directly to a Service Representative who will process your transaction. *Do not* use the online registration system.

\* For information concerning eDrop/eAdd services, please go to <http://registrar.indiana.edu/dropadd.shtml> 

## Late Drop/Add Forms Distribution

STUDENT'S SCHOOL:	OBTAIN FORM FROM:
<b>Arts and Sciences</b>	
Undergraduate	Recorder's office, KH 001
Graduate	Kirkwood 207
<hr/>	
<b>Business</b>	
Undergraduate	Students must submit a petition to their own school/unit (BUS, University Division, etc.) for late drop/add. If approved, the petitions committee will provide the appropriate form. Students may then bring the form to BU 254 for signatures.
MBA	Godfrey Graduate and Executive Education Center, 2010
Graduate	Godfrey Graduate and Executive Education Center, 2000
Accounting Programs	
Information Systems Programs	Godfrey Graduate and Executive Education Center, 2000

STUDENT'S SCHOOL:	OBTAIN FORM FROM:
Kelley Direct	Kelley Direct students may drop or add classes only through the SCOPE system. E-mail Lisa Richey-Burgis at <a href="mailto:lricheyb@indiana.edu">lricheyb@indiana.edu</a> or Jane Sears at <a href="mailto:jaasears@indiana.edu">jaasears@indiana.edu</a> for more information.
Doctoral	BU 742
<b>Education</b>	
Undergraduate	Education 1000
Graduate	Education 2100
<b>Hutton Honors College</b>	811 E. 7th St., 115B
<b>Informatics and Computing</b>	
Undergraduate (CSCI and INFO)	INFO EAST, Rm. 104 (919 E. 10th Street)
Graduate - Informatics	INFO WEST, Rm 233 (901 E. 10th Street)
Graduate - Computer Science	Lindley Hall 225
<b>Journalism</b>	Ernie Pyle 200
<b>Law</b>	Law School 022
<b>Library and Information Science</b>	Library 011
<b>Medical Sciences</b>	Dean's office, JH 105
<b>Music</b>	
Advising and Record Services	MU 011
<b>Nursing</b>	Recorder's office, Sycamore Hall 437
<b>Optometry</b>	Optometry 310
<b>Public and Environmental Affairs</b>	
Undergraduate	SPEA 240
Graduate	SPEA 253
<b>Public Health</b>	Dean's office, HPER 115
<b>Social Work</b>	1127 E. Atwater Avenue
<b>Labor Studies Program</b>	Eigenmann Hall 1029
<b>University Division</b>	
Groups	Maxwell Hall 200
All Others	Maxwell Hall 101
<b>University Graduate School*</b>	Kirkwood 114

\* Continuing non-degree students only. All other University Graduate School students should obtain forms and dean's approval in the school of their major department.

## Fee Payment

A late schedule change fee will be assessed for each course dropped after the first week of classes. The late schedule change fee also applies to a class number change, a change of arranged hours, or a credit/audit change.

No payments will be due nor any refunds made until the next monthly bills are generated. If the drop/add activity produces a credit balance on a student's account, a refund will be directly deposited to the student's chosen financial institution or a check will be mailed to the student at the student's housing or local address on file as noted on *OneStart*.

Please refer to the [Drop/Add Policy](#) for graduate and undergraduate students in the [Financial Information](#) section of this bulletin.

## General Registration Information

### Registration Service Denials (Holds)

Academic checklist entries, immunization noncompliance, residence classification status, and financial encumbrances will prevent you from registering for classes until you take corrective action. These entries, if any, are reflected on *OneStart* (<http://onestart.iu.edu>). If *OneStart* reflects any holds, you must obtain a release for each entry. If *OneStart* reflects any immunization noncompliance holds, you must provide immunization data to the Office of the Registrar. If *OneStart* reflects an account encumbrance by the Office of the Bursar or by the Student Loan Administration, you must make payment and/or be cleared by the appropriate office.

### Registration Appointments

Registration appointment dates and times are displayed on *OneStart* in the **Student Center**. Students are scheduled for registration appointments based upon total hours passed and transfer hours accepted at each student's current program. Students with the greatest number of hours at their current level/current program will have the earliest appointments. Students may register any time after their registration appointment and may have a proxy register for them at or after their scheduled time.

### Prerequisites

Many course sections have mandatory prerequisites which are listed in the school bulletins or in the online Schedule of Classes. **Class Search** within SIS Student Center provides real-time course availability and the open or closed status of individual classes. Each class has a **details** button which leads to more information specific to that section including, textbook, course descriptions, class notes and prerequisite details.

Each student is responsible for meeting the published prerequisites for each course requested. After each enrollment period, schools and departments may review the completion of prerequisites of registered students. The academic units have the authority to administratively drop a student from a course for which the student has not fulfilled the published prerequisites.

### Immunization Data Collection Requirement

A 1995 Indiana state law requires students to provide immunization data, or proof of religious exemption, to the Office of the Registrar. Students who do not comply with this requirement will be prevented from registering for future terms/sessions. See the **Immunization Data Collection Policy** page in this bulletin or link to <http://registrar.indiana.edu/immunization.shtml> for more information on immunization requirements.

### Citizenship Verification

Effective July 1, 2011, two Indiana state laws require that Indiana University Bloomington collect verification of citizenship from every student who plans to attend. The legislation stipulates that students who are not lawfully residing in the United States are:

- ineligible for in-state tuition rates
- ineligible for scholarships, grants, assistantships or other aid funded through the university

An electronic citizenship verification will be available within *OneStart* ([onestart.iu.edu](http://onestart.iu.edu)) for each student who has not yet completed the verification: **OneStart > Services and Information section > Citizenship Verification.**

It is **critical** that each student complete the verification when presented to them via *OneStart*.

Failure to do so will result in reassessment of fees to non-resident rates and removal of any university financial assistance.

If you have questions/concerns, please feel free to contact the Office of the Registrar at (812) 855-0121.

## Related Components

Students who register for classes that are structured with credit (usually lecture) and non-credit (usually discussion, laboratory, etc.) components should make a selection from each type of related component. The registration system will lead the student through the selection process.

## Withdrawal from the University (All Courses)

### Policy and Procedures

**Through the first week of the term**, students can withdraw from the university without penalty by dropping all classes using the **Register and Drop/Add** link on *OneStart* Student Center. *After dropping all classes, it is a good idea to print a copy of your class schedule to be sure all classes were successfully dropped.*

**After the first week of the term**, students who are forced to discontinue all studies (even if enrolled in only one course) and withdraw from the university must contact the **[Student Advocates Office](#)** in Eigenmann Hall 229 in order to complete the withdrawal process.

#### Please note the following exceptions:

- International students must go to the Office of International Services in Poplars 221;
- Law students must go to room 022 of the Law School;
- University Division students should read the **[Drop All Classes section of the Drop/Add web site](#)** [☞](#), and follow instructions.

All other students must **[withdraw through the Student Advocates Office](#)** [☞](#). Failure to withdraw from the university through the appropriate office may result in grades of F in all courses.

If a student withdraws after the first week of classes, the classes in which the student was enrolled will be retained on the student's record with a grade of W or F (as appropriate) and a notation of the date of withdrawal. The student should refer to the **[Official Calendar](#)** to determine the last day to withdraw with an automatic grade of W.

To qualify for the grade of W after the deadline, a student must be passing the class(es) on the date of withdrawal. If the student is failing, the grade on the date of withdrawal will be F.


Students should consult the **[Official Calendar](#)** in this publication to determine the period in which they can withdraw and still receive a full or partial fee refund.

**Note:** A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have the grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

## Pass/Fail Option

Students should consult their school bulletins to determine eligibility and restrictions on the pass/fail options. The responsibility for approval of the pass/fail requests, as well as special regulations affecting the option, will rest with the deans of the students' schools or divisions, under procedures established by the schools or divisions.

Students interested in taking classes under the pass/fail option should obtain pass/fail option forms from the deans of their schools or from those designated by the dean.

- Undergraduate students in the College of Arts and Sciences should obtain the forms from their advisors in their major departments.
- Kelley School of Business students are required to meet with an advisor in order to gain authorization for taking a course pass/fail; the advisor will fill out and submit the pass/fail form.
- University Division students should read the [Pass/Fail Option web site](#) , and follow instructions.

All students should fill out the pass/fail option forms in full, obtain the appropriate signatures, and return them to the office of the deans of their schools by the published date (see the [Official Calendar](#) for more information).

Instructors will not be notified by the Office of the Registrar about those students registering for the option. A grade of P is not counted in grade averages; a grade of F is included. A grade of P cannot be changed subsequently to a grade of A, B, C, or D.

## Grade of Incomplete

## Grade of Incomplete

A student who has received a grade of Incomplete (I) should not register for the course a second time, but should arrange with the instructor to have the I changed to a letter grade upon completion of all requirements.

## Full-Time Student Status and Enrollment Requirements

### Full-Time Student Status for Official Enrollment Certification Purposes

Listed below are the requirements that constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance.

The Office of the Registrar is responsible for determining standards for full-time and half-time enrollment and if an exception to those standards can be made. Questions regarding exceptions should be directed to the Office of the Registrar.

A student who is working on an undergraduate degree that requires 120 to 128 credit (unit) hours for completion of requirements should expect to complete 15 or 16 credit (unit) hours during regular semesters in order to complete degree requirements in eight semesters. See your advisor for more specific information regarding academic full-time credit (unit) hour recommendations for your program.

Note that correspondence courses will not be counted toward credit (unit) hour totals.

#### Fall/Spring/Summer:

Undergraduate - 12 hrs.

Graduate - 8 hrs.

Full-time enrollment for Kelley Direct online MBA students is 6 credits per term.

### Enrollment Requirements for Selected University Services

	Fall/Spring/Summer
Fellowships <sup>1,2</sup>	Grad. - 6 hrs. <sup>3</sup>
Assistantships <sup>4</sup>	Grad. - 6 hrs.

#### Quick Resources

[Full-Time Status](#)

[Selected Services](#)

[International Students](#)

[Veterans Administration](#)

	Fall/Spring/Summer
Athletic Committee	Undergrad. - 12 hrs. Grad. - 6 hrs.
Residential Programs and Services <sup>5</sup>	Undergrad. - 1 hr. Grad. - 1 hr.
<p>1 Except for those enrolled in thesis or dissertation hours.</p> <p>2 Some fellowships require enrollment in more than 6 credit hours. Consult the IU office that is providing the fellowship for more information.</p> <p>3 For summer fellowships, consult the IU office providing the fellowship for enrollment.</p> <p>4 Graduate students on an assistantship (student academic appointment) at 37.5% FTE or greater must enroll in a minimum of 6 credit hours.</p> <p>5 Except for those deemed eligible by the Manager of Assignments.</p>	

## Enrollment Requirements for International Students

Academic Level	2nd 8-weeks <sup>1</sup>	Fall/Spring
Undergraduate	6 hrs.	12 hrs.
Graduate	4 hrs.	8 hrs.
Graduate SAA	3 hrs.	6 hrs.

<sup>1</sup> Summer admits only

## Full-Time Student Status for Veterans Administration Certification Purposes

	Fall/Spring
Undergraduate	12 hrs.
Graduate	8 hrs.

For full-time status purposes, the U.S. Department of Veterans Affairs considers twelve-, eight-, six-, and four-week classes, as well as other non-standard duration courses, differently than the university. For further information about this as well as part-time certification requirements, please contact Veterans Support Services in the Indiana Memorial Union Room M084, or at [vetserv@indiana.edu](mailto:vetserv@indiana.edu), (812) 856-1985.

## General Registration Information

### Absence during the Last Portion of a Term

*Failure to complete a class without an authorized withdrawal will result in the grade of F.*

If a student is not in attendance during the last portion of a semester, the instructor may report a grade of I (Incomplete) if there is reason to believe that the absence was beyond the student's control; otherwise the instructor shall record an FN (Failure, Non-attendance) and the last date of documented class attendance. FN is converted to F on the student's academic record.

### Residence Classification

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.

### CampusAccess ID Cards

Indiana University *CampusAccess* ID Cards are available for registered IUB students at the Campus Card Service Centers located in the Indiana Memorial Union or in Eigenmann Hall

from 8 a.m. to 5 p.m., Monday through Friday. At least one form of photo identification will be required to confirm identity. Telephone (812) 855-8711 or visit the web site at <http://www.cacard.indiana.edu> for additional information.

