Registration begins October 22 Fee deadline is December 10

Spring 2010 Bloomington

ENROLLMENT and STUDENT ACADEMIC INFORMATION

Indiana University Bulletin

Waitlist requests will remain active through Saturday, January 16.

Looking For The Schedule of Classes?

See *www.registrar.indiana.edu*

Class information at this site is updated each morning.

For detailed registration instructions see

http://registrar.indiana.edu/reginstruction.shtml

Indiana University, a member of the North Central Association (NCA), is accredited by the Higher Learning Commission, *www.ncahigherlearningcommission.org*; (312) 263-0456.

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Vol. CVII, No. 8 Bloomington, Indiana September 2009

Registration Dateline

(See Official Calendar inside back cover.)

Date	Event
October 15	Advising begins
October 19	Class permissions available from schools/ departments
October 22-November 20	Early Registration using *OneStart* Student Center or at Warren W. Shirey Registration Center, Franklin Hall 101
October 22-January 15	Registration using *OneStart* Student Center
October 22-January 15	Drop/Add using *OneStart* Student Center
December 10	Fee deadline for accounts billed during the third week of November.
January 7	Registration for New Students using *OneStart* Student Center or at Warren W. Shirey Registration Center, Franklin Hall 101
January 8	Late Registration via *OneStart* Student Center or at Warren W. Shirey Registration Center, Franklin Hall 101
January 11	CLASSES BEGIN
January 19	Late Registration with signed approval (see Late Registration instructions) begins
January 19	Late Drop/Add (see Late Drop/Add instructions) begins

Class Meeting Times

Bloomington Faculty Council Action (March 6, 1984)

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

Information

Campus Telephone Numbers	
From Campus Telephone	Dial 0
From City of Bloomington	855-4848
From Outside of Bloomington	1+812+855-4848
Directory Assistance, City of Bloomington	
From 857 number	9+1+411
From 855 number	9+1+411
From 856 number	9+1+411

When do I register for Spring 2010?

If you are a:	**then you should register during:**
—Currently enrolled student (Fall 2009) through the Bloomington campus	Early Registration (using *OneStart* Student Center) (October 22-November 20)
—New undergraduate student	Registration for new students (January 7)
—New graduate student	Registration for new students (January 7)
—*Intercampus transfer student not enrolled on the Bloomington campus during Fall 2009	Registration for new students (January 7)
—*Returning student not enrolled on the Bloomington campus during Fall 2009	Registration for new students (January 7)

*If you wish to register for Spring 2010 during Registration for continuing students, contact the recorder of your school to determine your eligibility to register.

When do I register for Fall 2010?

Students enrolled during Spring 2010 will register for Fall 2010 during Early Registration (April). Returning students who are not enrolled during Spring 2010, and all new students, will register for Fall 2010 during Registration for new students (August).

Office of the Registrar

registrar@indiana.edu

		Franklin Hall
855-0121	**Registrar Services** Student Data, Residency, Registration/Enrollment, Drop/Add, Certification, Current Enrollment, Grades, Permanent Academic Records, Diplomas, Registrar Holds, Immunization	**100**
855-7505	Transcript Inquiries	100
855-2489	Classroom Scheduling	235
855-8200	Registration Help *reghelp@indiana.edu*	101

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 full policy on E-mail as Official Communication, see page 28.

Help us Help You

You will be responsible to read 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 16.

Registration Help

For help with registration, call 855-8200 during normal business hours or email *reghelp@indiana.edu.*

Contents

1 Registration Dateline
1 When Do I Register?
2 Email Information
4 Class Schedule Planning Sheet

6 **Registration Time Periods, Fee Payment, Financial Assistance**
6 Registration
6 Registration Agreement
8 New Student Registration
9 Late Registration
10 Late Registration with Signed Approval
11 Auditors
11 Independent Study Program/Distance Education
11 Student Teacher Registration
11 Special Information for Doctoral Students

12 Drop/Add Procedures, Fee Payment, Financial Assistance
12 Drop/Add
13 Late Drop/Add—eDrop and eAdd
15 Late Drop/Add

16 General Registration Information
16 Registration Service Denials
16 Registration Appointments
16 Prerequisites
16 Immunization Data Collection Requirement
16 Related Components
16 Withdrawal from the University (All Courses)
17 Pass/Fail Option
17 Grade of Incomplete
17 Full-Time Student Status for Official Enrollment Certification Purposes
17 Enrollment Requirements for Selected University Services
17 Enrollment Requirements for International Students
18 Full-time Student Status for Veterans Administration Certification Purposes
18 Absence during Last Portion of Term
18 Residence Classification
18 Campus*Access* ID Cards
18 University ID Number/Social Security Number
19 Final Examination Policy
20 Final Examination Schedule

21 General Financial Information
21 Fee Payment Information
21 Account Encumbrance
21 Student Fees, Bloomington Campus
25 Optional Services
25 Late Payment Fee
25 Fee Refund Policy
26 Drop/Add Policy
26 Fee Policy Appeals
27 IU Fee Courtesy Plan
27 Returned Checks/Payments
27 Collection of Past Due Accounts

28 Online Systems
28 Email as Official IU Communication
28 Grades Reporting
28 Connecting to the IU Computing Network
29 Connecting from Off Campus
29 Student Email

30 Course Listing Information
30 Course Listing Abbreviations and Explanations
31 School/Department Directory
33 Independent Study Program/Distance Education

35 General Information
35 Waiver of Requirements
35 Academic Deans
36 Administrative Offices
36 Academic Freedom
36 Code of Academic Ethics
39 Policy on Student Academic and Personal Misconduct
39 Policy on Faculty Misconduct
39 Alcohol and Drug-Free Campus Policy
40 Bloomington Campus Calendar Principles
41 Campus Security Policies
42 (Abridged) Driving and Parking Information and Regulations
42 Ethnic Information Policy
42 Extended X (Expanded-FX) Policy
43 Extended X Implementation Policies
43 Graduation Rate
43 Immunization Data Collection Policy
43 Intercampus Transfer Students
43 Nondiscrimination Policy
44 Policy Against Sexual Harassment
44 Policy on Consensual Relationships
45 Americans with Disabilities Act (ADA) Policy
46 Indiana University's Annual Notification of Student Rights Under FERPA
46 Accommodations for Religious Observances
47 Residency and Nonresidency Determination
48 Taxpayer Relief Act of 1997
48 Voter Registration

49 Services
49 Admissions, Office of
49 Bloomington Evaluation Services and Testing
49 Bursar, Office of the
49 Disability Services for Students
50 Veterans Support Services
50 Libraries
50 Career Services
51 Registrar, Office of the (Certification, Final Grades, Name and Address Changes, Residence Classification, Room Scheduling, Transcripts)
52 Residence Halls
52 Student Academic Center
52 Career Services
53 Student Financial Assistance
53 Health Center
53 Summer Sessions, Office of
53 Adult Student Resources

54 Orientation Programs
54 Orientation Program for All New University Division Students
54 Orientation Program for New Undergraduate Students Not in University Division
55 Orientation Program for New Graduate Students

56 Campus Map
58 Campus Buildings
59 Index
60 Nine-Year Calendar
60 Twelve Month Calendar for 2008
62 Official Calendar (organized by date)
64 Official Calendar (organized by topic)

CLASS SCHEDULE PLANNING

This grid is designed to help you in your class schedule planning. As you register for classes using SIS Student Center, record them here. This will help you in choosing classes without time conflicts. Enrollment in SIS Student Center will not allow you to register in classes with time conflicts.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00-8:50am							
8:00-9:15am							
9:05-9:55am							
9:30-10:45am							
10:10-11:00am							
11:15-12:30pm							
12:20-1:10pm							
1:00-2:15pm							
1:25-2:15pm							
2:30-3:20pm							
2:30-3:45pm							
3:35-4:25pm							
4:00-5:15pm							
4:40-5:30pm							
5:30-6:45pm							
5:45-6:35pm							
6:50-7:40pm							
7:00-8:15pm							
7:55-8:45pm							
8:30-9:45pm							
9:00-9:50pm							
9:00-10:00pm							

Registration Support/Contacts

Registration Help Text

On any page in registration, click the Help link at the top right corner.

Personal Registration Assistance
Franklin Hall 101

Even though you can register online through OneStart, if you would like personal assistance during Early Registration, New Student Registration, or Late Registration, the Registration Center, Franklin 101 will be open from 9:00 a.m. – 4:00 p.m. Monday – Friday.

Registration Telephone Assistance
(812) 855-8200

Registration assistants are available to answer your questions at (812) 855-8200 from 8:00 a.m.-5:00 p.m. Monday–Friday

Registration Email Assistance
RegHelp@indiana.edu

If you would prefer to correspond by Email, registration assistants will answer questions directed to RegHelp@indiana.edu. We try to respond to Email 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.

Registration—
Early Registration Begins October 22, 2009

All students who are enrolled on the Bloomington campus for Fall 2009 are scheduled to register for Spring 2010 during Early Registration (October 22-November 20). Note: A late registration fee will be assessed beginning on January 8.

Note also: General Registration Information section and Drop/Add information.

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, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open Monday through Friday, October 22-November 20, from 9 a.m. to 4 p.m.)

Registration Procedure

Before registering:

1. Connect to *OneStart* (*http://onestart.iu.edu*).
   - Check registration appointment date and time.
   - Check for holds on your registration (academic checklists, financial encumbrances 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.
2. Follow the advising procedure established by your school or department.
3. Review course availability online through *OneStart* or at *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 22 through January 15. Refer to Drop/Add section for information and instructions.

Prerequisites

Many course sections have mandatory prerequisites which are listed in the school bulletins or in the online *Schedule of Classes. 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 publication (pages 12-14).

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, write to the Office of the Registrar, Franklin Hall 100.

Fee Payment

Indiana University provides account statements electronically through QuikPAY®. The Spring 2010 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 website at *http://bursar.indiana.edu* for additional details.

The November account statement will show the course fees for Spring 2010, the charges for any optional selections requested, and any other debts owed to the University. Payment will be due on December 10, 2009.