## University ID Number and Social Security Number

To maintain the privacy of students' Social Security numbers, the Student Information System (SIS) generates a unique ten-digit identifier for each student record called the University ID (UID). The UID has replaced the Social Security number as the key to student records.

While the Social Security number (SSN) is no longer the student record key, it remains an important identifier for a student. As permitted by Indiana Code 4-1-10, the last four digits of the SSN may be used to uniquely identify admission applications, registrations, course enrollment documents, transcripts, certification requests, and permanent academic records. Access to the full nine-digit SSN is necessary to determine financial aid eligibility and the SSN is a required identifier for federal grants and loans, and other federal financial aid programs.

In accordance with the Privacy Act of 1974 and Indiana Code 4-1-8, applicants for admission and enrolled students are advised that the requested disclosure of the Social Security number is voluntary. The applicant or student has the right to refuse disclosure of this number or request its removal from records without penalty. Note, however, that refusal to disclose the Social Security number renders a student ineligible for participation in federal financial aid programs.

## Final Examinations

### Examination Policies (Bloomington Faculty Council)

#### Exam Period

There shall be a 5-day examination period at the end of each semester. Exams *must* be given as published in the *Enrollment Bulletin*.

Classes for Spring 2013 end on Saturday, April 27, 2013. Final examinations will be given from Monday, April 29, through Friday, May 3, according to the final examination schedule listed below. It is the student's responsibility to check the final examination schedule to determine the date and time of particular final examinations.

Note that final examinations for course sections not scheduled to meet through the last weeks of classes (e.g., first eight-week classes, etc.) will be held during the last class meeting.

#### Free Week

The week prior to the exam period shall be free of major or final exams, except for practical tests at the end of lab periods. Paper projects may be due only if assigned well in advance.

Present administrative interpretation of this regulation defines the week prior to the exam period as Monday, April 22, through Sunday, April 28, 2013.

#### More Than Three Exams in One Day

In the event of more than three exams in one day, the instructor/department of the fourth and subsequent exams is obligated to adjust the student's exam time, provided the student notifies them by the mid-point of the semester.

In the event a student is scheduled to take more than three final examinations on the same day, the student may exercise the following options:



1. Take all final examinations as they are scheduled;
2. Consult with the instructors or departments giving the final examinations to determine if any make-up examination(s) is or can be scheduled. If no make-up examination is available, then the student must notify the instructor or department of the course scheduled for the fourth (and additional) final examination of the day. That instructor or that department will then be obligated to adjust the student's final examination schedule, provided the student has notified that instructor or department before the halfway point of the semester.

### Conflicts

Students having examination conflicts must report to the dean of the school in which they are enrolled.

### Absence from Final Exams

Students who fail to attend the final exam of a class and who have a passing grade up to that point should be given an Incomplete only if the instructor has reason to believe the absence was beyond the student's control. If not, the grade of "F" must be awarded.

Students who anticipate absences from final examinations, or who are absent from final examinations for reasons they did not anticipate, should discuss these absences with their instructors as soon as possible to make arrangements for the satisfaction of course requirements. Instructors may require students who are absent from final examinations to file a written explanation of the absence with the Dean of Students Office (Indiana Memorial Union, Suite M088). The Dean of Students Committee on Absence will review these written explanations and seek additional information, as necessary, before indicating its findings to the instructors involved. The final decision in the dispensation of these matters remains the instructor's.

### Final Examination Schedule Links:

[Final Examination Grid](#)  
[Course \(Departmental\) Final Examinations](#)  
[Class \(Section\) Final Examinations](#)  
[Final Examination Schedule Print-Friendly PDF](#)  
[Final Examination Grid Print-Friendly PDF](#)

## Final Examination Schedule

The final examination schedule is prepared and published so that students may avoid conflicts in those courses having departmental examinations (i.e., multiple course finals at the same hour on the same day), and to avoid examination conflicts that might create a hardship for the student or be impossible to resolve. It is the student's responsibility to be aware of the date and time of the final examination for each of his or her classes before officially registering.

[Final Examination Grid](#)  
[Course \(Departmental\) Final Examinations](#)  
[Class \(Section\) Final Examinations](#)  
[Final Examination Schedule Print-Friendly PDF](#)  
[Final Examination Grid Print-Friendly PDF](#)

## Spring 2013 Final Examination Week

Monday, April 29 through Friday, May 3, 2013

Examination Time	Monday April 29	Tuesday April 30	Wednesday May 1	Thursday May 2	Friday May 3

8:00- 10:00 a.m.	BUS-G 202, Z 302 ECON-E 201, S 201 MATH-J 112, J 113, T 103	BUS-A 310, A 312 ECON-E 202 MATH-M 212, T 101	9:05- 10:05 a.m. M,W,F,daily	BUS-A 100*, A 202, A 207, A 327, A 329	12:20- 1:20 p.m. M,W,F,daily
10:15 a.m.- 12:15 p.m.	2:30- 3:30 p.m. M,W,F,daily	9:05- 10:05 a.m. Tu, Th, Sa	BUS-A 424, L 201, L 293 PHYS-P 201, P 202	8:00- 9:00 a.m. Tu,Th,Sa	10:10- 11:10 a.m. M,W,F,daily
12:30- 2:30 p.m.	FRIT-F 100, F 150, F 200, F 250 GER-G 100, G 150, G 200, G 250, HISP-S 100, S 105, S 150, S 200, S 250, S 280, S 324	ANAT-A 215 BUS-A 311 MATH-M 019, M 119, M 211	1:25- 2:25 p.m. M,W,F,daily	11:15 a.m.- 12:15 p.m. Tu,Th,Sa	8:00- 9:00 a.m. M,W,F,daily
2:45- 4:45 p.m.	3:35- 4:35 p.m. M,W,F,daily	2:30- 3:30 p.m. Tu,Th,Sa	BUS-F 305 MATH-D 116, D 117, M 118, V 118	3:35- 4:35 p.m. Tu,Th,Sa	BUS-A 324, A 325 CHEM-C 117 FRIT-M 150
5:00- 7:00 p.m.	BUS-F 317, X 100 CHEM-C 341 ECON-E 370	10:10- 11:10 a.m. Tu,Th,Sa 1:25- 2:25 p.m. Tu,Th,Sa	11:15 a.m.- 12:15 p.m. M,W,F,daily	12:20- 1:20 p.m. Tu,Th,Sa	CSCI-A 110, A 591, A 592, C 211, C 212 MATH-M 025, M 026, M 027
7:15- 9:15 p.m.	5:45- 10:30 p.m. M,W,F,daily	5:45- 6:45 p.m. Tu,Th,Sa	BUS-A 201, A 205, F 303 EDUC-Q 200 INFO-I 101	6:50- 10:30 p.m. Tu,Th,Sa	7:00- 7:55 a.m. M,Tu,W,Th,F,Sa, daily 4:40- 5:40 p.m. M,Tu,W,Th,F,Sa, daily

daily = M, Tu, W, Th, F  
\*Second eight-week sections of BUS-A 100 only.

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### Course (Departmental) Final Examinations

If you are enrolled in one of the courses listed below, the final examination for the course will be given at the time and date listed in the following table, regardless of the regular class meeting times and dates.

Course	Final Examination Time/Date
Anatomy A 215	12:30-2:30 p.m., Tues., April 30
Business A 100*	8:00-10:00 a.m., Thurs., May 2
Business A 201, A 205	7:15-9:15 p.m., Wed., May 1
Business A 202, A 207	8:00-10:00 a.m., Thurs., May 2
Business A 310	8:00-10:00 a.m., Tues., April 30
Business A 311	12:30-2:30 p.m., Tues., April 30
Business A 312	8:00-10:00 a.m., Tues., April 30
Business A 324, A 325	2:45-4:45 p.m., Fri., May 3
Business A 327, A 329	8:00-10:00 a.m., Thurs., May 2
Business A 424	10:15 a.m.-12:15 p.m., Wed., May 1
Business F 303	7:15-9:15 p.m., Wed., May 1
Business F 305	2:45-4:45 p.m., Wed., May 1
Business F 317	5:00-7:00 p.m., Mon., April 29

Course	Final Examination Time/Date
Business G 202	8:00-10:00 a.m., Mon., April 29
Business L 201, L 293	10:15 a.m.-12:15 p.m., Wed., May 1
Business X 100	5:00-7:00 p.m., Mon., April 29
Business Z 302	8:00-10:00 a.m., Mon., April 29
Chemistry C 117	2:45-4:45 p.m., Fri., May 3
Chemistry C 341	5:00-7:00 p.m., Mon., April 29
Computer Science A 110, A 591, A 592	5:00-7:00 p.m., Fri., May 3
Computer Science C 211, C 212	5:00-7:00 p.m., Fri., May 3
Economics E 201, S 201	8:00-10:00 a.m., Mon., April 29
Economics E 202	8:00-10:00 a.m., Tues., April 30
Economics E 370	5:00-7:00 p.m., Mon., April 29
Education Q 200	7:15-9:15 p.m., Wed., May 1
French F 100, F 150, F 200, F 250	12:30-2:30 p.m., Mon., April 29
German G 100, G 150, G 200, G 250	12:30-2:30 p.m., Mon., April 29
Informatics I 101	7:15-9:15 p.m., Wed., May 1
Italian M 150	2:45-4:45 p.m., Fri., May 3
Mathematics D 116, D 117	2:45-4:45 p.m., Wed., May 1
Mathematics J 112, J 113	8:00-10:00 a.m., Mon., April 29
Mathematics M 025, M 026, M 027	5:00-7:00 p.m., Fri., May 3
Mathematics M 118	2:45-4:45 p.m., Wed., May 1
Mathematics M 019, M 119, M 211	12:30-2:30 p.m., Tues., April 30
Mathematics M 212, T 101	8:00-10:00 a.m., Tues., April 30
Mathematics T 103	8:00-10:00 a.m., Mon., April 29
Mathematics V 118	12:30-2:30 p.m., Tues., May 1
Physics P 201, P 202	2:45-4:45 p.m., Wed., May 1
Spanish S 100, S 105, S 150, S 200, S 250, S 280, S 324	12:30-2:30 p.m., Mon., April 29

\*Second eight-week sections of BUS A 100 only.

If the course is not listed in the table above, consult one of the following two tables to determine the time and date of the final examination.

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### Class (Section) Final Examinations

If the first day of the week on which your class normally meets (as listed in the class offerings on *OneStart*) is M, W, F, or if it meets daily (M,Tu,W,Th,F), use the following table to determine when your final examination will be given. (Class beginning time ranges are **inclusive**.)

If class beginning time is between:	Then the examination time will be:
7:00 and 7:55 a.m. M,W,F,daily	7:15-9:15 p.m., Fri., May 3
8:00 and 9:00 a.m. M,W,F,daily	12:30-2:30 p.m., Fri., May 3
9:05 and 10:05 a.m. M,W,F,daily	8:00-10:00 a.m., Wed., May 1

If class beginning time is between:	Then the examination time will be:
10:10 and 11:10 a.m. M,W,F,daily	10:15 a.m.-12:15 p.m., Fri., May 3
11:15 a.m. and 12:15 p.m. M,W,F,daily	5:00-7:00 p.m., Wed., May 1
12:20 and 1:20 p.m. M,W,F,daily	8:00-10:00 a.m., Fri., May 3
1:25 and 2:25 p.m. M,W,F,daily	12:30-2:30 p.m., Wed., May 1
2:30 and 3:30 p.m. M,W,F,daily	10:15 a.m.-12:15 p.m., Mon., April 29
3:35 and 4:35 p.m. M,W,F,daily	2:45-4:45 p.m., Mon., April 29
4:40 and 5:40 p.m. M,W,F,daily	7:15-9:15 p.m., Fri., May 3
5:45 and 10:30 p.m. M,W,F,daily	7:15-9:15 p.m., Mon., April 29

If the first day of the week on which your class normally meets (as listed in the class offerings on *OneStart*) is Tu, Th, or Sa, use the following table to determine when your final examination will be given. (Class beginning time ranges are **inclusive**.)

If class beginning time is between:	Then the examination time will be:
7:00 and 7:55 a.m. Tu,Th,Sa	7:15-9:15 p.m., Fri., May 3
8:00 and 9:00 a.m. Tu,Th,Sa	10:15 a.m.-12:15 p.m., Thurs., May 2
9:05 and 10:05 a.m. Tu,Th,Sa	10:15 a.m.-12:15 p.m., Tues., April 30
10:10 and 11:10 a.m. Tu,Th,Sa	5:00-7:00 p.m., Tues., April 30
11:15 a.m. and 12:15 p.m. Tu,Th,Sa	12:30-2:30 p.m., Thurs., May 2
12:20 and 1:20 p.m. Tu,Th,Sa	5:00-7:00 p.m., Thurs., May 2
1:25 and 2:25 p.m. Tu,Th,Sa	5:00-7:00 p.m., Tues., April 30
2:30 and 3:30 p.m. Tu,Th,Sa	2:45-4:45 p.m., Tues., April 30
3:35 and 4:35 p.m. Tu,Th,Sa	2:45-4:45 p.m., Thurs., May 2
4:40 and 5:40 p.m. Tu,Th,Sa	7:15-9:15 p.m., Fri., May 3
5:45 and 6:45 p.m. Tu,Th,Sa	7:15-9:15 p.m., Tues., April 30
6:50 and 10:30 p.m. Tu,Th,Sa	7:15-9:15 p.m., Thurs., May 2

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## Financial Information

### Fee Payment Information

See Fee Payment under instructions for each registration period.

Inquiries should be directed to the Office of the Bursar, Indiana University, Poplars Building W100, 400 E. 7th Street, Bloomington, Indiana 47405-3085. E-mail: [bursar@indiana.edu](mailto:bursar@indiana.edu); phone: (812) 855-2636.

**Note:** All tuition and fees are subject to change without notice by action of the Trustees of Indiana University.

### Account Encumbrance

The Office of the Bursar is responsible for the collection of University financial obligations. An account that is past due is encumbered by the Office of the Bursar. The Student Loan Administration may also encumber the accounts of students or former students who have not satisfied their obligations to that department. A student whose account is encumbered will be denied certain University services (e.g., registration, transcripts).

## Financial Information

### Late Payment Fee

University policy requires timely payment for all charges owed to Indiana University, including but not limited to, tuition and fees, Residential Programs and Services charges, Health Center charges, library and parking fines, and late fees. Any payment due by you to the University that is not received by the due date noted on your bursar account statement is subject to a late fee of 1.5%, with a \$2.00 minimum, of the unpaid amount.

Thereafter, should any portion of your account remain unpaid, a late fee will continue to be assessed each month for failure to meet the payment due date.

Timely payment of your account with approved financial aid, personal check (unless restricted), cash, or Web payment will ensure that you avoid the monthly late fee assessment and keep your account in good standing.

## Fee Refund Policy

## Fee Refund Schedule (applies to audit, credit-hour, and course-related fees)

### Spring 2013

Course Classification	Refund for Withdrawal
<b>Standard Full-Term Courses</b>	
January 7-11	100%
January 14-18	75%
January 21-25	50%
January 28-February 1	25%
Thereafter	0%
<b>First Eight-Week Courses</b>	
January 7-11	100%
January 14-18	50%
Thereafter	0%
<b>Second Eight-Week Courses</b>	
March 4-15	100%
March 18-22	50%
Thereafter	0%

Fee refunds for irregularly scheduled courses, including Law, are calculated according to the following schedule:

Course Classification	Refund for Withdrawal
<b>Courses less than two weeks in duration</b>	
Withdrawal on first day of classes	100%
Withdrawal on second day of classes	50%
Withdrawal on third day of classes and thereafter	0%
<b>Courses at least two weeks but less than five weeks in duration</b>	
Withdrawal on first or second day of classes	100%
Withdrawal on third or fourth day of classes	50%
Withdrawal on fifth day of classes and thereafter	0%
<b>Courses at least five weeks but less than nine weeks in duration</b>	
Withdrawal during first week of classes	100%
Withdrawal during second week of classes	50%
Withdrawal during third week of classes and thereafter	0%
<b>Courses nine weeks or more in duration</b>	
Withdrawal during first week of classes	100%
Withdrawal during second week of classes	75%
Withdrawal during third week of classes	50%
Withdrawal during fourth week of classes.	25%
Withdrawal during fifth week of classes and thereafter	0%

## Drop/Add Policy

### Undergraduate Students (Fall/Spring Terms) Enrolled in 12-17 Hours (the "flat fee" range):

Undergraduate students in the "flat fee" range (enrolled in 12-17 credit hours) who adjust hours after the first week of classes will not have any change in tuition assessment *if the requests are initiated on the same day and if they maintain enrollment in the "flat fee" range of hours after the adjustment.*

Changes to enrollment which result in enrollment in fewer than 12 or in more than 17 hours will incur additional costs. The dropped hours will be credited at the percentage amount appropriate to the refund period, and a late schedule change fee will be assessed. The added hours will be charged to your account at 100 percent of the cost.

#### Quick Resources

[Undergraduate Policies](#)

[Graduate Policies](#)

#### Additional Topics

[Drop/Add Procedures](#)

[Late Drop/Add](#)

[Late Exception Procedures](#)

There is no financial credit given for a dropped course after the close of the refund period.

A Late Schedule Change Fee of \$23 will be assessed beginning in the second week of classes for **each** section dropped.

### **Undergraduate Students (Fall/Spring Terms) Enrolled in 18 or More Credit Hours**

Undergraduate students enrolled in 18 or more credit hours who adjust hours after the first week of classes will not have any change in tuition assessment *if the requests are initiated on the same day and if they remain in the same number of hours as initially enrolled (that is, as enrolled prior to the drop and add activity).*

If the drop and add are initiated on the same day, but the number of hours enrolled increases, the student will be charged for the “net add” at the credit-hour rate. If the drop and add are initiated on the same day, but the number of hours enrolled decreases, the student will be refunded for the “net drop” at the appropriate percentage down to 17 hours. Note that a refund only occurs during the refund period (generally, the first four weeks of the term), and that the student has not dropped below 12 hours.

*Example 1:* After the first week of classes, a student in 18 hours drops 3 hours and adds 6 on the same day. The student would be charged for 3 hours (the “net add”) at the credit-hour rate.

*Example 2:* During the second week of classes a student in 19 hours adds 3 hours and drops 6 on the same day. The “net drop” is 3 hours; the student receives a 75% refund on 2 of those hours (the difference between 19 and 17).

After the end of the partial refund period (for regular full term courses, the end of the fourth week) the student would not be charged for added hours accompanied by paired drops of equal or greater hours, but there would be no refund for “net drops.” Throughout the term, adds will continue to be offset against drops requested on the same day before assessing the “net add” at the credit-hour rate.

A Late Schedule Change Fee of \$23 will be assessed beginning in the second week of classes for **each** section dropped.

### **Undergraduate Students (Fall/Spring Terms) Enrolled in Fewer than 12 Credit Hours**

If an undergraduate student enrolled in fewer than 12 credit hours drops and adds hours after the first week of classes, the student will receive a partial refund for the dropped class(es) (for regular, full-term class(es): 75% the second week, 50% the third, 25% the fourth and 0% thereafter) **and** will pay in full for the added class(es). The partial refund will be applied toward the fees charged for the added class(es). Refer to the [Fee Refund Policy](#) in this bulletin for details.

A Late Schedule Change Fee of \$23 will be assessed beginning in the second week of classes for **each** class dropped.

### **Graduate Students:**

If a graduate student drops hours after the first week of classes, the student will receive a partial refund for the dropped class(es) (for regular, full-term class(es): 75% the second week, 50% the third, 25% the fourth and 0% thereafter) **and** will pay in full for the added class(es). The partial refund will be applied toward the fees charged for the added class(es).

Students with fee scholarships/fee remissions should be aware that during the partial (<100%) refund period, a portion of the fee remission applying to the dropped class is also forfeited. Consequently, if the student was already enrolled in the maximum hours covered under the fee remission, the full value of the fee remission may no longer be available to apply toward an added class.

A Late Schedule Change Fee of \$23 will be assessed beginning in the second week of classes for **each** class dropped.

### **"Even Exchange" Policy for Graduate Students Not in Flat-fee Programs**

Graduate students in programs other than Law, Optometry and MBA may “exchange” one class for another class during the second week of classes without any additional tuition (on an “even”

exchange). You may avoid paying additional tuition charges only if you process the exchange via the Drop/Add Pair option. Note the following:

- The dropped class must be a full-term class subject to the 75% refund period during the second week of classes.
- You will still receive a grade of W in the dropped class.
- The Drop/Add Pair must be submitted during the second week of classes, but will be treated under this policy even if the approvals occur later.
- There will still be a Late Schedule Change Fee of \$23 on the dropped class.
- The “exchange” only involves one class dropped and one class added.

The financial calculation will net the tuition dollars associated with the dropped class against the tuition dollars associated with the added class. If the result is zero, no tuition will be assessed for the transaction (a Late Schedule Change Fee of \$23 still applies). [See EXAMPLE 1.] If the dropped hours (and tuition dollars) exceed those added, the 75% refund will be applied to the excess amount. [See EXAMPLE 2.] If the credit hours of the dropped class exceed those of the added class, the tuition assessed will be the “net” amount. [See EXAMPLE 3.]

**EXAMPLE 1:** Nonresident Graduate student submits an “exchange” (Drop/Add Pair) of one 3-cr. class for another during the second week of classes. That is, neither the dropped class nor the added class will be processed until both are approved. Even if the approval is granted after the end of the second week, the submission date will be honored.

Financial result after approval:	3 x \$938.00	(\$2,814.00)	credit for dropped class
	3 x \$938.00	<u>\$2,814.00</u>	charge for added class
	NO tuition; \$23 Late Schedule Change Fee (LCF) on drop		

**EXAMPLE 2:** Nonresident Graduate student submits an “exchange” of a 4-cr. class for a 3-cr. class during the second week of classes.

Financial result after approval:	4 x \$938.00	(\$3,752.00)	credit for dropped class
	3 x \$938.00	<u>\$2,814.00</u>	charge for added class
		(\$938.00)	net drop x 75% -> (\$703.50) plus \$23 LCF
	75% refund period during second week of classes applies.		

**EXAMPLE 3:** Nonresident Graduate student submits an “exchange” of a 3-cr. class for a 4-cr. class during the second week of classes.

Financial result after approval:	3 x \$938.00	(\$2,814.00)	credit for dropped class
	4 x \$938.00	<u>\$3,752.00</u>	charge for added class
		\$938.00	net add, plus \$23 LCF

## Financial Information

### Fee Policy Appeals

Students have the right to submit an appeal of the refund policy if there are significant or unusual circumstances that cause them to drop a course or withdraw from all courses after the refund period. Students may also appeal the assessment of late fees or penalty fees in cases of extenuating circumstances or University error. The procedure for filing an appeal is:

1. After dropping the course or withdrawing from all courses, obtain the necessary appeal form online at <http://bursar.indiana.edu> by choosing the Fee Policy Appeal Form from the Forms section. You must drop the course or withdraw from all courses before an

#### Quick Resources

[Fee Policy Appeals](#)

[IU Tuition Benefit](#)

[Returned Checks](#)

[Past Due Collections](#)





appeal can be considered.

2. Submit the appeal form and supporting documentation to the Office of the Bursar. Once submitted, the appeal is forwarded to the Fee Policy Appeals Committee for consideration.
3. Once a committee decision has been rendered, that decision will be communicated to the student in writing.

A request for appeal must be submitted **within one year** following the end of the term or session for which relief is being sought.

## IU Tuition Benefit Plan

Full-time IU academic and staff employees appointed by the end of the first full week of the semester or session are eligible for the IU Tuition Benefit and the IUHS tuition waiver for the associated semester or session. IU Tuition Benefit Plan benefits apply to covered employees and their spouses, qualified domestic partners, and qualified children. IU Tuition Benefit Plan benefits provide a subsidy toward the tuition costs associated with attending Indiana University classes, or a tuition waiver in the case of IUHS courses. The benefit does not apply to mandatory fees or special fees, such as laboratories, applied music, student teaching, early education experience, dissertation research fee (G 901 and B 798), or rental of special equipment and facilities and fees for non credit courses.

Provisions of the IU Tuition Benefit Plan can be obtained at the University Human Resource Services office or <http://hr.iu.edu/benefits/tuition.html> . Application forms can be completed online or printed at <http://hr.iu.edu/benefits/tuition.html>  or obtained from the University Human Resource Services office (855-1286). Return completed forms to University Human Resource Services, ATTN: Tuition Benefit, Bloomington Campus, Poplars Building E165.