Payment

To avoid a late payment penalty, the student's payment must be received in the Office of the Bursar by December 10, 2009.

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, 2009. A late payment fee will be assessed in each month your account remains unpaid. Refer to page 25 for additional information.

If you have not received an e-mail notification of bill availability by November 23, 2009, 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, 2009.

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. Should you decide not to attend the Bloomington campus, you may also notify the Office of the Registrar, in writing, by December 10, 2009. *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 in the General Financial Information section.)

Sponsored Students

For those sponsored students for whom the Office of the Bursar has on file an authorization covering Spring 2010, 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, 2009.

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. Refer to page 25 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 22 and November 20, 2009	November 23, 2009	December 10, 2009
November 21 and December 18, 2009	December 21, 2009	January 10, 2010
December 19, 2009 and January 21, 2010	January 25, 2010	February 10, 2010

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 in the General 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. Bursar refund checks, for those not participating in the direct deposit program, will be mailed to the student's housing or local address as noted on *OneStart*.

New Student Registration—
January 7, 2010

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 inter-campus transfer students.

In addition, all returning students who were not enrolled on the Bloomington campus during Fall 2009 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, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open from 9 a.m. to 4 p.m.)

Registration Procedure

Refer to Registration Procedure for Registration (page 6), except for fee payment instructions which are outlined below. See *http://registrar.indiana.edu/reginstruction.shtml* for detailed registration and drop/add 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, 2010.

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, 2010. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to page 25 for additional information.

If you have not received an e-mail notification of bill availability by January 25, 2010, 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, 2010.

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 General Financial Information section.)

Financial Aid Recipients

The student's account statement will show the amount of anticipated financial aid awarded fall 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. Bursar refund checks, for those not participating in the direct deposit program, will be mailed to the student's housing or local address as noted on *OneStart.*

Late Registration—
January 8-January 10, 2010

NOTE: A late registration fee is assessed.

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, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open 9 a.m. to 4 p.m.)

Registration Procedure

Refer to Registration Procedure for Registration (page 6), except for fee payment instructions and late fee *information* which are outlined below. See *http://registrar.indiana.edu/reginstruction.shtml* for detailed registration and drop/add instructions.

Fee Payment

Late registrants will be assessed a late registration fee.

An account statement will show the fees associated with this enrollment, 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, 2010.

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, 2010. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to page 25 for additional information.

If you have not received an e-mail notification of bill availability by January 25, 2010, 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, 2010.

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 in the General 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. Bursar refund checks, for those not participating in the direct deposit program, will be mailed to the student's housing or local address as noted on *OneStart*.

Late Registration—
Beginning January 19, 2010

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

Registration Procedure

Before reporting to Office of the Registrar:

1. Obtain a registration form from your school (or major department for students in the University Graduate School).
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 at *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 (reverse side of registration form).
6. Consult the final examination schedule in this publication.
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 is not 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 enrollment, 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, 2010.

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, 2010. Thereafter, should any portion of the account remain unpaid, a late fee will continue to be assessed monthly. Refer to page 25 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 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 in the General Financial Information section.)

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) must obtain a registration form from the Office of the Registrar—Franklin Hall 101, *on or after the first day of classes*. The student must also obtain a signed audit authorization memo from each course department before reporting to the registration center during the first week of classes. 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 as an auditor in additional classes must obtain a signed audit authorization memo from the course department. This authorization must be received in the Office of the Registrar before registration will be processed.

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.

Independent Study Program/ Distance Education

With permission from their dean, IU degree-seeking students have the option of taking distance education classes through the Independent Study Program. For further information about available classes, students may consult the *Independent Study University Courses* catalog, available in Owen Hall 005, by calling 855-2292, or by visiting the School of Continuing Studies Web site at *http://scs.indiana.edu*.

Enrollment Procedure

Students should obtain an enrollment form from the School of Continuing Studies, Office of Learner Services, Owen Hall 005. The form must be signed by the dean of the student's school. Completed forms should then be returned to Owen Hall 005, where students will pay their fees and receive class materials.

NOTE: Independent Study Program courses will not be considered for eligibility for full-time or half-time status when an official IU certification is requested.

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 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 22, 2009-January 15, 2010

The continuous drop/add feature is available through *OneStart* Student Center (*http://www.onestart.iu.edu*) from the beginning of Early Registration (October 22, 2009) through Friday, January 15, 2010. Classes begin on Monday, January 11, 2010.

Procedure

The Drop/Add system is available through SIS Student Center via *OneStart* (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 the third week of November are due on the published deadline: Thursday, December 10, 2009. 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 and eAdd

Beginning January 19, 2010

Indiana University has developed 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 (see Index).

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

Classes dropped after Friday, January 15 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 on page 14 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.

IMPORTANT: 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.

eDrop

All students (except those in the School of Law) are eligible to use eDrop.

To access eDrop, log into *OneStart.* On the **Services tab,** select the **Student Self-Service** link in the sidebar. Under **Services & Information,** click **eDrop/eAdd Classes.** 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" that the status of your request is FINAL, 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 cancelled by the Office of the Registrar.

eDrop/eAdd as a pair

Using eDrop & eAdd together means that your classes are contingent upon one another. They will be approved and processed as a pair. 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.

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 & 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 as a pair, log into ***OneStart.*** On the **Services** tab, select the **Student Self-Service** link in the sidebar. Under **Services & Information,** click **eDrop/eAdd Classes**.

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

eAdd

To access eAdd, log into *OneStart.* On the **Services** tab, select the **Student Self-Service** link in the sidebar. Under **Services & Information,** click **eDrop/eAdd Classes.** See *http://registrar.indiana.edu/pdfs/eAdd.pdf* for detailed eAdd instructions.

NOTE

- Undergraduates may incur additional fees if they do not submit a drop and corresponding add together on the same 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.
- 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 cancelled by the Office of the Registrar.

Late Drop/Add—
Beginning January 19, 2010

Warren W. Shirey Registration Center—Franklin Hall 101 (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 (see Index).

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

Classes dropped after Friday, January 15 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 (i.e., final schedule adjustment form or change of class—same course) 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 Warren W. Shirey Registration Center, Franklin Hall 101.
4. Report directly to a Registration Consultant 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:
Arts and Sciences	
undergraduate	Recorder's office, KH 001
graduate	Kirkwood 207
Business	
undergraduate	Information window, 2nd floor
MBA	Godfrey Graduate and Executive Education Center, 2010
Doctoral	BU 730
Continuing Studies	Maxwell Hall 020
Education	
Undergraduate	Education 1000
Graduate	Education 4210
Hutton Honors College	811 E. 7th St., 115B
HPER	Dean's office, HPER 115
Informatics	
Undergraduate	919 E. 10th Street, Room 110
Graduate	919 E. 10th Street, Room 230
Journalism	Ernie Pyle 200
Law	Law School, 022
Library and Information Science	Library 011
Medical Sciences	Dean's office, JH 105
Music	
Advising and Record Services	MU 011
Nursing	Recorder's office, Sycamore Hall, 437
Optometry	Optometry 310
Public and Environmental Affairs	
Undergraduate	SPEA 240
Graduate	SPEA 253
Social Work	1127 Atwater
Labor Studies Program	Poplars 633
University Division	Maxwell Hall 101
Groups	Maxwell Hall 200
freshmen, sophomores	
University Graduate School*	Kirkwood 111

* 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 page 25 regarding Drop/Add Policy for graduate and undergraduate students.

General Registration Information

Registration Service Denials (Holds)

Academic checklist entries, immunization noncompliance status and financial encumbrances will prevent you from registering for classes until you take corrective action. These entries, if any, are reflected at *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*. 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. Each student is responsible for meeting the published prerequisites for each course requested.* After each registration period, schools and departments may review the completion of prerequisites of enrolled 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 semesters/sessions. See index in this publication for information concerning the immunization data collection policy. Also link to *http://registrar.indiana.edu.* Information is provided there for students to provide immunization dates online.

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)

Through the first week of the term, students can withdraw from the University without penalty by dropping all classes using the 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 Owen Hall 202, in order to complete the withdrawal process.

Please note the following exceptions: International students must go to the Office of International Services in Franklin Hall 306; law students must go to room 024 of the Law School; and University Division students must go to Maxwell Hall 101. 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. Undergraduate students in the College of Arts and Sciences should obtain the forms from their advisers 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 first obtain University Division pass/fail option forms from their academic advisers and return the completed forms to Maxwell Hall 028 in order to have the pass/fail option forms processed. Students in the School of Continuing Studies should obtain the form from the counselor in Maxwell Hall 020. 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 in this publication).

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

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 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 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 adviser 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
Undergrad. - 12 hrs.
Grad. - 8 hrs.

Enrollment Requirements for Selected University Services

	Fall/Spring/Summer
Fellowships[1,2]	Grad. - 6 hrs.[3]
Assistantships[4]	Grad. - 6 hrs.
Athletic Committee[6]	Undergrad. - 12 hrs.[6] Grad. - 6 hrs.[1,6]
Residential Programs and Services[5]	Undergrad. - 1 hr. Grad. - 1 hr.

1 Except for those enrolled in thesis or dissertation hours.
2 Some fellowships require enrollment in more than 6 credit hours. Consult the IU office that is providing the fellowship for more information.
3 For summer fellowships, consult the IU office providing the fellowship for enrollment.
4 Graduate students on an assistantship (student academic appointment) at 37.5% FTE or greater must enroll in a minimum of 6 credit hours.
5 Except for those deemed eligible by the Manager of Assignments.
6 Depending upon status in athletics. Graduate hours could be higher or lower.

Enrollment Requirements for International Students

Academic Level	**Summer I &II (admitted SU I)**	**Summer I Only (admitted SU I, but does not enroll in SU II)**	**Summer II Only (admitted SU II)***	**Fall/ Spring**
Undergraduate	12 hrs.	12 hrs.	6 hrs.	12 hrs.
Graduate	8 hrs.	8 hrs.	4 hrs.	8 hrs.
Graduate SAA	6 hrs.	3 hrs.	3 hrs.	6 hrs.