## Returned Checks or Web ACH Payments

The return by any financial institution of a dishonored payment (check or Web ACH) issued to Indiana University will result in the assessment of a per payment service charge against the issuer's account (or against the account of the student on whose behalf the payment was presented). The returned payment service charge, as authorized by Indiana law, is \$27.50 or five percent of the payment, whichever is greater, not to exceed \$250. Two or more dishonored payments will result in the requirement that all future University payments be made with guaranteed funds (cashier's check, money order, or cash).

Checks or Web ACH payments used to relieve an encumbrance which are subsequently returned by the financial institution will automatically result in the requirement that all future University payments be made with guaranteed funds. In addition, the University reserves the right to cancel the student's enrollment in this situation.

## Collection of Past Due Accounts

If any bursar account is past due, the Office of the Bursar will attempt contact for payment. Where appropriate, the outstanding balance may be reported to the credit bureau as a delinquent account and placed with an outside collection agency. If the University or its agent is unable to obtain satisfactory payment arrangements, the student or account holder could face litigation, wage garnishment, and/or loss of income tax refunds. Students or account holders will be liable for all reasonable collection costs, including agency and attorney fees, necessary for the collection of a past due account.

## E-mail as Official IU Communication

The university reserves the right to send official communications to students by e-mail with the full expectation that students will receive and read these messages in a timely fashion. Official university e-mail accounts are available for all registered students. Official university communications will be sent to students' official university e-mail addresses. For IU Bloomington, this is the *@indiana.edu* address.

You are expected to check your e-mail on a frequent and consistent basis in order to stay current with university-related communications. In addition to monitoring your university

e-mail account, you may want to check for course-related e-mail within Oncourse. The same user ID and password are used for Oncourse and the university e-mail system. For more information about Oncourse, visit [oncourse.iu.edu](http://oncourse.iu.edu).

If you choose to have your e-mail forwarded from your official university e-mail address to another address, you do so at your own risk. The university is not responsible for any issues that may impact the proper or timely transmission of—or access to—e-mail forwarded to any other address. Any such problems will not absolve you of your responsibility to know and comply with the content of official communications sent to your official IU e-mail address. Instructions on setting up or cancelling the forwarding of e-mail are available at [itaccounts.iu.edu](http://itaccounts.iu.edu).

## Connecting to the IU Computing Network

University Information Technology Services (UITS), IU's central IT organization, is dedicated to helping you succeed academically by providing an extensive and varied computing environment and nationally recognized computing support. UITS offers:

- New to IT@IU ([newtoit.iu.edu](http://newtoit.iu.edu)), a guide to getting started with technology at IU
- online resources through *OneStart* ([onestart.iu.edu](http://onestart.iu.edu)), the gateway to many university services
- Computing accounts for using e-mail, printing, file storage, and web hosting
- No-cost and discounted software including Microsoft Office, Adobe Creative Suite, Symantec AntiVirus, and Thomson Reuters EndNote at [iuware.iu.edu](http://iuware.iu.edu)
- Almost 100 technology centers with Windows, Mac, and Unix/Linux workstations
- High-speed Ethernet connections in every campus residence hall
- IU Secure, a wireless network that covers virtually the entire campus
- No-cost workshops, 24-hour help desks, online support, and publications
- IT news and updates via the Web ([uitsnews.iu.edu](http://uitsnews.iu.edu)), e-mail, podcasts, social media, and RSS feeds

To use UITS resources, you'll need a Network ID, which you should have received when you first enrolled.

## Connecting from Student & Residential Technology Centers

You have access to over 2,000 workstations in dozens of Student Technology Centers (STCs) and Residential Technology Centers (RTCs). There you can check e-mail, use *OneStart*, surf the Web, use popular software, and print using your printing allotment. Many STCs and RTCs also have consultants to assist you.

**Note:** Don't forget to log out of STC and RTC workstations when you are done using them. Failing to do so is a serious security risk to both you and the university.

## Connecting from Your Campus Residence

UITS provides you with a high-speed Ethernet computer connection in your campus residence, as well as wireless network access via IU Secure. To automatically configure your computer for network connection, visit [getconnected.iu.edu](http://getconnected.iu.edu) and follow the on-screen directions.

## Connecting Using Wireless (Wi-Fi)

With your laptop and wireless network card, you can connect to the IU Secure wireless network across campus. For help connecting and configuring your computer, visit [getconnected.iu.edu](http://getconnected.iu.edu).

Linux computers and game consoles need to be registered manually. To register, contact UITS Support Center via phone at (812) 855-6789, e-mail ([ithelp@iu.edu](mailto:ithelp@iu.edu)), or chat support ([ithelplive.iu.edu](http://ithelplive.iu.edu)).

To register your wireless Pocket PC and/or Windows Mobile devices online, visit [kb.iu.edu/data/aoth.html](http://kb.iu.edu/data/aoth.html). If you need to register manually, contact the UITS Support Center via phone at (812) 855-6789, e-mail ([ithelp@iu.edu](mailto:ithelp@iu.edu)), and chat support ([ithelplive.iu.edu](http://ithelplive.iu.edu)).

## Connecting from Off Campus

If you live off campus, see if your apartment complex offers Ethernet connections or contact a local broadband (cable or DSL) service provider. You may need to authenticate using VPN to access some university services through such a provider. To learn how, visit [kb.iu.edu/data/aygt.html](http://kb.iu.edu/data/aygt.html).

## Student E-mail

Indiana University has partnered with Microsoft and Google to offer you two options for e-mail and other online communication services: Imail (powered by Microsoft) and Umail (powered by Google). You can select one or both of these options, while choosing one as your official e-mail account. If you don't already have an Imail or Umail account, see [kb.iu.edu/data/avtf.html](http://kb.iu.edu/data/avtf.html).

## Need Help?

If you have questions about your Network ID or services offered by UITS, stop by one of the UITS Support Center walk-in locations in the Herman B Wells Library Information Commons, and the Indiana Memorial Union. For additional information about walk-in locations, times, and services, see [kb.iu.edu/data/allx.html](http://kb.iu.edu/data/allx.html). You can also contact the UITS Support Center by calling (812) 855-6789, e-mailing [ithelp@iu.edu](mailto:ithelp@iu.edu), or visiting [ithelplive.iu.edu](http://ithelplive.iu.edu).

## Building Abbreviations and Explanations

### Buildings

Code	Building
* OA	Admissions (300 N. Jordan)
* CS	Arts Annex (1026 E. 11th)
* AS	Assembly Hall
* CL	Atwater Eye Care Center
* X4	Auxiliary Library Facility (ALF)
* BH	Ballantine Hall
BL	Barnes Lounge (Ashton Center)
* BD	Cook Hall
* BQ	Briscoe Quad
* BR	Brown Hall (Collins Center)

<b>Code</b>	<b>Building</b>
* BU	Business, Kelley School of
* PC	Career Development Center (625 N. Jordan)
* C3	Carmichael Center
* AC	Cedar Hall (Union Street Center)
* CH	Chemistry Building
* C2	Classroom–Office Building
ME	Cravens Hall (641 N. Woodlawn Ave.)
EO	Edmondson Hall (Collins Center)
* EP	Ernie Pyle Hall
* NF	Fieldhouse
* FA	Fine Arts, Henry Radford Hope School of
* FR	Forest Quad
FQ	Foster Quad (Shea Hall, Martin Hall, Magee Hall, Jenkinson Hall)
* GY	Geology Building
* GL	Glenn A. Black Laboratory (9th and Fess)
GB	Goodbody Hall
* CG	William J. Godfrey Graduate and Executive Education Center
GH	Greene Hall (Collins Center)
* GR	Gresham Hall (Foster Quad)
* HQ	Harper Hall (Foster Quad)
HH	Hershey Hall (Ashton Center)
* HP	HPER Building (SPH)
* HU	Hutton Honors College
* IR	Innovation Center
* MZ	Indiana Institute on Disability and Community (2853 E. 10th)
* I2	Informatics East
* I	Informatics West
* S7	Inst. for Social Research (1022 E. 3rd.)
* CY	Integrated Science & Accelerator Technology Hall
* CN	IU Cinema
SP	IU Research Park (501 N. Morton) not on map
IS	Jenkinson Hall (Foster Quad)
JO	Johnston Hall (Ashton Center)
* JH	Jordan Hall
KH	Kirkwood Hall
* LW	Law Building
* LS	Lewis Building
* LI	Herman B Wells Library
* LL	Lilly Library
* LH	Lindley Hall
* RU	Magee Hall (Foster Quad)
* FQ	Martin Hall (Foster Quadrangle)
* M2	Mathers Museum
* MX	Maxwell Hall
FX	McCalla School (Fine Arts Annex)
* MN	McNutt Quad
* MM	Memorial Hall
* MS	Memorial Stadium
MF	Moffatt Hall (Ashton Center)
* MU	Merrill Hall
MR	Morgan Hall
* MO	Morrison Hall
* S2	Multidisciplinary Science Bldg. II
* MA	Music Annex
* MC	Musical Arts Center
* M	Music Library and Recital Center, Bess Meshulam Simon
* MY	Myers Hall
* OP	Optometry, School of

<b>Code</b>	<b>Building</b>
* PO	Poplars (400 E. 7th)
* PY	Psychology
* TV	Radio and TV Building
* RH	Rawles Hall
* RE	Read Center
* SH	Shea Hall (Foster Quad)
* SI	Simon Hall
S8	Smith Hall (Collins Center)
* ER	Smith Research Center (2805 E. 10th)
* PV	SPEA
* SG	Speech and Hearing Sciences
* CU	Student Academic Center (408 N. Union)
* SB	Student Building
* RB	Student Recreational Sports Center
* SE	Swain East
* SW	Swain West
* SY	Sycamore Hall
* TP	Tennis Center
* TE	Teter Quad
* TH	Lee Norvelle Theatre and Drama Center/Marcellus Neal and Frances Marshall Black Culture Center C5
* UB	Union Building
VO	Vos Hall (Ashton Center)
WA	Weatherly Hall
* ED	Wendell W. Wright Education Building
* WI	Willkie Quad
* WH	Woodburn Hall
WT	Wright Quad
* WY	Wylie Hall

\* Accessible to persons with physical disabilities. (For specific inquiries, contact Disability Services for Students at 855-7578.)


## Department and School Abbreviations

<b>Code</b>	<b>Description</b>
AAAD	African American and African Diaspora Studies
AADM	Arts Administration
AAST	Asian American Studies
ABEH	Animal Behavior
AERO	Aerospace Studies (Air Force)
AFRI	African Studies
AMID	Apparel Merchandising and Interior Design
AMST	American Studies
ANAT	Anatomy
ANTH	Anthropology
ASCS	Arts & Sciences Career Services
AST	Astronomy
BIOC	Biochemistry
BIOL	Biology
BUEX	Business Global Executive Management
BUKD	Kelley Direct-MBA
BUS	Business
CEUS	Central Eurasian Studies
CHEM	Chemistry

Code	Description
CJUS	Criminal Justice
CLAS	Classical Studies
CLLC	Collins Living-Learning Center
CMCL	Communication and Culture
CMLT	Comparative Literature
COGS	Cognitive Science Program
COLL	College of Arts and Sciences
CSCI	Computer Science
CULS	Cultural Studies
EALC	East Asian Languages and Cultures
ECON	Economics
EDUC	Education
ENG	English
FINA	Fine Arts
FLLC	Foster International Living-Learning Center
FOLK	Folklore and Ethnomusicology
FRIT	French and Italian
GEOG	Geography
GEOL	Geological Sciences
GER	Germanic Studies
GLLC	Global Village Living-Learning Center
GNDR	Gender Studies
GRAD	Graduate School
HISP	Spanish and Portuguese
HIST	History
HON	Hutton Honors College
HPER	Health, Physical Education, and Recreation <b>** Renamed SPH - School of Public Health - as of Fall 2012 **</b>
HPSC	History and Philosophy of Science
HUBI	Human Biology
IBLS	Institute for Biblical and Literary Studies
IMP	Individualized Major Program
INFO	Informatics
INST	India Studies
INTL	International Studies
JOUR	Journalism
JSTU	Jewish Studies
KINS	Kinsey Institute
LAMP	Liberal Arts and Management Program
LATS	Latino Studies
LAW	Law
LING	Linguistics
LSTU	Labor Studies Program
LTAM	Center for Latin American and Caribbean Studies
MATH	Mathematics
MBIO	Medical Microbiology
MCHE	Medical Chemistry
MED	Medicine
MEST	Medieval Studies
MIL	Military Science (Army)
MSCI	Medical Sciences
MUS	Music
NELC	Near Eastern Languages and Cultures
NEUS	Neural Sciences
NURS	Nursing
OPT	Optometry
OVST	Overseas Study

Code	Description
PACE	Political and Civic Engagement Program
PATH	Pathology
PHAR	Pharmacology
PHIL	Philosophy
PHSL	Physiology
PHYS	Physics
POLS	Political Science
PSY	Psychological & Brain Sciences
REEI	Russian and East European Institute
REL	Religious Studies
REN	Renaissance Studies
SCS	School of Continuing Studies
SLAV	Slavic Languages and Literatures
SLIS	School of Library and Information Science
SLST	Second Language Studies
SOC	Sociology
SPEA	Public and Environmental Affairs
SPH	Public Health
SPHS	Speech and Hearing Sciences
STAT	Statistics
SWK	Social Work
TEL	Telecommunications
THTR	Theatre and Drama
TOPT	Optometric Technology
VICT	Victorian Studies
VSCI	Vision Science
WEUR	West European Studies

## Course Descriptions

Term-specific class descriptions are available in Class Search within SIS Student Center. Course descriptions for Spring can be found using the search on the details page via the *Class Schedule*: Active link at <http://go.iu.edu/41K> .