Full-Time Student Status for Veterans Administration Certification Purposes

	Fall/ Spring	First Summer	Second Summer	Intensive
Undergrad.	12 hrs.	4 hrs.	6 hrs.	2 hrs.
Grad.	8 hrs.	4 hrs.	4 hrs.	2 hrs.

The Veterans Administration considers 8-week and non-standard duration courses differently than the university for full-time status purposes. For further information about this as well as part-time certification requirements, please contact Veterans Support Services in Franklin Hall 006, or at vetserv@indiana.edu, (812) 856-1985.

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 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 email 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.*

CampusAccess ID Cards

Indiana University *CampusAccess* ID Cards are available for IUB registered students at the Campus Card Service Centers located in the Indiana Memorial Union and in Eigenmann Hall from 8:30 a.m. to 4:30 p.m., Monday through Friday. At least one form of positive 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 help maintain the privacy of students' Social Security Numbers, the Student Information System (SIS) uses a random primary identifier for student records called the University ID (UID). The UID has replaced the Student Identification Number (often the social security number) as the key to student records.

While the Social Security Number (SSN) is no longer the 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. The full nine-digit SSN is also necessary to determine financial aid eligibility and 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 would make 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 printed in the *Enrollment Bulletin.*

Classes for Spring 2010 end on Saturday, May 1, 2010. Final examinations will be given from Monday, May 3, through Friday, May 7, according to the final examination schedule listed on following page. 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 classes 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 26, through Sunday, May 2, 2010.

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 class 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 (Franklin Hall 108). 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 disposition of these matters remains the instructor's.

Final Examination Schedule

The final examination schedule is prepared and published so that students may avoid conflicts in those courses having departmental examinations (e.g., two course finals at the same hour on the same day), and to avoid examination conflicts that might work a hardship on 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 enrolling.

The final examination schedule is printed on the following page. It may also be viewed at *www.registrar.indiana.edu*.

Spring 2010 Final Examination Week

Monday, May 3 through Friday, May 7 daily=M, Tu, W, Th, F

Examination Time	Monday May 3	Tuesday May 4	Wednesday May 5	Thursday May 6	Friday May 7
8:00-10:00 a.m.	BUS-A 312, G 202, MATH-M 119, M 211	BUS-Z 302 ECON-E 201 MATH-J 112, J 113	9:05-10:05 a.m. M,W,F,daily	8:00-9:00 a.m. Tu,Th,Sa	BUS-F 305 MATH-A 118, D 116, D 117, M 118
10:15 a.m.-12:15 p.m.	3:35-4:35 p.m. M,W,F,daily	9:05-10:05 a.m. Tu,Th,Sa	BUS-L 201, L 293 MATH-M 025, M 027, T 103 PHYS-P 201, P 202	BUS-A 310, A 311 CHEM-C 342 ECON-E 202, S 202	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	10:10-11:10 a.m. Tu,Th,Sa	1:25-2:25 p.m. M,W,F,daily	11:15 a.m.-12:15 p.m. Tu,Th,Sa	BUS-X 204, X 205 CSCI-A 110 INFO-I 101 MATH-M 212, T 101, T 102
2:45-4:45 p.m.	BUS-A 325, X 220 CHEM-C 117	BUS-A 100*, A 202, F 303 CHEM-C 343	ANAT-A 215 BUS-X 100 CHEM-C 341 ECON-E 370, S 370	1:25-2:25 p.m. Tu,Th,Sa	11:15 a.m.-12:15 p.m. M,W,F,daily
5:00-7:00 p.m.	12:20-1:20 p.m. M,W,F,daily	3:35-4:35 p.m. Tu,Th,Sa	2:30-3:30 p.m. M,W,F,daily	12:20-1:20 p.m. Tu,Th,Sa	8:00-9:00 a.m. M,W,F,daily
7:15-9:15 p.m.	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	2:30-3:30 p.m. Tu,Th,Sa	BUS-A 201 CHEM-C 103 EDUC-Q 200 FRIT-M 150	5:45-10:30 p.m. Tu,Th,Sa	5:45-10:30 p.m. M,W,F,daily

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	2:45-4:45 p.m., Wed., May 5
Business A 100*	2:45-4:45 p.m., Tues., May 4
Business A 201	7:15-9:15 p.m., Wed., May 5
Business A 202	2:45-4:45 p.m., Tues., May 4
Business A 310, A 311	10:15 a.m.-12:15 p.m., Thurs., May 6
Business A 312	8:00-10:00 a.m., Mon., May 3
Business A 325	2:45-4:45 p.m., Mon., May 3
Business F 303	2:45-4:45 p.m., Tues., May 4
Business F 305	8:00-10:00 a.m., Fri., May 7
Business G 202	8:00-10:00 a.m., Mon., May 3
Business L 201, L 293	10:15 a.m.-12:15 p.m., Wed., May 5
Business X 100	2:45-4:45 p.m., Wed., May 5
Business X 204, X 205	12:30-2:30 p.m., Fri., May 7
Business X 220	2:45-4:45 p.m., Mon., May 3
Business Z 302	8:00-10:00 a.m., Tues., May 4
Chemistry C 103	7:15-9:15 p.m., Wed., May 5
Chemistry C 117	2:45-4:45 p.m., Mon., May 3
Chemistry C 341	2:45-4:45 p.m., Wed., May 5
Chemistry C 342	10:15 a.m.-12:15 p.m., Thurs., May 6
Chemistry C 343	2:45-4:45 p.m., Tues., May 4
Computer Science A 110	12:30-2:30 p.m., Fri., May 7
Economics E 201	8:00-10:00 a.m., Tues., May 4
Economics E 202, S 202	10:15 a.m.-12:15 p.m., Thurs., May 6
Economics E 370, S 370	2:45-4:45 p.m., Wed., May 5
Education Q 200	7:15-9:15 p.m., Wed., May 5
French F 100, F 150, F 200, F 250	12:30-2:30 p.m., Mon., May 3
German G 100, G 150, G 200, G 250	12:30-2:30 p.m., Mon., May 3
Informatics I 101	12:30-2:30 p.m., Fri., May 7
Italian M 150	7:15-9:15 p.m., Wed., May 5
Mathematics A 118, D 116, D 117	8:00-10:00 a.m., Fri., May 7
Mathematics J 112, J 113	8:00-10:00 a.m., Tues., May 4
Mathematics M 025, M 027	10:15 a.m.-12:15 p.m., Wed., May 5
Mathematics M 118	8:00-10:00 a.m., Fri., May 7
Mathematics M 119, M 211	8:00-10:00 a.m., Mon., May 3
Mathematics M 212, T 101, T 102	12:30-2:30 p.m., Fri., May 7
Mathematics T 103	10:15 a.m.-12:15 p.m., Wed., May 5
Physics P 201, P 202	10:15 a.m.-12:15 p.m., Wed., May 5
Spanish S 100, S 105, S 150, S 200, S 250, S 280, S 324	12:30-2:30 p.m., Mon., May 3

*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.

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* at *http://www.onestart.iu.edu*) 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., Mon., May 3
8:00 and 9:00 a.m. M,W,F,daily	5:00-7:00 p.m., Fri., May 7
9:05 and 10:05 a.m. M,W,F,daily	8:00-10:00 a.m., Wed., May 5
10:10 and 11:10 a.m. M,W,F,daily	10:15 a.m.-12:15 p.m., Fri., May 7
11:15 a.m. and 12:15 p.m. M,W,F,daily	2:45-4:45 p.m., Fri., May 7
12:20 and 1:20 p.m. M,W,F,daily	5:00-7:00 p.m., Mon., May 3
1:25 and 2:25 p.m. M,W,F,daily	12:30-2:30 p.m., Wed., May 5
2:30 and 3:30 p.m. M,W,F,daily	5:00-7:00 p.m., Wed., May 5
3:35 and 4:35 p.m. M,W,F,daily	10:15 a.m.-12:15 p.m., Mon., May 3
4:40 and 5:40 p.m. M,W,F,daily	7:15-9:15 p.m., Mon., May 3
5:45 and 10:30 p.m. M,W,F,daily	7:15-9:15 p.m., Fri., May 7

If the first day of the week on which your class normally meets (as listed in the class offerings on *OneStart* at *http://www.onestart.iu.edu*) 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., Mon., May 3
8:00 and 9:00 a.m. Tu,Th,Sa	8:00-10:00 a.m., Thurs., May 6
9:05 and 10:05 a.m. Tu,Th,Sa	10:15 a.m.-12:15 p.m., Tues., May 4
10:10 and 11:10 a.m. Tu,Th,Sa	12:30-2:30 p.m., Tues., May 4
11:15 a.m. and 12:15 p.m. Tu,Th,Sa	12:30-2:30 p.m., Thurs., May 6
12:20 and 1:20 p.m. Tu,Th,Sa	5:00-7:00 p.m., Thurs., May 6
1:25 and 2:25 p.m. Tu,Th,Sa	2:45-4:45 p.m., Thurs., May 6
2:30 and 3:30 p.m. Tu,Th,Sa	7:15-9:15 p.m., Tues., May 4
3:35 and 4:35 p.m. Tu,Th,Sa	5:00-7:00 p.m., Tues., May 4
4:40 and 5:40 p.m. Tu,Th,Sa	7:15-9:15 p.m., Mon., May 3
5:45 and 10:30 p.m. Tu,Th,Sa	7:15-9:15 p.m., Thurs., May 6

General 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, Franklin Hall 011, 601 E. Kirkwood Avenue, Bloomington, Indiana 47405-1223. E-mail: *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).

Credit-Hour Fees (2009-10)

Credit-hour fees are assessed based upon the student's residence classification, school, and class standing.