## School/Department Directory

Code	Description	Campus Address	Telephone
<b>College of Arts and Sciences &amp; University Graduate School</b>			
AAAD	African American and African Diaspora Studies	MM EAST M18	5-3875
AADM	Arts Administration	SPEA 260	5-0282
AAST	Asian American Studies	814 E. 3rd St.	5-3306
ABEH	Center for the Integrative Study of Animal Behavior	402 N. Park	5-9663
AFRI	African Studies	WH 221C	5-8284
AMID	Apparel Merchandising and Interior Design	MM EAST 226	5-5223
AMST	Department of American Studies		
	Undergraduate	BH 521	5-7718
	Graduate	BH 521	5-7718
ANTH	Anthropology	SB 130	5-1041
ASCS	Arts & Sciences Career Services	625 N. Jordan	5-5234
AST	Astronomy	SW 319	5-6911
BIOC	Biochemistry	SI 003	6-1301
BIOL	Biology	JH 142	5-7323
CEUS	Central Eurasian Studies	GB 157	5-2233
CHEM	Chemistry	CH 021	5-2700
CJUS	Criminal Justice	SY 302	5-9325
CLAS	Classical Studies Greek, Latin	BH 547	5-6651
CLLC	Collins Living-Learning Center	541 N. Woodlawn	5-9815
CMCL	Communication and Culture	800 E. Third St.	5-1072
	Comparative Arts	BH 907	5-0648
CMLT	Comparative Literature	BH 914	5-7070
COGS	Cognitive Science Program	EG 819	5-0031
COLL	College of Arts and Sciences	See appropriate Dept.	
CULS	Cultural Studies	BH 419	5-0088
EALC	East Asian Languages and Cultures	GB 250	5-1992
ECON	Economics	WY 105	5-1021
ENG	English	BH 442	5-8224
FINA	Fine Arts		
	Studio	FA 123	5-7766
	Art History	FA 132	5-9556
FLLC	Foster International Living-Learning Center	Foster Quad-Shea	5-6215
FOLK	Folklore and Ethnomusicology	504 N. Fess	5-1027
FRIT	French and Italian	BH 642	5-1952
GEOG	Geography	SB 120	5-6303
GEOL	Geological Sciences	GY 123	5-5582
GER	Germanic Studies	BH 644	5-1553
GLLC	Global Village Living-Learning Center	Foster Quad-Martin	5-4552
GNDR	Gender Studies	MM EAST 130	5-0101
GRAD	University Graduate School	Kirkwood 114	5-8853
HISP	Spanish and Portuguese	BH 844	5-8376
HIST	History	BH 742	5-1437
HPSC	History and Philosophy of Science	GB 130	5-3622
HUBI	Human Biology	SY 046	5-2250
IBLS	Institute for Biblical and Literary Studies	BH 914	5-7070
IEP	Intensive English Program	MM 313	5-6457
IMP	Individualized Major Program	BH 129	5-9588
INST	India Studies	825 E. 8th	5-5798
INTL	International Studies Program	WH 300	6-1816
JSTU	Jewish Studies	GB 326	5-0453
LATS	Latino Studies	814 E. 3rd St.	6-1795



Code	Description	Campus Address	Telephone
LAMP	Liberal Arts and Management Program	WY 247	6-4966
LING	Linguistics	MM 322	5-6456
	General Linguistics	MM 322	5-6456
	African Languages	MM 326	5-3323
LTAM	Center for Latin American and Caribbean Studies	1125 E. Atwater	5-9097
	Mass Communications (see Graduate)		
	Journalism Track	EP 200	5-1701
	Telecommunications Track	TV 261	5-2017
MATH	Mathematics	RH 115	5-3171
MEST	Medieval Studies	BH 650	5-8201
NELC	Near Eastern Languages and Cultures	GB 219	5-5993
NEUS	Neuroscience, Program in	PY A300E	5-7756
INTP	International Affairs	BY 104	5-8669
PACE	Political and Civic Engagement Certificate	BH 132	6-1747
PHIL	Philosophy	SY 026	5-7088
PHYS	Physics	SW 117	5-1247
POLS	Political Science	WH 210	5-6308
PSY	Psychological & Brain Sciences	PY 120	5-2012
REEI	Russian and East European Institute	BH 565	5-7309
REL	Religious Studies	SY 230	5-3531
REN	Renaissance Studies	BH 634	5-8044
SLAV	Slavic Languages and Literatures	BH 502	5-2608
SLST	Second Language Studies	MM 315	5-7951
SOC	Sociology	BH 744	5-4127
SPHS	Speech and Hearing Sciences		
	Undergraduate	SG C138	5-4864
	Graduate	SG C100	5-4202
STAT	Statistics	309 N. Park	5-7828
TEL	Telecommunications	TV 261	5-3828
	Mass Communications	TV 261	5-2017
THTR	Theatre and Drama		
	Undergraduate	AD A250	5-5382
	Graduate	AD A258	5-5382
VICT	Victorian Studies	BH 338	5-9534
WEUR	West European Studies	BH 542	5-3280
ROTC	<b>Reserve Officers Training Corps</b>		
AERO	Aerospace Studies-Air Force (AERO)	814 E. Third, Rm 303	5-4191
MIL	Military Science-Army (MIL)	Smith Research Center 150	5-7682
BUS	<b>Kelley School of Business</b>		
	Business Information		5-8100
	Departments		
	Accounting	BU 540	5-8966
	Business Economics and Public Policy	BU 451	5-9219
	Business Law and Ethics	BU 233	5-9308
	Communication, Professional, and Computer Skills	1319 E. Tenth St.	5-5613
	Finance	BU 370	5-9404
	Finance/Real Estate	BU 463B	5-7794
	Management and Entrepreneurship	BU 660	5-9638
	Marketing	BU 328	5-8870
	Operations and Decision Technologies	BU 570	5-8449
	Undergraduate Program		
	Admissions	BU 234	5-4474
	Business Honors Program	BU 218	5-8066
	Diversity Initiatives	BU 234	6-7852
	Integrative Core	BU 234	5-0191
	Undergraduate General Advisors	BU 254	5-2614

Code	Description	Campus Address	Telephone
	Undergraduate International Programs	BU 218	5-8066
	MBA Program	CG 2010	5-8006
	Doctoral Program	BU 742	5-3476
	Graduate Accounting Programs	CG 2000	5-7200
	Information Systems Graduate Programs	CG 2000	5-7200
	Kelley Direct	CG 3100	5-4231
EDUC	<b>School of Education</b>		
	Undergraduate	ED 1000	6-8500
	Student Academic Center	408 N. Union St.	5-7313
	Graduate	ED 2100	6-8504
	Teacher Education	ED 1000	6-8580
HON	<b>Hutton Honors College</b>	811 E. 7th Street	5-3555
INFO	<b>School of Informatics and Computing</b>		
	Undergraduate (INFO & CSCI)	INFO EAST, Rm. 104 (919 E. 10th Street)	6-6016
	Graduate (INFO)	INFO WEST, Rm. 233 (901 E. 10th Street)	6-1802
	Graduate (CSCI)	LH 225	5-6487
JOUR	<b>School of Journalism</b>		
	Undergraduate	EP 200	5-9247
	Graduate	EP 200	5-9247
	Mass Communications	EP 200	5-1701
KINS	<b>Kinsey Institute</b>	MO 313	5-7686
LSTU	<b>Labor Studies Program</b>	EG 1025	5-9084
LAW	<b>Maurer School of Law</b>	LW 022	5-4809
SLIS	<b>School of Library and Information Science</b>	LI 011	5-2018
MSCI	<b>Medical Sciences Program</b>	JH 105	5-8118
	Anatomy (ANAT), Medical Chemistry (MCHE), Medicine (MED), Medical Microbiology (MBIO), Medical Sciences (MSCI), Pathology (PATH), Pharmacology (PHAR), Physiology (PHSL)		
MUS	<b>Jacobs School of Music</b>		
	Undergraduate Division	MU 011	5-3743
	Graduate Division Office	MU 011	5-1738
	Elective and Class Guitar	MU 347	5-9412
	Elective Instruments - (No Phone)	MU 371	
	Elective and Class Piano	MA 010	5-9009
	Elective Voice	MU 105	5-2057
	Audio Tech	MC 426	5-1087
	Music Education	M 145J	5-2051
	Ballet	MC 308	5-6787
	Music History & Lit	M 225H	5-5716
	Theory	M 225H	5-5716
	Ensembles: Instrumental	SY 246	5-9804
	Ensembles: Choral	MA 015	5-0427
NURS	<b>School of Nursing</b>	SY 437	5-1736
OPT	<b>School of Optometry</b>	OP 310	5-1917
	Optometry (OPT), Optometric Technology (TOPT), Vision Science (VSCI)		
OVST	<b>Office of Overseas Study</b>	IC	5-9304
SPEA	<b>School of Public and Environmental Affairs</b>		
	Doctoral Program - Public Affairs/Public Policy	PV 441	5-2457
	Doctoral Program - Environmental Science	PV 443	5-4953
	Masters Program Office	PV 260	5-2840
	Records Office	PV 253	5-0770

Code	Description	Campus Address	Telephone
	Undergraduate Programs	PV 240	5-0635
	Undergraduate Counselors	PV 240	5-0635
SPH	<b>School of Public Health</b>		
	Undergraduate	HP 115	5-1561
	Graduate	HP 115	5-1561
	Applied Health Science	HP 116	5-3627
	Environmental Health	HP C040	6-2448
	Epidemiology & Biostatistics	HP 115	5-1561
	Kinesiology	HP 112	5-5523
	Elective Physical Education	HP 296	5-4489
	Recreation, Park and Tourism Studies	HP 133	5-4711
SWK	<b>School of Social Work</b>	1127 E. Atwater Avenue	5-4427
UDIV	<b>University Division</b>	Maxwell Hall 101	5-6768
	<b>Residential Education Programs</b>		
	Ashton, Teter, Wright, and Eigenmann Programs	801 N. Jordan	6-6081
	Briscoe, Foster, and McNutt Programs	801 N. Jordan	6-6081
	Forest, Read, and Willkie Programs	801 N. Jordan	6-6081
	Collins-LLC Programs	10th & Woodlawn	5-9815
	Foster International Living-Learning Center	Shea/Foster	5-6215
	Global Village Living-Learning Center	Martin/Foster	5-4552

## Waiver of Requirements

Although this bulletin does not define the requirements for degrees offered on the Bloomington campus, all students should be familiar with the policy regarding requests for waivers:

*Requests for deviation from department, program, or school requirements may be granted only by written approval from the respective chairperson, director, or dean (or their respective administrative representative). Disposition at each level is final.*

## Academic Deans' Office Hours

Offices of the academic deans are open Monday through Friday, generally from 9 a.m.-12 noon and 1 p.m.-4 p.m., and are closed Saturday and Sunday. Most student academic problems can be resolved by the dean's office. If you need to see a dean personally, it would be better to call in advance to make an appointment.