	Indiana Resident	Nonresident
Undergraduate		
Matriculants before Summer 2003		
12-17 credit hours, flat fee	$ 3,194.00/term	$11,882.00/term
Fewer than 12 credit hours	$ 199.40/credit hour	$ 742.70/credit hour
Credit hours above 17	$ 199.40/credit hour	$ 742.70/credit hour
Matriculants in Summer 2003 and later		
12-17 credit hours, flat fee	$ 3,861.00/term	$12,634.50/term
Fewer than 12 credit hours	$ 241.10/credit hour	$ 789.80/credit hour
Credit hours above 17	$ 241.10/credit hour	$ 789.80/credit hour
Graduate and Professional		
Business	$ 733.00/credit hour	$ 1,367.00/credit hour
Business, MPA, MSIS	$ 575.00/credit hour	$ 1,050.00/credit hour
Education	$ 329.87/credit hour	$ 960.69/credit hour
Graduate	$ 291.97/credit hour	$ 850.33/credit hour
Health, Physical Education, and Recreation	$ 303.65/credit hour	$ 884.34/credit hour
Informatics and Computing	$ 321.17/credit hour	$ 935.36/credit hour
Law	$ 643.60/credit hour	$ 1,357.00/credit hour
Law, J.D. Program, flat fee	$12,000.00/term	$19,900.00/term
Library and Information Science	$ 343.22/credit hour	$ 999.80/credit hour
MBA Program, flat fee (2009-10 matriculants)	$11,000.00/term	$20,500.00/term
MBA Program, flat fee (2008-09 matriculants)	$ 9,489.00/term	$18,378.00/term
Music	$ 395.57/credit hour	$ 1,152.04/credit hour
Optometry	$ 429.30/credit hour	$ 773.40/credit hour
Optometry, O.D. Program, flat fee	$ 8,854.13/term	$15,951.86/term
Public and Environmental Affairs	$ 364.23/credit hour	$ 850.33/credit hour

Auditing (no credit)

Audit hours are assessed at the rate of $25 per hour regardless of residence classification. Audit hours are combined with enrolled hours to determine the amount assessed for mandatory fees.

G 901, Dissertation Research (6 credit hours)

Doctoral students who have enrolled in 90 or more hours of graduate coursework applicable to the degree (or master of fine arts students who have enrolled in 60 or more hours of graduate coursework applicable to the degree), who have completed all other requirements for their degree except the dissertation or final project or performance, if applicable, and who have not previously enrolled in more than five terms of G 901, may enroll in G 901. A flat fee of $150 will be assessed. G 901 is offered fall and spring terms only.

LAW-B 798, Advanced Research (6 credit hours)

Doctor of Juridical Science students who have completed all of their coursework, who need to remain in residence to complete their degree, and who have not previously enrolled in more than five terms of B 798, may enroll in B 798. A flat fee of $150 will be assessed. B 798 is offered fall and spring terms only.

Distance Education Fees

Business
- Global Executive MBA ..... $1,665.00/credit hour
- Kelley Blended Program MBA* ..... $1,400.00/credit hour
- Kelley Direct MS/MBA ..... $995.00/credit hour
- Kelley Direct Thunderbird
  - Class 2011 ..... $11,175.00/per term
  - Classes 2009 and 2010 ..... $10,000.00/per term

HPER
- Graduate, Nonresident ..... $364.38/credit hour
- Graduate, Resident ..... $303.65/credit hour
- M.S. in Therapeutic Recreation ..... $303.65/credit hour
- Undergraduate, Nonresident ..... $289.32/credit hour
- Undergraduate, Resident ..... $241.10/credit hour

*Students take one year of classes on campus, paying the applicable on-campus rate. Students take the other year of classes online, paying the blended program rate.

Mandatory Fees

Mandatory fees are assessed to all students based on the number of enrolled credit and/or audit hours.

Activity Fee
- Enrolled in more than three hours..... $83.41/term
- Enrolled in three or fewer hours $41.69/term

Student Health Fee
- Enrolled in more than three hours..... $109.36/term
- Enrolled in three or fewer hours..... 0

Students enrolled in three or fewer hours will be charged on a full-cost, fee-for-service basis if they use the services of the IU Health Center. To obtain the reduced charges, the Student Health Fee must be paid directly to the Health Center *within the first two weeks of classes*.

Technology Fee
- Enrolled in more than six hours..... $196.23/term
- Enrolled in more than three through six hours..$99.17/term
- Enrolled in three or fewer hours.....$49.59/term

Transportation Fee
- Enrolled in more than six hours $56.56/term
- Enrolled in more than three through six hours.. $28.28/term
- Enrolled in three or fewer hours $14.14/term

Program Fees

Business
- Master's Level
  - Enrolled in 8 and above total credit hours $350/term
  - Enrolled in 4 through 7.9 total credit hours $280/term
  - Enrolled in fewer than 4 total credit hours $140/term
  - Kelley Direct $300/term
- Undergraduate
  - Enrolled in 12 and above total credit hours $600/term
  - Enrolled in 6 through 11.9 total credit hours $475/term
  - Enrolled in fewer than 6 total credit hours $240/term

Music $880/term
Nursing .....$70.35/credit hour
University Division Services Fee*
- Freshmen and Sophomores $25/term
- Juniors and Seniors $50/term

*A service fee is assessed after the end of the first week of classes to all University Division students who are enrolled in more than 3 credit hours. This fee is non-refundable.

Course-Related Fees

The following course-related fees are assessed in addition to the credit-hour fees.

AMID Materials Fee (AMID-)
- D 168, F 211 ..... $50/course
- D 264, D 394, F 203, F 213, F 217, F 417 ..... $100/course
- D 271, D 272, D 373, D 374, D 475, D 476, F 328 ..... $175/course
- F 207, F 303, F 305, F 306, F 325, F 326, F 408 .. $150/course

Arts and Sciences Career Services Planning Fee (ASCS-) $30/course
Q 294, Q 299

Business, KD Strategic Management Fee (BUKD-)
L 710 ..... $600/course

Business Placement and Career Planning Fee (BUS-)..... $95/course
X 220, X 420

Business, Special Workshop Fee
- F 390, F 428, F 429 ..... $75/course
- X 403..... $150/course
- Z 302..... $125/course

CMCL Film Studio Fee (CMCL-) $380/course
C 360, C 361, C 560, C 561

CMCL Studio Fee (CMCL-) $218/course
C 335, C 435, C 460, C 660

Continuing Studies Distance Course Technology Fee $20/course

Distance Education Learning Center Fee
- Education ..... $37/credit hour
- HPER..... $37/credit hour
- SLIS $50/course

Education, Early Experience Fee (EDUC-)..... $47/course
E 348, E 352, E 353, M 101, M 201, M 301, M 302, M 303, M 401, M 403, M 501, P 312, P 313, HPER-P 450

Education, I.S.T. Fee (EDUC-)..... $68/course
R 341, R 441, R 521, R 541, R 641, R 741, W 200, W 201

Education, Laboratory Supply Fee (EDUC-)
Q 200 .....$41/course

Education, Multicultural Field Experience Fee (EDUC-)
E 300, K 495, M 300 .....$59/course

Education, Practicum Fee (EDUC-)..... $90/course
A 695, A 785, E 509, E 690, G 524, G 550, G 624, G 647, J 538, K 785, M 445, M 470, M 550, M 680, P 595, P 596, P 695, P 696, P 699, R 473, V 580, V 680, W 410, X 425

Education, Student Teaching Fee (EDUC-) $210/course
K 488, M 363, M 423, M 424, M 425, M 451, M 480, M 482, M 580

Education, Transition to Teaching Fee (EDUC-)
M 500 .....$981.50/course

Fine Arts Materials Fees (FINA-)
- Advanced Studio Projects
  - T 730, U 750, U 780 .....$125/course
  - U 760, U 770, U 790 .....$150/course
  - Painting (U 730) $100/course
  - Printmaking (U 740) $125/course
  - Textiles (U 720) $100/course

Ceramics
S 260, S 361, S 461, S 462, S 561 .....$150/course
S 564 .....$125/course
Digital Art
D 210, D 310, D 317, D 318, D 410, D 411, D 412, D 417, D 418, D 419, D 510, D 511, D 512, S 500, T 220 ..... $125/course
N 130 .....$50/course
Drawing $100/course
S 200, S 301, S 401, S 403, S 405, S 503, S 530, S 535
Fundamental Studio
F 100, F102 ..... $50/course
F 101 ..... $125/course
Graduate Study Projects (G 750) $25/course
Graphic Design $125/course
G 551, S 250, S 351, S 352, S 451, S 452, S 455, S 459, S 555, S 559
Independent Studio Projects (U 450)..... $25/course
Metalsmithing $125/course
S 280, S 381, S 481, S 482, S 581
MFA Thesis
G 810, G 850, G 860, G 880, T 830..... $125/course
G 870, G 890..... $150/course
Painting (G 830) $100/course
Printmaking (G 840) $25/course
Textiles (G 820)..... $125/course
Painting
S 230, S 331, S 431, S 432, S 438, S 531, S 532 ..... $100/course
Photography $175/course
S 291, S 392, S 490, S 491, S 492, S 591
Photography for Nonmajors (N 198)..... $25/course
Printmaking
S 240, S 341, S 343, S 344, S 441, S 442, S 443, S 444, S 445, S 541, S 546..... $125/course
S 449, S 545 ..... $25/course
U 401, U 501 ..... $50/course
Sculpture $150/course
S 270, S 271, S 371, S 471, S 472, S 571
Special Topics $50/course
A 101, A 102, R 408, R 508, R 590, S 695, U 400
Studio Art for Nonmajors (N 110) $50/course
Technical Resources in Studio Arts (U 402) $75/course
Textiles $100/course
S 220, S 321, S 325, S 412, S 421, S 422, S 425, S 511, S 521

Folklore Multimedia Materials Fee (FOLK-)
F 410, F 510 ..... $90/course

HPER, Early Experience Fee (HPER-)
P 450 .....$47/course

HPER, Electives (HPER-)
Billiards (E 113) $50/course
Boating Safety (E 374) $82.50/course
Bowling (E 117).....$75/course
Conditioning/Personal Fitness (E 119).....$60/course
Fencing (E 127, E 227).....$35/course
*Golf (E 135, E 235, E 335) $100/course
*Ice Skating Instruction (E 197) $70/course
Rowing (E 277) $75/course
Sailing (E 164, E 264, E 364, E 374) $82.50/course
Scuba, Advanced (E 371).....$154/course
Scuba, Beginning (E 270).....$55/course
Scuba, Certification (E 370).....$154/course
Scuba, Divemaster (E 470).....$295/course
Scuba, Underwater Exploration (E 471) $140/course
*Tennis Center (E 181, E 281).....$154/course

HPER, Fee (HPER-)
Kinesiology
D 201, D 261 ..... $165/course
P 216 ..... $60/course
P 409 ..... $50/course
P 472 ..... $795/course
Recreation
R 110-R 113, R 115-R 122, R 125, R 129, R 130, R 132-R 149 ..... $160/course
R 202..... $40/course
R 279..... $50/course
R 322, R 421 ..... $140/course
R 341, R 541 ..... $30/course
R 355, R 555 ..... $90/course
R 370..... $150/course
R 412, R 504, R 512..... $65/course
R 440, R 540 ..... $300/course
R 511..... $70/course

HPER, Student Teaching Fee (HPER-) (R 363)..... $210/course

HPER, Transportation Fee (HPER-)..... $44/course
R 302, R 338, R 354, R 372, R 429, R 528, R 529, R 542, R 567, R 571

Journalism Studio Fee (JOUR-)
J 201, J 210, J 344, J 354, J 444, J 463, J 465, J 520, J 563, J 565 ..... $150/course
J 343, J 353, J 385.....$175/course

Microscope Rental $70.90/course
ANAT-A 464, ANAT-A 560, PATH-C 601, PATH-C 602

Music, Audio Lab Fee (MUS-)
A 111, A 112, A 211 ..... $50/course
A 270..... $75/course

Music, Ballet Therapy (MUS-)
J 400, J 900 ..... $246/course

Music, Electronic Course Fee (MUS-)..... $63/course
K 361, K 403, K 404, K 406, K 503, K 504, K 506, K 509, N 561, Z 361

Music, Performance Study Fee
Nondegree students $750/course

Music, Performance Study Fee (MUS-)
Nonmusic majors
Z 110, Z 710 ..... $495/course

Nursing, Clinic Fee (NURS-) $277/course
B 230, B 245, B 249, H 352, H 354, H 362, H 364, K 482, K 490, K 496, S 471, S 473, S 482, S 483, Z 490

Science Infrastructure Fee $171/course

Anthropology: (ANTH-)	A 105, B 200, B 301, B 464, B 466, B 480, B 522, B 523, B 525, B 526, B 527, B 528, B 602, P 200, P 301, P 385, P 390, P 406, P 425, P 426, P 506
Astronomy: (AST-)	A 305
Biology: (BIOL-)	B 300, B 352, B 364, L 100, L 113, L 313, L 319, L 323, L 324, L 376, L 433, L 465, L 474, M 215, M 255, M 360, M 375, M 435, M 445, M 485, P 451, Q 201, S 211, S 311, S 318, T 315, Z 373, Z 375, Z 406, Z 476
Chemistry: (CHEM-)	A 315, A 316, C 103, C 117, C 118, C 121, C 122, C 343, C 344, C 437, C 487, N 330, S 117, S 330, S 343, S 344

Chemistry Exceptions:
(CHEM-) B 487, B 488, P 364, P 464 .....$114/course
Computer Science: A 338, A 346, A 348, A 538, A 546,
(CSCI-) A 548, A 593, B 441, B 541, B 581,
B 582, B 644, B 657, C 335, H 335,
P 442, P 535, P 542.....$85.50/course
Geography: G 107, G 109, G 235, G 350
(GEOG-)
Geology: G 103, G 104, G 105, G 111, G 112,
(GEOL-) G 114, G 116, G 125, G 141, G 161,
G 171, G 221, G 222, G 225, G 316,
G 319, G 323, G 334, G 351, G 404,
G 411, G 413, G 415, G 416, G 417,
G 418, G 423, G 424, G 427, G 444,
Q 203
Mathematics: M 119
(MATH-)
Medical Sciences: ANAT-A 215,
PHSL-P 215.....$85.50/course
Physics: P 101, P 108, P 109, P 201, P 202, P 221,
(PHYS-) P 222, P 309, P 350, P 400, P 401, P 410,
P 411, P 451, P 460, P 540, P 541, P 551,
P 609, P 610, Q 202
Psychology: (PSY-) P 211, P 426, P 429
Public & E 355, E 360, E 375, E 440, E 455,
Environmental E 461, E 528, E 537, E 546, E 548,
Affairs: (SPEA- E 549, E559.....$85.50/course
Speech & Hearing: S 110, S 307, S 436, S 461, S 473, S 474,
(SPHS) S 475, S 477, S 478, S 501, S 502, S 505,
S 506, S 508, S 509, S 510, S 511, S 512,
S 513, S 515, S 517, S 518, S 519, S 520,
S 521, S 522, S 525, S 531, S 532, S 534,
S 535, S 536, S 537, S 538, S 539, S 540,
S 541, S 542, S 543, S 544, S 545, S 546,
S 547, S 548, S 550, S 555, S 560, S 561,
S 562, S 563, S 570, S 571, S 572, S 573,
S 574, S 575, S 576, S 577, S 578, S 579,
S 601, S 671, S 673, S 675, S 676, S 677,
S 678, S 679, S 686, S 696, S 702, S 771,
S 772, S 773 , S 774, S 777, S778, S 779

Social Work Practicum Fee (SWK-)
S 381, S 482 ..... $50/course

SPEA Placement & Career Planning Fee (SPEA-)
V 252..... $30/course

SPEA Transportation Fee (SPEA-) E 311, H 365 .... $44/course

SPHS Field Experience Fee (SPHS-)
A 100, A 150, A 200, A 300, A 500, A 550,
A 600, A 700..... $30/course

Telecommunications Studio Fee (TEL-)
T 283, T 284, T 351, T 353, T 354, T 356,
T 361, T 364, T 369, T 433, T 435, T 436,
T 437, T 454, T 461, T 464 , T 576 ..... $206/course

Theatre & Drama, Field Trip (THTR-)
T 505 ..... $300/course

Theatre & Drama, Materials Fee (THTR-)
T 125, T 130, T 230, T 326, T 335, T 347, T 528 $50/course
T 305..... $250/course
T 533..... $100/course

NOTES

Course numbers
Use the department name in parentheses plus the number to find your class in the course catalogue. For example FINA-N 110 is the listing for Studio Art for Nonmajors in the Fine Arts Department.

HPER electives*
Fees for Golf, Ice Skating and Tennis courses are paid directly to the facility offering the course and do not appear on your bursar account.

Miscellaneous Fees

Chinese Proficiency Test
(Center for Applied Linguistics) $22

Continuing Nondegree Processing Fee $25/term

Copyright Violation Processing Fee.....$50

Costume Rental Fee
(African American Arts Institute).....$55/term

Drop/Add Access Fee.....$8.50
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).

Financial Transcript ..... $7.50 to $15

HPER C-O-R-E Program $1,900

HPER TOP Certificate Fee $30

ID Card Replacement $20

Independent Study (correspondence)
Distance Course Technology Fee.....$30
Service Fee $35
Undergraduate courses
Residents..... $163/credit hour
Non-residents ..... $197.06/credit hour
High-school level courses..... $132.50/course
Students must register and pay fees for these courses through the Independent Study Division, Owen Hall 001.

Intensive Freshman Seminars Materials Fee.....$125

International Services Fee $80/term
A fee is assessed to all international students for support of specialized services related to immigration, employment, health programs and advising.

Late Payment Fee..... 1.5% of the past due balance/month
A monthly late fee of 1.5%, with a $2.00 minimum, is assessed when bursar account balances are not paid by the due date. The late payment fee will continue to be assessed each month the account remains unpaid. Refer to page 25 for additional information.

Late Registration Fee ..... $60 to $210
A late registration fee is assessed to eligible students who fail to register during their scheduled registration period. The fee is $60 for previously scheduled students who register on the last Friday before term classes begin, and increases $10 on Monday of each successive week thereafter, to a maximum of $210.

Late Schedule Change Fee..... $23/course dropped
A late schedule change fee is assessed for each course dropped after the 100% refund period. The late schedule change fee also applies to a class number change, a change of arranged hours, or a credit/audit change.

Locker Rental
Ballantine, Business, and
SPEA Buildings $10/term; $20/year
HPER, SLIS and SRSC Buildings $20/term; $60/year
Law Building..... $40/year (small); $50/year (large)
Music Building $31.50/term; $94.50/year

Music, Change of Date (audition/recital) $84/change

Music, Marching Band Uniform Rental $31.50

Music, Practice Room Rental
(limited to 1 hour/day) .....$84/term or session
(above practice room rental not charged if performance study fee is paid)

Music, Recital Fee (program only)..... $47.25/one page, $58.75/two pages (for program only); an additional $58.75 for audio recording

Music, Singing Hoosiers Concert Dress Rental/Purchase .....$25 to $275

Personal Deferment Service Charge..... $30
A fee is assessed for the privilege of deferring payment of a percentage of initial term fees. The deferred amount is payable by a specified due date which is noted on the account statement.

Additional deferment options.....$15

Placement and Career Planning Services
Education $32

Recommendation/Evaluation Letter Service..... $25

Recording Fee (academic record)..... $18 per course/entry
A recording fee is assessed to students when a zero-credit hour course or other special record note is applied to their academic records.

Residence Classification Appeal Fee..... $32
A residence classification appeal fee is assessed to students who apply for an evaluation and review of their personal circumstances related to their nonresident student status. The paid fee will be refunded to students whose residence appeal is approved.

Retroactive Registration Fee..... $290/term or session
A retroactive registration fee is assessed to students who petition to register for classes or credit after the last day of the term or session in question.

Special Credit/Credit by Examination
Fees for special credit/credit by examination are waived for undergraduate students enrolled in at least 12 credit hours. Regular credit hour rates apply for graduate students and for undergraduate students enrolled in fewer than 12 credit hours. (Note that this policy does not apply to School of Continuing Studies self-acquired competency credit.)

Special Exam .....$5 to $15

Stop-payment Request Fee.....$25/request
A fee is assessed to students requesting a stop payment be placed on a lost bursar refund check. The fee is waived if the student signs up for direct deposit of bursar refunds.