### Allied Health Sciences

Health and Rehabilitation Sciences	Office of Academic and Student Affairs Indianapolis: Coleman 120	(317) 264-4702
School of Medicine	Asst. Director for Academic Records Indianapolis: Marti Reeser Maxwell Hall 010	(317) 278-8628 855-1873

### Arts and Sciences

Information (Undergraduate Recorder)	Kirkwood 001	855-1821
Undergraduate Academic Affairs	Kirkwood 012	855-8245
Graduate	Kirkwood 207	855-4871

Singell, dean

Robinson, executive associate dean

McLeod, associate dean for graduate education and social sciences

Lucaites, associate dean for arts & humanities

Clemmer, associate dean for sciences

de Ruyter, associate dean for international programs

Bucur-Deckard, associate dean for faculty and academic programs

Byler, assistant dean (graduate)

Lindemann, senior assistant dean (undergraduate)

Greenslade, assistant dean (undergraduate)

Grossman, assistant dean (undergraduate)

Halloran, assistant dean (undergraduate)

### Business

Undergraduate Office or Academic Advising	BU 234 BU 254	855-0611
Full-time MBA Program	CG 2010	855-8006
Doctoral Programs	BU 742	855-3476
Graduate Accounting Programs	CG 2000	855-7200
Information Systems Graduate Programs	CG 2000	855-7200
Kelley Direct	CG 3100	855-4231

Chairpersons:

R. Thomas Lenz, Undergraduate Program

Jonlee Andrews, Full-time MBA Program

Mikel G. Tiller, Graduate Accounting Programs

Ramesh Venkataraman, Information Systems Graduate Program

Anne Massey, Doctoral Programs

Philip T. Powell, Kelley Direct

### Education

Information/Office of Teacher Education	Education 1000	856-8500
Registration Information	Education 1000	856-8500

Gonzalez, university dean

Alexander, interim executive associate dean - Bloomington

Rogan, executive associate dean - Indianapolis

Sherwood, associate dean - research and development

Boling, associate dean - graduate studies

Brush, associate dean - teacher education - Bloomington

Ociepka, chair of teacher education - Indianapolis

### University Graduate School

<b>Information</b>	<b>Kirkwood 114</b>	<b>855-5697</b>
Wimbush, dean Daleke, associate dean Queener, associate dean-Indianapolis Treviño, assistant dean Watson, associate dean		
<b>Informatics and Computing</b>		
<b>Undergraduate Student Services</b>	<b>INFO EAST, Rm. 104 (919 E. Tenth Street)</b>	<b>856-6016</b>
<b>Graduate Student Services</b>	<b>INFO WEST, Rm. 233 (901 E. Tenth Street)</b>	<b>856-1802</b>
<b>Administrative Services</b>		<b>856-5754</b>
<b>Journalism</b>		
<b>Information</b>	<b>Ernie Pyle 200</b>	<b>855-9247</b>
Evans, Michael R., interim dean		
<b>Labor Studies Program</b>		
<b>Information</b>	<b>Eigenmann Hall 1029</b>	<b>855-9084</b>
<b>Counseling</b>	<b>Eigenmann Hall 1029</b>	<b>855-1560</b>
<b>Law</b>		
<b>Information</b>	<b>Law</b>	<b>855-7995</b>
<b>Admissions</b>	<b>Law 230</b>	<b>855-4765</b>
<b>Student Affairs Office</b>	<b>Law 022</b>	<b>855-4809</b>
Buxbaum, interim dean Geyh, associate dean Keller, assistant dean Davis, assistant dean Havill, assistant dean Motley, assistant dean Regenovich, assistant dean Turchi, assistant dean Matthews, assistant dean		
<b>Library and Information Science</b>		
<b>Dean's Office</b>	<b>Library 011</b>	<b>855-2018</b>
<b>Admissions</b>	<b>Library 011</b>	<b>855-2018</b>
<b>Doctoral Program</b>	<b>Library 011</b>	<b>855-2018</b>
Shaw, dean Rosenbaum, associate dean		
<b>Medical Sciences Program</b>		
<b>Dean's Office</b>	<b>Jordan 105</b>	<b>855-8118</b>
Brater, dean of medicine, Indiana University School of Medicine–IUPUI Watkins, associate dean and director, Medical Sciences Program–BL		
<b>Music</b>		
<b>Undergraduate Office</b>	<b>Merrill Hall 011</b>	<b>855-3743</b>
<b>Graduate Office</b>	<b>Merrill Hall 011</b>	<b>855-1738</b>
Richards, dean O'Brien, executive associate dean Wennerstrom, associate dean for instruction Isaacson, director of graduate studies May, director of undergraduate studies		
<b>Nursing</b>		
<b>Undergraduate Office</b>	<b>Sycamore Hall 437</b>	<b>855-1736</b>
<b>Academic Counselor</b>	<b>Sycamore Hall 401</b>	<b>855-2592</b>
Krothe, assistant dean		
<b>Optometry</b>		
<b>Student Affairs Office</b>	<b>Optometry 310</b>	<b>855-1917</b>

Optometric Technology Programs	Optometry 310	855-1917
Bonanno, dean		
Brooks, executive associate dean for academic affairs and student administration		
Elsner, associate dean for research		
Burns, associate dean for graduate programs		
Pickel, director, optometric technology programs		
Vance, director, student administration		
Pence, executive director, clinical and patient care services		



#### Public and Environmental Affairs

Dean's Office	SPEA 300	855-1432
Undergraduate Programs	SPEA 240	855-0635
Undergraduate Counselor	SPEA 240	855-0635
Graduate Programs	SPEA 260	855-2840
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		

#### Public Health

Information	HPER 115	855-1561
Torabi, dean		
Gilbert, executive associate dean		
Reece, associate dean for research and graduate studies		

#### Reserve Officers Training Corps (ROTC)

Aerospace Studies (Air Force)	814 E. Third, Rm. 303	855-4191
Lt Col Turner, professor of Aerospace Studies		
<a href="http://www.indiana.edu/~afrotc/">http://www.indiana.edu/~afrotc/</a> 		
Military Science (Army)	Smith Research Center 150	855-7682
LTC Ogden, professor of Military Science		
<a href="http://www.indiana.edu/~rotc/">http://www.indiana.edu/~rotc/</a> 		

#### Social Work


Information	1127 E. Atwater Avenue	855-4427
<b>Note:</b> 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

## 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 <a href="http://www.indiana.edu/~aaai/index.shtml">http://www.indiana.edu/~aaai/index.shtml</a> 

Office	Address, Phone and Hours
Affirmative Action and Equal Opportunity, Office of	400 E. 7th Street Poplars 825 <i>affirm@indiana.edu</i> (812) 855-7559 <a href="http://www.indiana.edu/~affirm">www.indiana.edu/~affirm</a>
Career Development Center	625 N. Jordan 8 a.m.-5 p.m. Monday-Friday 855-5234 <a href="http://www.indiana.edu/~career">http://www.indiana.edu/~career</a>
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 <a href="http://www.iub.edu/~nmbcc/">http://www.iub.edu/~nmbcc/</a>
Budgetary Administration and Planning, Bloomington Campus	Bryan Hall 212 855-9729 8 a.m.-5 p.m. Monday-Friday
Bursar, Office of	Poplars Building W100 400 East 7th Street, first floor 9 a.m.-4 p.m. Monday-Friday <i>bursar@indiana.edu</i> 855-2636 <a href="http://bursar.indiana.edu">http://bursar.indiana.edu</a>
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 <a href="http://www.cacard.indiana.edu">http://www.cacard.indiana.edu</a>
Dean of Students	Indiana Memorial Union, Suite M088 855-8187
Disability Services for Students	Herman B Wells Library W302 1320 E. Tenth Street 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 Services, Office of	<b>International Admissions</b> Poplars 221 400 E. 7th St. 9 a.m.-4:00 p.m. Monday-Friday 855-9086 <i>newtoiu@iu.edu</i>
	<b>International Student &amp; Scholar Services</b> Poplars 221 400 E. 7th St. 9 a.m.-4:00 p.m. Monday-Friday 855-9086 <a href="http://ois.indiana.edu">ois.indiana.edu</a>
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

Office	Address, Phone and Hours
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.-4 p.m. Monday-Friday 855-9304 <a href="http://www.indiana.edu/~overseas">http://www.indiana.edu/~overseas</a>
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. <a href="http://registrar.indiana.edu">http://registrar.indiana.edu</a>
General E-mail	<a href="mailto:registrar@indiana.edu">registrar@indiana.edu</a>
Registration Assistance	<a href="mailto:reghelp@indiana.edu">reghelp@indiana.edu</a> 855-0121
General Information	855-0121
Transcripts	855-7505
Residential Programs & Services, Division of	801 N. Jordan 8 a.m.-5 p.m. Monday-Friday 855-1764
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 <a href="mailto:advocate@indiana.edu">advocate@indiana.edu</a> 9 a.m.-12 noon, 1 p.m.-5 p.m. <a href="http://studentaffairs.iub.edu/advocates/">http://studentaffairs.iub.edu/advocates/</a>
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 <a href="http://www.indiana.edu/~sfa/">www.indiana.edu/~sfa/</a>
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 <a href="http://www.indiana.edu/~vpue/index.shtml">http://www.indiana.edu/~vpue/index.shtml</a>
University Division Academic Advising	Maxwell Hall 101 8 a.m.-5 p.m. Monday-Friday, 855-6768 <a href="http://ud.iub.edu/index.php">http://ud.iub.edu/index.php</a>



Office	Address, Phone and Hours
Veterans Support Services	<i>udivhelp@indiana.edu</i> Indiana Memorial Union M084 8 a.m.-5 p.m. Monday-Friday (812) 856-1985 <i>vetserv@indiana.edu</i>
Women's Affairs	Memorial Hall East 123 8 a.m.-12 noon, 1-5 p.m. Monday-Friday 855-3849 <i>owa@indiana.edu</i> <a href="http://www.indiana.edu/~owa">http://www.indiana.edu/~owa</a> 

## 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

**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)**

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### A. Rights and Responsibilities

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

### 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.
23. 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.
  24. 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.
  25. A librarian will cooperate with the teaching and research faculty to develop library collections in support of the curricular offerings of the academic community.
  26. 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.
  27. A librarian will strive to care for and preserve library information resources.
  28. A librarian accepts the responsibility for the care and preservation of library materials.
  29. 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.
  30. 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.
  31. 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.
  32. 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.
  33. 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.
  34. 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.
  35. 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.
  36. 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.
  37. 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.
  38. 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.
25. 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.
  26. Lewd, indecent, or obscene conduct.
  27. Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity.
  28. Actions that endanger the student, the university community, or the academic process.
  29. 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.
  30. 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.
  31. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others.
  32. Damage to or destruction of university property or of property on university premises belonging to others.
  33. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.
  34. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
  35. 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.
  36. Acting with violence; and aiding, encouraging, or participating in a riot.
  37. Sexual harassment, as defined in section I.A.3 of this code.
  38. Harassment based on sexual orientation, as defined in section I.A.4 of this code.
  39. Racial harassment, as defined in section I.A.5 of this code.
  40. 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.
  41. 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.
  42. 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.
  43. 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.
44. 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.
45. Violation of other published university regulations, policies, or rules.
46. 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 or in the course of a University activity, 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 or in the course of a University activity 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 or in the course of a University activity 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 establish a drug-free awareness program including maintaining and periodically publishing 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/or 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, 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 systems, result in mental disorders, cause 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](http://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](http://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 the [Office of the Registrar](#) 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](http://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](mailto: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 M088	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://studentaffairs.iub.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.
- B. 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.
- C. 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
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Bursar	Poplars Building W100, 400 East 7th Street, first floor
<b>School or College (in which the student is enrolled):</b>	
Arts and Sciences	Kirkwood 104, Dean
Business	Business 224, Dean
Education	Education 1000, Dean
Graduate	Kirkwood 111, Dean
Library and Information Science	Library 011, 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
Public Health	HPER 115, Dean
Social Work	1127 E. Atwater Avenue, BSW Coordinator
University Division	Maxwell 101, Director

- O. 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.
- P. 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	Poplars 221, 400 E. 7th Street
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
Veterans Affairs	IU Memorial Union M084

- Q. 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
- Z. 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
- AA. 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.
- AB. 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.
- AC. 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.
- AD. 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.
- AE. 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.
- AF. 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.
- AG. 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 2013

Gantan-sai (New Years)	Shinto	Jan. 1	Tuesday
Feast of the Nativity	Eastern Orthodox	Jan. 7	Monday
Mawlid-al-Nabi [Muhammed's birthday]	Islamic	Jan. 24*	Thursday
Asian Lunar New Year [Year of the Snake]	Chinese	Feb. 10	Sunday
Purim	Jewish	Feb. 24*	Sunday
Vernal Equinox (EST)		Mar. 20	Wednesday
Naw-Ruz/Iranian New Year	Bahá'i	Mar. 21*	Thursday
Palm Sunday	Western Christian	Mar. 24	Sunday
Passover (Pesach), 1st two days	Jewish	Mar. 26-27*	Tues.-Wed.
Good Friday	Western Christian	Mar. 29	Friday
Easter	Western Christian	Mar. 31	Sunday
Passover (Pesach), concluding days	Jewish	Apr. 1-2*	Mon.-Tues
Ridvan Festival, 1st of 12 days	Baha'i	Apr. 21*	Sunday
Palm Sunday	Eastern Orthodox	Apr. 28	Sunday
9th Day of Ridvan	Bahá'i	Apr. 29*	Monday
12th Day of Ridvan	Bahá'i	May 2*	Thursday
Holy Friday	Eastern Orthodox	May 3	Friday
Pascha	Eastern Orthodox	May 5	Sunday

\*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

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### Fall 2012

Beginning of Ramadan	Islamic	July 20*#	Friday
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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.