Transcript $10

University Division Probation Fee $50/term
A fee is assessed to any University Division student placed on probation.

Optional Services

Students may indicate the following selections at the time of registration.

Arbutus 2010 (yearbook) $69
Dance Marathon benefiting Riley $5
HPER Locker Rental (one term) $20
IU Student Alumni Association Dues $15
IUSA Rape Crisis Fund $3
Little 500 2010 All Event Ticket $25
Live Entertainment Bucks $100
Live@theMAC Sampler–Flex Pass $60
Norvelle Theatre Center Flex Pass $48

Late Payment Fee

University policy requires timely payment for all charges owed to Indiana University, including but not limited to, tuition and fees, Department of 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 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 according to the above schedule.

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)

Standard Full-Term Courses	**Refund for Withdrawal**
January 11-15	100%
January 18-22	75%
January 25-29	50%
February 1-5	25%
Thereafter	0%
First Eight-Week Courses	
January 11-15	100%
January 18-22	50%
Thereafter	0%
Second Eight-Week Courses	
March 8-19	100%
March 22-26	50%
Thereafter	0%

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

Courses less than two weeks in duration	**Refund for Withdrawal**
Withdrawal on first day of classes	100%
Withdrawal on second day of classes	50%
Withdrawal on third day of classes and thereafter	0%
Courses at least two weeks but less than five weeks in duration	
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%

Courses at least five weeks but less than nine weeks in duration

Withdrawal during first week of classes 100%
Withdrawal during second week of classes..... 50%
Withdrawal during third week of classes and thereafter..... 0%

Courses nine weeks or more in duration

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.

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 course(s) (for regular, full-term courses: 75% the second week, 50% the third, 25% the fourth and 0% thereafter) and will pay in full for the added course(s). The partial refund will be applied toward the fees charged for the added course(s). Refer to the *Refund Policy* for details.

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

Graduate Students:

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

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 course is also forfeited, so that the full value of the fee remission is no longer available to apply toward an added course.

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

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 "Forms". You must drop the course or withdraw from all courses before an appeal can be considered.
2. Submit the appeal form 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 Fee Courtesy Plan

Full-time Academic and Staff appointed by the end of the first full week of the semester or session, for the associated fall/spring semester or first summer session. IU Fee Courtesy Plan benefits apply to covered employees and their spouses, qualified domestic partners, and qualified children. IU Fee Courtesy Plan benefits provide a subsidy for tuition costs, but do not apply to mandatory fees or special fees, such as laboratories, applied music, student teaching, education early experience, dissertation research fee (G901 and B798), or rental of special equipment and facilities and fees for non credit courses.

Provisions of the IU Fee Courtesy Plan can be obtained at the University Human Resource Services office or *http://www.indiana.edu/~uhrs/benefits/fee_courtesy.html*. Application forms can be printed at *http://www.indiana.edu/~uhrs/pubs/forms/feecourtesy/FeeCourtesyEnroll_09-10.pdf* or obtained from the University Human Resource Services office (855-1286). Return completed forms to University Human Resource Services, 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 e-mail and read these e-mails in a timely fashion. Official university Imail and Umail accounts are available for all registered students. Students who are also employees have access to other Official university email accounts. Official university communications will be sent to students' official university e-mail addresses. For IU-Bloomington, this is the @indiana.edu address.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications. In addition to their university e-mail account, students should also 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 *http://oncourse.iu.edu*.

Students who choose to have their e-mail forwarded from their official university e-mail address to another address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to e-mail forwarded to any other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official IU e-mail addresses. Instructions on setting up or cancelling the forwarding of e-mail may be found by visiting *http://itaccounts.iu.edu*.

Grades Reporting

Access to final grades is available using ***OneStart*** as grades are submitted by the faculty and posted to students' records:

- Login to ***OneStart*** at *http://onestart.iu.edu*.
- Click on the **"Go to Student Center"** link.
- Under the blue **"Academics"** bar, click on the **"My Academics and Grades"** link.
- Under **"Term Information,"** click on the **"View Grades"** link.
- Select the appropriate term link and click **"Continue."**

Your classes and any reported grades for the selected term will be displayed. Term and Cumulative grade point averages will also be available after all grades are submitted by the faculty and are official (see Official Calendar in this publication.)

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.

Connecting to the IU Computing Resources

University Information Technology Services (UITS) is the central information technology support organization at IU, dedicated to helping you succeed academically by providing an extensive and varied computing environment and nationally recognized computing support. You get:

- Online resources through *OneStart*, the gateway to many university services
- Computing accounts for using email, printing, storing files, and hosting Web pages
- Free and low-cost software including Microsoft Office, Adobe products, Norton/Symantec AntiVirus, EndNote, and Visual Studio Professional
- Almost 100 technology centers with Windows and Mac workstations
- High-speed Ethernet connections in every campus residence and wireless network access in most
- A wireless network that covers virtually the entire campus
- Free workshops, 24-hour help desks, online support, and publications
- IT news and updates via the web, by email, 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 can use over 2,000 workstations in almost 100 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. Helpful consultants staff many STCs and RTCs.

IMPORTANT: Don't forget to log out of the workstation you've been using in a STC or RTC when you are done. Failing to do so is a serious security risk to both you and the University.

Connecting from your residence hall

UITS provides you with a high-speed Ethernet computer connection in your residence hall, as well as wireless network access via IU Secure. You can connect to the network using your computer already equipped with an Ethernet or wireless network card. To automatically configure your computer for network connection, visit getconnected.iu.edu and follow the directions provided.

Connecting using wireless (Wi-Fi)

With your laptop and wireless network card, you can connect to the IU Secure wireless network in most locations across campus.

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. In both cases you'll need a network card. You may need to authenticate using VPN to use some university services through such a provider. Contact UITS for instructions.

If you don't use a broadband provider, you'll need a 56K V.90 modem in your computer to dial into the university network. You'll find software and instructions for connecting via modem on IUware Online.

Student e-mail

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

Need help?

If you have questions about your Network ID or any UITS services, contact the UITS Support Center 24 hours a day at 855-6789 or stop by the UITS Support Center in the Herman B Wells Library Information Commons, e-mail ithelp@iu.edu, or visit *https://ithelplive.iu.edu.*

Course Listing Abbreviations and Explanations

Buildings

* 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 IN Basketball Development Ctr.
* BQ Briscoe Quad
* BR Brown Hall (Collins Center)
* BU Business, Kelley School of
* PC Career Development Center (625 N. Jordan)
* C3 Carmichael Center
* CH Chemistry Building
* C2 Classroom–Office Building
ME Collins Living Learning Center (10th and Woodlawn)
CA Cravens Hall (Collins Center)
* AB Cyclotron Facility
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
* HU Hutton Honors College
* IR Incubator Building
* MZ Indiana Institute on Disability and Community (2853 E. 10th)
* I2 Informatics East
* I Informatics West
* S7 Inst. for Social Research (1022 E. 3rd.)
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, Simon
* MY Myers Hall
* OP Optometry, School of
* 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
* M Speech and Hearing Clinic
* SK Student Academic Center (316 N. Jordan)
* SB Student Building
* RB Student Recreational Sports Center
* SE Swain East
* SW Swain West
* SY Sycamore Hall
* TP Tennis Center
* TE Teter Quad
TA Theatre/Drama Studio (306 N. Union)
* TH Lee Norvell Theatre and Drama Center/Marcellus Neal and Frances Marshall Black Culture Center C5
* UB Union Building
VO Vos Hall (Ashton Center)
WA Weatherly Hall (Ashton Center)
* 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 Student Disabled Services at 855-7578.)

Departments and Schools

AERO Aerospace Studies (Air Force)
ASCS Arts & Sciences Career Services
AFRI African Studies
AAAD African American and African Diaspora Studies
AMST American Studies
ANAT Anatomy
ABEH Animal Behavior
ANTH Anthropology
AMID Apparel Merchandising and Interior Design
AADM Arts Administration
AAST Asian American Studies
AST Astronomy
BIOC Biochemistry
BIOL Biology
BUS Business
BUEX Business Global Executive Management
BUKD Kelley Direct–MBA
CEUS Central Eurasian Studies
CHEM Chemistry
CLAS Classical Studies
CLLC Collins Living-Learning Center
COGS Cognitive Science Program
COLL College of Arts and Sciences
CMCL Communication and Culture
CMLT Comparative Literature
CSCI Computer Science
CJUS Criminal Justice
CULS Cultural Studies
EALC East Asian Languages and Cultures
ECON Economics
EDUC Education
ENG English
FINA Fine Arts
FOLK Folklore and Ethnomusicology
FLLC Foster Intl Liv/Learn Ctr
FRIT French and Italian
GNDR Gender Studies
GEOG Geography
GEOL Geological Sciences
GER Germanic Studies
GLLC Global Village Lvg-Lrng Center
GRAD Graduate School
HIST History
HPER Health, Physical Education, and Recreation
HPSC History and Philosophy of Science
HON Hutton Honors College
HUBI Human Biology
IBLS Institute for Biblical and Literary Studies
INFO Informatics
INST India Studies
IMP Individualized Major Program
INTL International Studies
JSTU Jewish Studies
JOUR Journalism
KINS Kinsey Institute
LAMP Liberal Arts and Management Program
LATS Latino Studies
LAW Law
LESA Leadership, Ethics, and Social Action
LING Linguistics
LSTU Labor Studies Program
LTAM Center for Latin American and Caribbean Studies
MATH Mathematics
MBIO Medical Microbiology
MCHE Medical Chemistry
MED Medicine
MSCI Medical Sciences
MEST Medieval Studies
MIL Military Science (Army)
MUS Music
NELC Near Eastern Languages and Cultures
NEUS Neural Sciences
NURS Nursing
OPT Optometry
TOPT Optometric Technology
OVST Overseas Study
PATH Pathology
PRST Performance Studies
PHAR Pharmacology
PHIL Philosophy
PHSL Physiology
PHYS Physics
POLS Political Science
PSY Psychological & Brain Sciences
REL Religious Studies
REN Renaissance Studies
REEI Russian and East European Institute
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
HISP Spanish and Portuguese
SPHS Speech and Hearing Sciences
STAT Statistics
SWK Social Work
TEL Telecommunications
THTR Theatre and Drama
VICT Victorian Studies
VSCI Vision Science
WEUR West European Studies

Meeting Times

The regular seventy-five minute class meeting periods begin at the following times: 8:00, 9:30, 11:15, 1:00, 2:30, 4:00, 5:45, 7:15 and 8:45 p.m. A fifteen-minute interval is scheduled between these periods.

The regular fifty-minute class periods begin at the following times: 8:00, 9:05, 10:10, 11:15, 12:20, 1:25, 2:30, 3:35, 4:40, 5:45, 6:50, 7:55, and 9:00 p.m. A fifteen-minute interval is scheduled between classes.

Other classes meet according to the times specified in the course offerings.

Course Descriptions

Descriptions of course content are listed in the bulletin of the school in which the course is offered. Bulletins for most schools are available in the Office of the Registrar, Franklin Hall 100. Bulletins for the various schools are also available in the respective offices of the deans.

In addition, semester specific online class descriptions are available at *www.registrar.indiana.edu*.

Prerequisites

Many classes have mandatory prerequisites which are listed in the school bulletins or in the online Schedule of Classes at *www.registrar.indiana.edu. 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 enrolled 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.

Please see *www.registrar.indiana.edu* for course and class listings.

School/Department Directory

College of Arts and Sciences & University Graduate School		
College of Arts and Sciences (COLL) (See appropriate Dept.)		
Graduate (GRAD) (See appropriate Dept.)		
Center for the Integrative Study of Animal Behavior (ABEH)	402 N. Park	5-9663
African Studies (AFRI)	WH 221C	5-8284
African American and African Diaspora Studies (AAAD)	MM EAST M18	5-3875
American Studies Program (AMST)		
Undergraduate	BH 521	5-7718
Graduate	BH 521	5-7718
Asian American Studies	http://www.indiana.edu/~aasp	
Anthropology (ANTH)	SB 130	5-5016
Apparel Merchandising and Interior Design (AMID)	MM EAST 228	5-7737
Arts & Sciences Career Services (ASCS)	625 N. Jordan	5-5234
Arts Administration (AADM)	SPEA 201	5-0282
Astronomy (AST)	SW 319	5-6911
Biochemistry (BIOC)	SI 003	6-0192
Biology (BIOL)	JH A115	5-3810
Central Eurasian Studies (CEUS)	GB 157	5-2233
Chemistry (CHEM)	CH 021	5-2700
Classical Studies (CLAS) Greek, Latin	BH 547	5-6651
Cognitive Science Program (COGS)	EG 819	5-0031
Collins Living-Learning Center (CLLC)	541 N. Woodlawn	5-9815
Communication and Culture (CMCL)	800 E. Third St.	5-7217
Comparative Arts	BH 907	5-0648
Comparative Literature (CMLT)	BH 914	5-7070
Computer Science (CSCI)		
Undergraduate	LH 225	5-6038
Graduate	LH 215C	5-6487
Criminal Justice (CJUS)	SY 302	5-9325
Cultural Studies (CULS)	BH 419	5-0088
East Asian Languages and Cultures (EALC)	GB 250	5-1992
Economics (ECON)	WY 105	5-1021
English (ENG)	BH 442	5-8224
Fine Arts (FINA)		
Studio	FA 123	5-7766
Art History	FA 132	5-9556
Folklore and Ethnomusicology (FOLK)	504 N. Fess	5-0389
Foster International Living Learning Center (FLLC)	Foster Quad–Shea	5-6215
French and Italian (FRIT)	BH 642	5-1952
Geography (GEOG)	SB 120	5-6303
Geological Sciences (GEOL)	GY 123	5-5581
Gender Studies (GNDR)	MM EAST 130	5-0101
Germanic Studies (GER)	BH 644	5-1553
Global Village Living Learning Center (GLLC)	Foster Quad-Martin	5-4552
History (HIST)		
Undergraduate	BH 742	5-7581
Graduate	BH 742	5-8234
History and Philosophy of Science (HPSC)	GB 130	5-3622
Human Biology (HUBI)	MO 101	5-2250
India Studies (INST)	825 E. 8th	5-5798
Individualized Major Program (IMP)	BH 129	5-9588
Institute for Biblical and Literary Studies (IBLS)	BH 914	5-7070
Intensive English Program (IEP)	MM 313	5-6457
International Affairs (OVPIA)	201 N. Indiana	5-5545
International Studies (INTL)	WH 300	6-1816
Jewish Studies (JSTU)	GB 326	5-0453
Center for Latin American and Caribbean Studies (LTAM)	1125 E. Atwater	5-9097
Latino Studies (LATS)	SY 046	6-1795
Leadership, Ethics, and Social Action (LESA)	Franklin 004	6-1747
Liberal Arts and Management Program (LAMP)	WY 247	6-4966
Linguistics (LING)	MM 322	5-6456
General Linguistics	MM 322	5-6456
African Languages	MM 326	5-3323
Mass Communications (See Graduate)		
Journalism Track	EP 200	5-1701
Telecommunications Track	TV 261	5-2017
Mathematics (MATH)	RH 115	5-3171
Medieval Studies (MEST)	BH 650	5-8201
Near Eastern Languages and Cultures (NELC)	GB 102	5-5993
Neuroscience, Program in (NEUS)	PY 343	5-7756
Performance Studies (PRST)	504 N. Fess	5-0389
Philosophy (PHIL)	SY 026	5-7088
Physics (PHYS)	SW 129	5-3973
Political and Civic Engagement (PACE)	Franklin 004	6-1747
Political Science (POLS)	WH 210	5-6308
Psychological and Brain Sciences (PSY)	PY 120	5-2012
Religious Studies (REL)	SY 230	5-3531
Undergraduate	SY 230	6-4549
Graduate	SY 230	5-3531
Renaissance Studies (REN)	SY 227	5-6678
Russian and East European Institute (REEI)	BH 565	5-7309
Second Language Studies (SLST)	MM 315	5-7951
Slavic Languages and Literatures (SLAV)	BH 502	5-2608
Sociology (SOC)	BH 744	5-4127
Spanish and Portuguese, and Catalan (HISP)	BH 844	5-8376
Speech and Hearing Sciences (SPHS)		
Undergraduate	SG C138	5-4864
Graduate	SG C100	5-4202
Statistics (STAT)	309 N. Park	5-7828
Telecommunications (TEL)	TV 261	5-3828
Theatre and Drama (THTR)		
Undergraduate	TH 204	5-4342
Graduate	TH 300U	5-4503
Victorian Studies (VICT)	BH 422	5-8224
West European Studies (WEUR)	BH 542	5-3280
Reserve Officers Training Corps (ROTC)		
Aerospace Studies-Air Force (AERO)	814 E. Third, Rm. 303	5-4191
Military Science-Army (MIL)	Smith Research Center 150	5-7682
Kelley School of Business (BUS)		
Business Information		5-8100
Departments		
Accounting	BU 540	5-8966
Business Communication	324 N. Jordan	5-5613
Business Economics and Public Policy	BU 451	5-9219
Business Law and Ethics	BU 233	5-9308
Finance and Real Estate	BU 370	5-9404/5-7794
Management and Entrepreneurship	BU 660	5-9638
Marketing	BU 328	5-8878
Operations and Decision Technologies	BU 570	5-8440
Doctoral Program	BU 730	5-3476
MBA Program	CG 2010	5-8006
Graduate Accounting and Systems Information Programs	CG 2000	5-7200
Kelley Direct–MBA	777 Indiana Ave., Suite 200, Indianapolis, IN 46202	(877) 785-4713
Undergraduate Program	BU 234	5-0611
Business Honors Program	BU 234	5-8066
Integrative Core	BU 254	6-4967
Undergraduate Direct Admit Advisors	BU 234	5-8066
Undergraduate Upper Level Advisors	BU 254	5-2614
School of Continuing Studies (SCS)		
General Studies Degree Program	MX 020	5-4991
Nondegree Student Credit Program	MX 020	5-4991
Independent Study by Correspondence	OW 001	5-2292
School of Education (EDUC)		
Undergraduate	ED 1000	6-8500
Student Academic Center	316 N. Jordan	5-7313
Graduate	ED 4210	6-8504
Teacher Education	ED 1000	6-8580
School of Health, Physical Education, and Recreation (HPER)		
Undergraduate	HP 115	5-1561
Graduate	HP 115	5-1561
Applied Health Science	HP 116	5-3627
Kinesiology	HP 112	5-5523
Elective Physical Education	HP 296	5-4489
Recreation, Park & Tourism Studies	HP 133	5-4711
Hutton Honors College (HON)	811 E. 7th Street	5-3555
School of Informatics (INFO)		
Undergraduate (INFO)	919 E. 10th Street Room 110	6-6016
Undergraduate (CSCI)	LH 225	5-6038
Graduate (INFO)	919 E. 10th Street Room 230	6-1802
Graduate (CSCI)	LH 215C	6-6487
School of Journalism (JOUR)	EP 200	5-9247
Undergraduate		5-9248
Graduate		5-1701
Kinsey Institute (KINS)	MO 313	5-7686
Labor Studies (LSTU)	Poplars 633	5-9084
Maurer School of Law (LAW)	LW 022	5-4809
School of Library and Information Science (SLIS)	LI 011	5-2018
Medical Sciences Program	JH 105	5-8118
Anatomy (ANAT), Medical Chemistry (MCHE), Medicine (MED), Medical Microbiology (MBIO), Medical Sciences (MSCI), Pathology (PATH), Pharmacology (PHAR), Physiology (PHSL)		