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## 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



Eid al-Fitr (Eid-ul-Fitr) (first day of Shawwal)	Islamic	Aug. 19*	Sunday
Rosh Hashanah [New Year]	Jewish	Sept. 17-18*	Mon.-Tues.
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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. <sup>1</sup>
  - 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. <sup>2</sup>
14. 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. <sup>2</sup>
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.

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

<sup>2</sup> **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.

## Education Tax Credits

## Available Tax Credits

The Taxpayer Relief Act of 1997, enacted by Congress and the President, created two tax credits for families paying for higher education. These credits are named the American Opportunity (Hope) Credit and Lifetime Learning Credit. The benefits of these credits and other opportunities are further explained by accessing [IRS Tax Benefits for Education](#). For even more detailed information, please consult [IRS Publication 970: Tax Benefits for Education](#). Indiana University will not provide tax advice nor determine eligibility for these tax credits.

## Annual Tuition Statement (Form 1098-T)

As an eligible educational institution, Indiana University is required by the Internal Revenue Service to file an annual Tuition Statement (Form 1098-T) for each student who is a U.S. citizen or permanent resident pursuing a degree, and for whom a reportable transaction is made (i.e., tuition, fees and any scholarships or grants received).

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, 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. Please visit [IU Knowledge Base](#) for instructions on how this information may be updated electronically.

Additionally, this information may be submitted by completing [IRS Form W-9S](#). Once completed, mail form W-9S to the following address:

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

In January of each year, eligible current students and former students (students with enrollment activity for the prior calendar year) will receive their individual Form 1098-T by mail, or online. Students electing electronic delivery may do so online by clicking on [How To Obtain Detail Financial Information](#) via the *OneStart* web site. Follow the instructions for accessing your record.

For more information, see [Frequently Asked Questions](#) for general information and specific topics related to Form 1098-T.

## Tax Credit Information Resources

The resources listed below contain information that may help individuals determine eligibility for tax credits:

- [IRS Form 1098-T: Tuition Payments Statement](#)
- [IRS Publication 970: Tax Benefits for Education](#)
- [Hope and Lifetime Forms \(Form 8863\)](#)

## 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](http://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](#) 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](http://www.admit.indiana.edu)

300 N. Jordan Avenue, Bloomington, IN 47405-1106

Telephone (812) 855-0661

[iuadmit@indiana.edu](mailto:iuadmit@indiana.edu)

### International Admissions, Office of International Services

[www.ois.indiana.edu](http://www.ois.indiana.edu)

400 E. 7th Street, Bloomington, IN 47406

Telephone (812) 855-9086

[NewtoIU@indiana.edu](mailto: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](http://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](http://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](http://www.ois.indiana.edu).
2. Other supporting materials as outlined on the admissions web site at [www.ois.indiana.edu](http://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; Public Health; 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, and TEAS). 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**

Poplars Building W100  
400 East 7th Street, first floor  
[bursar@indiana.edu](mailto: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](mailto: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**

Herman B Wells Library W302,

1320 E. Tenth Street

Bloomington, IN 47405

Telephone (812) 855-7578

<http://studentaffairs.iub.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](mailto:vetserv@indiana.edu)

## Libraries

**Herman B Wells Library:** 10th Street & Jordan Avenue  
(812) 855-0100  
[libref@indiana.edu](mailto:libref@indiana.edu)  
[www.libraries.iub.edu](http://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, your IU Libraries support 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, or practice presentations.

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](http://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, and special events.

If you have questions, ask a librarian at any library site, by phone at (812) 855-0100, or via chat or text at [www.libraries.iub.edu/ask](http://www.libraries.iub.edu/ask).

## 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](http://IUCareers.com) or [www.indiana.edu/~career](http://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](http://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](http://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/](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](mailto:registrar@indiana.edu)  
 Registration E-mail: [reghelp@indiana.edu](mailto: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: [address@indiana.edu](mailto:address@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:

<b>A+</b>	(4.0 Pts.)	<b>B+</b>	(3.3 Pts.)	<b>C+</b>	(2.3 Pts.)	<b>D+</b>	(1.3 Pts.)
<b>A</b>	(4.0 Pts.)	<b>B</b>	(3.0 Pts.)	<b>C</b>	(2.0 Pts.)	<b>D</b>	(1.0 Pts.)
<b>A-</b>	(3.7 Pts.)	<b>B-</b>	(2.7 Pts.)	<b>C-</b>	(1.7 Pts.)	<b>D-</b>	(0.7 Pts.)
<b>F</b>	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 116Y, 855-2489 by phone or by e-mail, [regsched@exchange.iu.edu](mailto:regsched@exchange.iu.edu), as appropriate.

Reservations for spring term will be processed by the Office of the Registrar beginning Wednesday, November 28, 2012 (after spring term registration). Reservations for spring term final examination week (April 29-May 3) will be processed beginning Wednesday, April 10, 2013.

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 116Y.


## 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](mailto: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, Poplars Building, 400 East 7th Street. 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.

#### Quick Resources

[Residence Halls](#)

[Student Academic Center](#)

[Career Development Center](#)

[Adult Student Resources](#)

### 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](http://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](http://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.

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](http://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 2012-2013 Free Application for Federal Student Aid (FAFSA), and any required supplemental forms, must be submitted by March 10 in order to determine financial aid eligibility. Additional information regarding application deadlines can be obtained by visiting the Web at [www.indiana.edu/~sfa](http://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](http://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](http://www.indiana.edu/~health) 

Hours:


8 a.m. to 4:30 p.m., Monday - Friday

10 a.m. to 2 p.m., Saturday

The IU Health Center keeps special hours during holidays and semester breaks. Please call to verify hours. After-hours call service is available during major semesters for both medical and mental health care. Visit the Health Center's web site for times this service is available.

### **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.

Medical care is provided for many types of health concerns. Scheduled appointments are available (call 855-7688 or go online at [www.indiana.edu/~health](http://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](http://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.

If you wish to qualify for reduced charges, and are enrolled in 3 or fewer credits, you may opt to pay the Health Fee at the Health Center within 2 weeks of the start of each semester.

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

## New Student Orientation

### for All New University Division Students

#### Spring 2013

Date	Activity
<b>Wednesday-Friday, January 2-4</b>	All new non-enrolled University Division students academic orientation Math Skills Assessment Test Foreign language placement/credit test Academic Advising
<b>Thursday, January 3</b>	Registration Required academic sessions
<b>Friday-Sunday, January 4-6</b>	Late Registration using <i>OneStart</i> Self-Service - additional late fee assessed during this period.
<b>Monday, January 7</b>	Classes begin

**Make IU Libraries your destination to study, research, and learn!** As a new student, we encourage you to explore our vibrant spaces and learn more about our services and resources to support your research and learning. Most IU students have a favorite library on campus where they like to study, meet with a group, or do homework. From quiet study areas with comfortable seating to lively environments, technology, and interaction, the libraries have something for every student! While we bring you access to millions of books and resources, we are also THE question-and-answer place on campus. Visit [www.libraries.iub.edu](http://www.libraries.iub.edu) for more information about library locations and services, as well as how to get in touch with us in person, by phone, or via chat, e-mail, or text.

## Orientation Program

## for All New Undergraduate Students Not in University Division

Spring 2013

Date	Activity	
<b>Thursday, January 3</b>	<b>Meetings with dean of school:</b>	
	College of Arts and Sciences	Contact the Recorder's Office at 855-1821.
	Continuing Studies (General Studies)	Please call 855-4991 for an individual appointment with an advisor.
	Education	Please call 856-8500 for more information.
	Journalism	Contact Journalism at (812) 855-9248 for an individual appointment.
	Music	Merrill Hall MU 011 For details, see Jacobs School of Music orientation materials sent by mail.
	Public and Environmental Affairs	Contact SPEA at (812) 855-0635 for an individual appointment.
	Public Health	Contact the School of Public Health at (812) 855-1256 for an individual appointment.
	Social Work	Students will receive necessary information regarding orientation to the Social Work program upon admission. For information, please call (812) 855-4427.
<b>Friday, January 4</b>	Registration	Registration using <i>OneStart</i> Self-Service.
<b>Friday - Sunday, January 4-6</b>	Late Registration - additional late fee assessed during this period.	Registration using <i>OneStart</i> Self-Service.

**IU Libraries will be THE center of your academic life.** All of our libraries across the Bloomington campus, including the flagship Herman B Wells Library are hotbeds of technological advancement, research activity, student interaction, and resource discovery. Succeed at IU by using your campus libraries to study for classes, do research, engage with information resources, and get on-demand technology and research assistance. For more information, visit [www.libraries.iub.edu](http://www.libraries.iub.edu) or ask a librarian in person about the many resources and services we have especially for you.

## Orientation Program

### for New Graduate Students

Spring 2013

Date	Activity	Time/Location
<b>Wednesday, January 2</b>	<b>Meetings with dean of school:</b>	
	Education	Please contact your major department.
	Journalism	Contact Journalism at (812) 855-9248 for an individual appointment.
	Mass Communications - Journalism	Contact Journalism at (812) 855-9248 for an individual appointment.
	Music	Merrill Hall MU 011 For details, see Jacobs School of Music orientation materials sent by mail.

Date	Activity	Time/Location
	Public and Environmental Affairs	Students will be contacted by SPEA. For further information, contact the Graduate Program Office, (812) 855-2840.
	Public Health	Contact the School of Public Health at (812) 855-1256 for an individual appointment.
<b>Thursday, January 3</b>	Optometry	Students will be contacted by the School of Optometry. For further information, contact the Office of Optometry Student Administration at (812) 855-1917.
<b>Friday, January 4</b>	Registration School of Library and Information Science	Registration using <i>OneStart</i> Self-Service Information will be mailed and posted on the SLIS web site. Contact SLIS with questions at (812) 855-2018 or <a href="mailto:slis@indiana.edu">slis@indiana.edu</a> .
<b>Friday - Sunday, January 4-6</b>	Late Registration - additional late fee assessed during this period	Registration using <i>OneStart</i> Self-Service

**The IU Libraries are your gateway to world class collections, innovative technologies, and librarians with expertise in your discipline!** With more than 600 databases, 100,000 serial titles, and 8.2 million volumes of books and e-books, the IU Libraries have the resources to satisfy your research needs. There are also services and support available for research, scholarship, teaching, and writing. To learn more about the IU Libraries' resources and services, visit [www.libraries.iub.edu](http://www.libraries.iub.edu) or consult with a librarian at Herman B Wells Library or any of the branch libraries on the Bloomington campus.

## 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)**

<b>Fall Term</b>	<b>Day</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Classes begin	M	Aug. 20	Aug. 26	Aug. 25	Aug. 24	Aug. 22	Aug. 21	Aug. 20	Aug. 26	Aug. 25
Labor Day (classes do not meet)	M	Sept. 3	Sept. 2	Sept. 1	Sept. 7	Sept. 5	Sept. 4	Sept. 3	Sept. 2	Sept. 7
Fall Break (after last class)	Th	Oct. 11	Oct. 17	Oct. 16	Oct. 15	Oct. 13	Oct. 12	Oct. 11	Oct. 17	Oct. 16
Classes resume	M	Oct. 15	Oct. 21	Oct. 20	Oct. 19	Oct. 17	Oct. 16	Oct. 15	Oct. 21	Oct. 20
Thanksgiving Recess begins (after last class)	Sa	Nov. 17	Nov. 23	Nov. 22	Nov. 21	Nov. 19	Nov. 18	Nov. 17	Nov. 23	Nov. 22
Classes resume	M	Nov. 26	Dec. 2	Dec. 1	Nov. 30	Nov. 28	Nov. 27	Nov. 26	Dec. 2	Dec. 1
Day of last classes	Sa	Dec. 8	Dec. 14	Dec. 13	Dec. 12	Dec. 10	Dec. 9	Dec. 8	Dec. 14	Dec. 13
Days of examinations	M-F	Dec. 10-14	Dec. 16-20	Dec. 15-19	Dec. 14-18	Dec. 12-16	Dec. 11-15	Dec. 10-14	Dec. 16-20	Dec. 15-19

<b>Spring Term</b>	<b>Day</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Classes begin	M	Jan. 7	Jan. 13	Jan. 12	Jan. 11	Jan. 9	Jan. 8	Jan. 7	Jan. 13	Jan. 12
Martin Luther King, Jr. Day (classes do not meet)	M	Jan. 21	Jan. 20	Jan. 19	Jan. 18	Jan. 16	Jan. 15	Jan. 21	Jan. 20	Jan. 19
Spring Recess begins (after last class)	Sa	Mar. 9	Mar. 15	Mar. 14	Mar. 12	Mar. 11	Mar. 10	Mar. 9	Mar. 14	Mar. 13
Classes resume	M	Mar. 18	Mar. 24	Mar. 23	Mar. 21	Mar. 20	Mar. 19	Mar. 18	Mar. 23	Mar. 22
Day of last classes	Sa	April 27	May 3	May 2	April 30	April 29	April 28	April 27	May 2	May 1
Days of examinations	M-F	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	May 3-7

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

**Official Calendar - Spring 2013** 

Mon, Jan 7 Classes begin	Sat, Mar 2 Eight-Week ends	Mon, Mar 4 Eight-Week begins	Fri, May 3 Classes end
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<b>1st Eight-Weeks</b> (Jan 7 - Mar 1)	<b>2nd Eight-Weeks</b> (Mar 4 - May 3)
<b>Full Term</b> (Jan 7 - May 3)	
Martin Luther King Jr. Day (Mon, Jan 21)	Spring Break (Mar 10-17)
<a href="#">Calendar Home</a>	
<b>Search:</b> Event (All)	Session (All) <input type="button" value="Go"/>

Session	Event	Date
Full Term	<b>Advising Begins</b>	Th Oct 11
Full Term	<b>Early Enrollment/Registration</b> For students enrolled at IU Bloomington during the Fall 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via <a href="#">OneStart</a> . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	Th Oct 18 - F Nov 16
Full Term	<b>Open Registration/Schedule Adjustment</b> For all students. No appointment required.	Sa Nov 17 - Th Jan 3
Full Term	<b>Fee Deadline</b>	M Dec 10
Full Term	<b>Late Registration/Schedule Adjustment</b> A late registration fee will be assessed. <b>Schedule Adjustment continues.</b>	F Jan 4 - F Jan 11
Full Term	<b>Classes Begin</b>	M Jan 7
Full Term	<b>100% Refund Deadline</b>	F Jan 11
Full Term	<b>Waitlist requests expire</b>	Sa Jan 12
Full Term	<b>Late Registration with Signed Approval Begins</b> A late registration fee will be assessed. See <a href="#">Late Registration Procedure with Signed Approval</a> for more information.	Tu Jan 15
Full Term	<b>Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops.</b> See <a href="#">Late Drop/Add Instructions</a> for more information.	Tu Jan 15
Full Term	<b>Faculty Verification of Class Attendance</b> Faculty verify class attendance and report student enrollment discrepancies through the Student Performance Roster in the Faculty Center in <a href="#">OneStart</a> or through the Performance Roster link in Oncourse. Due Monday of the sixth week of the term.	Tu Jan 15 - M Feb 11
Full Term	<b>75% Refund Deadline</b> Change fees will be assessed.	F Jan 18
Full Term	<b>Martin Luther King Jr. Day</b> - No classes.	M Jan 21
Full Term	<b>50% Refund Deadline</b> Change fees will be assessed.	F Jan 25
Full Term	<b>Early Evaluation Grades</b> Faculty submit Early Evaluation grades for all freshmen, University Division sophomores, and all students in General Education Common Ground Courses through <a href="#">OneStart</a> or Oncourse. Early Evaluations are due Monday of the sixth week of the Term.	Th Jan 31 M Feb 11
Full Term	<b>25% Refund Deadline</b> Change fees will be assessed.	F Feb 1
Full Term	<b>Pass/Fail Option Deadline</b> Students must submit form to school/division dean. See	M Feb 4

Session	Event	Date
	<a href="#">Pass/Fail Option</a> page for more information.	
Full Term	<b>Withdrawal with Automatic W</b> Last day to drop a course with an automatic W.	W Mar 6
Full Term	<b>Withdrawal with grade of W or F</b> 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.	Th Mar 7
Full Term	<b>Spring Break - No classes.</b> Break begins after last class on Saturday, March 9; classes resume on Monday, March 18.	Su Mar 10 - Su Mar 17
Full Term	<b>Last day for deans to approve a course drop</b>	Th Apr 18
Full Term	<b>Classes End</b>	Sa Apr 27
Full Term	<b>Final Exams</b>	M Apr 29 - F May 3
Full Term	<b>Final Grades due</b> Due from faculty to the Office of the Registrar by 3 p.m. of the third day following last class or final examination.	M Apr 29 - M May 6
Full Term	<b>Transcripts available with fall grades</b>	W May 8
1st Eight-Weeks	<b>Advising Begins</b>	Th Oct 11
1st Eight-Weeks	<b>Early Enrollment/Registration</b> For students enrolled at IU Bloomington during the Fall 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via <a href="#">OneStart</a> . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	Th Oct 18 - F Nov 16
1st Eight-Weeks	<b>Open Registration/Schedule Adjustment</b> For all students. No appointment required.	Sa Nov 17 - F Jan 3
1st Eight-Weeks	<b>Fee Deadline</b>	F Dec 10
1st Eight-Weeks	<b>Late Registration/Schedule Adjustment</b> A late registration fee will be assessed. <b>Schedule Adjustment continues.</b>	F Jan 4 - F Jan 11
1st Eight-Weeks	<b>Classes Begin</b>	M Jan 7
1st Eight-Weeks	<b>100% Refund Deadline</b>	F Jan 11
1st Eight-Weeks	<b>Waitlist requests expire</b>	Sa Jan 12
1st Eight-Weeks	<b>Late Registration with Signed Approval Begins</b> A late registration fee will be assessed. See <a href="#">Late Registration Procedure with Signed Approval</a> for more information.	Tu Jan 15
1st Eight-Weeks	<b>Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops.</b> See <a href="#">Late Drop/Add Instructions</a> for more information.	Tu Jan 15
1st Eight-Weeks	<b>Faculty Verification of Class Attendance</b> Faculty verify class attendance and report student enrollment discrepancies through the Student Performance Roster in the Faculty Center in <a href="#">OneStart</a> or through the Performance Roster link in Oncourse. Due Monday of the sixth week of the term.	Tu Jan 15 - M Feb 11



Session	Event	Date
1st Eight-Weeks	<b>50% Refund Deadline</b> Change fees will be assessed.	F Jan 18
1st Eight-Weeks	<b>Martin Luther King Jr. Day</b> - <i>No classes.</i>	M Jan 21
1st Eight-Weeks	<b>Pass/Fail Option Deadline</b> Students must submit form to school/division dean. See <a href="#">Pass/Fail Option</a> page for more information.	Tu Jan 22
1st Eight-Weeks	<b>Early Evaluation Grades</b> Faculty submit Early Evaluation grades for all freshmen, University Division sophomores, and all students in General Education Common Ground Courses through <i>OneStart</i> or Oncourse. Early Evaluations are due Monday of the sixth week of the term.	Th Jan 31 - M Feb 11
1st Eight-Weeks	<b>Withdrawal with Automatic W</b> Last day to drop a course with an automatic W.	W Feb 6
1st Eight-Weeks	<b>Withdrawal with grade of W or F</b> 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.	Th Feb 7
1st Eight-Weeks	<b>Last day for deans to approve a course drop</b>	M Feb 18
1st Eight-Weeks	<b>Final Exams</b>	Week of Feb 25
1st Eight-Weeks	<b>Classes End</b>	Sa Mar 2
1st Eight-Weeks	<b>Final Grades due</b> Due from faculty to the Office of the Registrar by 3 p.m.	M Apr 29
1st Eight-Weeks	<b>Transcripts available with fall grades</b>	W May 8
2nd Eight-Weeks	<b>Advising Begins</b>	Th Oct 11
2nd Eight-Weeks	<b>Early Enrollment/Registration</b> For students enrolled at IU Bloomington during the Fall 2012 semester, each student is assigned a "registration appointment" which denotes the first day and time the student can access registration online via <a href="#">OneStart</a> . Online registration remains open only through the first week of classes. This is not an appointment to speak with an academic advisor.	Th Oct 18 - F Nov 16
2nd Eight-Weeks	<b>Open Registration/Schedule Adjustment</b> For all students. No appointment required.	Sa Nov 17 - Th Jan 3
2nd Eight-Weeks	<b>Fee Deadline</b>	M Dec 10
2nd Eight-Weeks	<b>Waitlist requests expire</b>	Sa Jan 12
2nd Eight-Weeks	<b>Classes Begin</b>	M Mar 4
2nd Eight-Weeks	<b>Late Schedule Adjustment Fee assessed for drops. Grade of W begins for all drops.</b> See <a href="#">Late Drop/Add Instructions</a> for more information.	Sa Mar 9
2nd Eight-Weeks	<b>Spring Break</b> - <i>No classes.</i> Break begins after last class on Saturday, March 9; classes resume on Monday, March 18.	Su Mar 10 - Su Mar 17

Session	Event	Date
2nd Eight-Weeks	<b>Late Registration with Signed Approval Begins</b>  A late registration fee will be assessed. See <a href="#">Late Registration Procedure with Signed Approval</a> for more information.	M Mar 11
2nd Eight-Weeks	<b>100% Refund Deadline</b>	F Mar 15
2nd Eight-Weeks	<b>Pass/Fail Option Deadline</b>  Students must submit form to school/division dean. See <a href="#">Pass/Fail Option</a> page for more information.	F Mar 22
2nd Eight-Weeks	<b>50% Refund Deadline</b>  Change fees will be assessed.	F Mar 22
2nd Eight-Weeks	<b>Withdrawal with Automatic W</b>  Last day to drop a course with an automatic W.	Tu Apr 9
2nd Eight-Weeks	<b>Withdrawal with grade of W or F</b>  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 Apr 10
2nd Eight-Weeks	<b>Last day for deans to approve a course drop</b>	M Apr 22
2nd Eight-Weeks	<b>Classes End</b>	Sa Apr 27
2nd Eight-Weeks	<b>Final Exams</b>	M Apr 29 - F May 3
2nd Eight-Weeks	<b>Final Grades due</b>  Due from faculty to the Office of the Registrar by 3 p.m. of the third day following last class or final examination.	M Apr 29 - M May 6
2nd Eight-Weeks	<b>Transcripts available with fall grades</b>	W May 8

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  - [Textbook Information](#)
  - Academic Programs
    - [Educational Program](#)
    - Improvement of Academic Programs
      - The Vice Chancellor for Academic Affairs is the chief academic officer of the campus and is accountable to the Chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. He has overall responsibility for periodic review of academic programs and general education, and for regular assessment of student academic achievement and institutional effectiveness.

- **Instructional Facilities** 
  - Information regarding instructional, laboratory, and physical plant facilities associated with academic programs can be found through the individual school in which the student is admitted. Please visit the individual department relating to the program of interest.
- **Faculty**
  - [College of Arts & Sciences](#) 
  - [Jacobs School of Music](#) 
  - [Kelley School of Business](#) 
  - [Maurer School of Law](#) 
  - [School of Education](#) 
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  - [School of Library and Information Science](#) 
  - [School of Nursing](#) 
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- **Copyright Infringement - Policies and Sanctions**
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  - [Initial Loan Counseling for Student Borrowers](#) 
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  - [Institutional Code of Conduct for Education Loans](#) 
  - **Preferred Lender Lists**
    - *Indiana University does not utilize preferred lender lists.*
  - **Preferred Lender Arrangements**
    - *Indiana University does not participate in preferred lender arrangements.*
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  - **Campus Security**
    - [Campus Security Policies, Crime Statistics and Crime Log](#) 
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