Jacobs School of Music (MUS)		
Undergraduate Division Office	MU 011	5-3743
Graduate Division Office	MU 011	5-1738
Elective and Class Guitar	MU 347	5-9412
Elective Instruments	MA 371	5-0021
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 & Literature	M 225H	5-5716
Theory	M 225H	5-5716
Ensembles: Instrumental	SY 246	5-9804
Ensembles: Choral	MA 015	5-0427
School of Nursing (NURS)	SY 437	5-1736
School of Optometry (OPT)	OP 310	5-1917
Optometry (OPT)		
Optometric Technology (TOPT)		
Vision Science (VSCI)		
Office of Overseas Study (OVST)	FF 303	5-9304
School of Public and Environmental Affairs (SPEA)		
Doctoral Program	PV 441	5-2457
Graduate Programs	PV 260	5-2840
Records Office	PV 253	5-0770
Undergraduate Programs	PV 260	5-0635
Undergraduate Counselors	PV 240	5-0635
School of Social Work (SWK)	1127 Atwater	5-4427
University Division	Maxwell Hall	5-6768
Residential Education Programs		
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 Living Learning Center	Shea/Foster	5-6215
Global Village Living Learning Center	Martin/Foster	5-4552

School of Continuing Studies Independent Study Program/ Distance Education

With permission from their dean, IU degree-seeking students have the option of taking distance education courses through the Independent Study Program. For further information about available courses, students may consult the *Independent Study University Courses* catalog, available in Owen Hall 005, by calling 855-2292, or by visiting the School of Continuing Studies Website at *http://scs.indiana.edu.*

Enrollment Procedure
Students should obtain an enrollment form from the School of Continuing Office of Learner Services, Owen Hall 005. The form must be signed by the dean of the student's school. Completed forms should then be returned to Owen Hall 005 where students will pay their fees and receive course materials. **These classes are not available for Registration via *OneStart* Student Center**.

Note: Independent study courses will not be considered for eligibility for full or half-time status when an official IU certification is requested.

African Studies
Anthropology E105 Culture and Society (3 cr.), Online or Print
History E332 African History from Colonial Rule to Independence (3 cr.), Online or Print

Anthropology
B200 Bioanthropology (3 cr.), Print
B370 Human Variation (3 cr.), Print
E105 Culture and Society (3 cr.), Online or Print

Astronomy
A100 The Solar System (3 cr.), Print
A105 Stars & Galaxies (3 cr.), Print
A110 Introduction to Astronomy (3 cr.), Online

Biology
N100 Contemporary Biology (3 cr.), Print

Business
A100 Basic Accounting Skills (1 cr.), Online or Print
A201 Introduction to Financial Accounting (3 cr.), Online or Print
A202 Introduction to Managerial Accounting (3 cr.), Online or Print
A233 Intermediate Healthcare Accounting (3 cr.), Online or Print
A311 Intermediate Financial Accounting I (3 cr.), Print
A312 Intermediate Financial Accounting II (3 cr.), Online or Print
A325 Cost Accounting (3 cr.), Online or Print
A328 Introduction to Taxation (3 cr.), Online
A333 Healthcare Budgeting and Cost Analysis (3 cr.), Online or Print
A335 Fund Accounting (3 cr.), Online or Print
A339 Advanced Income Tax (3 cr.), Online
A422 Advanced Financial Accounting (3 cr.), Online or Print
A424 Auditing (3 cr.), Online or Print
D301 The International Business Environment (3 cr.), Online
F260 Personal Finance (3 cr.), Print
F301 Financial Management (3 cr.), Online
J401 Administrative Policy (3 cr.), Print
L201 Legal Environment of Business (3 cr.), Online or Print
L303 Commercial Law II (3 cr.), Online or Print
L350 Online Law (3 cr.), Online
M300 Introduction to Marketing (3 cr.), Print
P301 Operations Management (3 cr.), Online
X100 Introduction to Business (3 cr.), Print
X204 Business Communications (3 cr.), Print
Z300 Organizational Behavior and Leadership (3 cr.), Online or Print

Classical Studies
C101 Ancient Greek Culture (3 cr.), Print
C102 Roman Culture (3 cr.), Online or Print
C205 Classical Mythology (3 cr.), Online or Print
C209 Medical Terms from Greek and Latin (2 cr.), Print
L100 Elementary Latin I (4 cr.), Print

Communication and Culture
C121 Public Speaking (3 cr.), Print
C122 Interpersonal Communication (3 cr.), Print
C223 Business and Professional Communication (3 cr.), Online or Print

Comparative Literature
C146 Major Themes in Literature (3 cr.), Print
C190 An Introduction to Film (3 cr.), Online or Print
C217 Detective, Mystery, and Horror Literature (3 cr.), Online or Print

Computer Science
A110 Introduction to to Computers and Computing (3 cr.), Print
A201 Introduction to Programming I (4 cr.), Online

Criminal Justice
P100 Introduction to Criminal Justice (3 cr.), Online or Print
P200 Theories of Crime and Deviance (3 cr.), Online or Print
P303 Corrections and Criminal Justice (3 cr.), Online or Print
P306 Drugs and Society (3 cr.), Online or Print
P462 Child Abuse and Neglect (3 cr.), Online or Print

Economics
E201 Introduction to Microeconomics (3 cr.), Online or Print
E202 Introduction to Macroeconomics (3 cr.), Print
E308 Survey of Public Finance (3 cr.), Online or Print

Education
K205 Introduction to Exceptional Children (3 cr.), Print
M135 Self-Instruction in Art (1-5 cr.), Print

English
G205 Introduction to the English Language (3 cr.), Online or Print
L141 Introduction to Writing and the Study of Literature I (4 cr.), Online or Print
L202 Literary Interpretation (3 cr.), Online or Print
L204 Introduction to Fiction (3 cr.), Online or Print
L205 Introduction to Poetry (3 cr.), Online or Print
L207 Women and Literature (3 cr.), Print
L213 Literary Masterpieces I (3 cr.), Online or Print
L314 Late Plays of Shakespeare (3 cr.), Online
L348 19th-Century British Fiction (3 cr.), Print
L354 American Literature since 1914 (3 cr.), Online or Print
L355 American Fiction to 1900 (3 cr.), Print
L358 Twentieth-Century American Fiction (3 cr.), Online or Print
L390 Children's Literature (3 cr.), Online or Print
W103 Introductory Creative Writing (3 cr.), Online or Print
W119 Critical Review Writing (3 cr.), Print
W131 Elementary Composition (3 cr.), Online or Print
W202 English Grammar Review (1 cr.) Online
W203 Creative Writing (3 cr.), Online or Print
W231 Professional Writing Skills (3 cr.), Print
W350 Advanced Expository Writing (3 cr.), Print

Fine Arts
A101 Ancient and Medieval Art (3 cr.), Print
H100 Art Appreciation (3 cr.), Online or Print

French
F100 Elementary French I (4 cr.), Print
F150 Elementary French II: Language and Culture (4 cr.), Print
F200 Second Year French I (3 cr.), Print

Gender Studies
G225 Gender, Sexuality, and Popular Culture (3 cr.), Online or Print

Geography
G107 Physical Systems of the Environment (3 cr.), Online or Print
G110 Introduction to Human Geography (3 cr.), Online or Print
G120 World Regional Geography (3 cr.), Online or Print
G315 Environmental Conservation (3 cr.), Online or Print
G326 Geography of North America (3 cr.), Online or Print

Geological Sciences
G103 Earth Science: Materials and Processes (3 cr.), Online or Print
G115 Introduction to Oceanography (3 cr.), Print
G116 Our Planet and its Future (3 cr.), Online or Print

Health, Physical Education, and Recreation
C366 Community Health (3 cr.), Online or Print
F258 Marriage and Family Interaction (3 cr.), Online or Print
H263 Personal Health (3 cr.), Online or Print
N220 Nutrition for Health (3 cr.), Print
R160 Recreation and Leisure (3 cr.), Print
R324 Recreational Sports Programming (3 cr.), Online or Print

History
A261 Modern American Women's History (3 cr.), Online or Print
A301 Colonial America (3 cr.), Online or Print
A302 Revolutionary America (3 cr.), Online or Print
A303 United States, 1789-1829 I (3 cr.), Online or Print
A304 United States, 1829-1865 II (3 cr.), Print
A314 United States, 1917-1945 (3 cr.), Online or Print
A363 Survey of Indiana History (3 cr.), Print
A364 History of Black Americans (3 cr.), Online or Print
B323 History of the Holocaust (3 cr.), Online or Print
B361 Europe in the 20th Century I (3 cr.), Print
B362 Europe in the 20th Century II (3 cr.), Online or Print

E332 African History from Colonial Rule to Independence (3 cr.), Online or Print
H101 The World in the 20th Century I (3 cr.), Print
H105 American History I (3 cr.), Online or Print
H106 American History II (3 cr.), Online or Print
H207 Modern East Asian Civilization (3 cr.), Online
H233 Sports in History (3 cr.), Online or Print
H251 Introduction to Jewish History: From the Bible to Spanish Expulsion (3 cr.), Print

History and Philosophy of Science
X207 The Occult in Western Civilization (3 cr.), Online or Print

Journalism
C200 Introduction to Mass Communications (3 cr.), Online or Print
C327 Writing for Publication (3 cr.), Online or Print

Linguistics
L103 Introduction to the Study of Language (3 cr.), Online or Print

Mathematics
M014 Basic Algebra (4 cr.), Print
M118 Finite Mathematics (3 cr.), Online or Print
M119 Brief Survey of Calculus I (3 cr.), Print
M125 Precalculus Mathematics (3 cr.), Print
M126 Trigonometric Functions (2 cr.), Print
M211 Calculus I (4 cr.), Print
M212 Calculus II (4 cr.), Print

Music
Z101 Music for the Listener I (3 cr.), Print
Z111 Introduction to Music Theory (3 cr.), Print
Z393 History of Jazz (3 cr.), Online or Print

Near Eastern Languages and Culture
N205 Topics in Middle Eastern Literature: Life and the Afterlife in Ancient Egypt (3 cr.), Print

Nursing
B219 Pharmacology (3 cr.), Online or Print

Philosophy
P100 Introduction to Philosophy (3 cr.), Online or Print
P105 Thinking and Reasoning (3 cr.), Online or Print
P140 Introduction to Ethics (3 cr.), Online or Print
P150 Elementary Logic (3 cr.), Online or Print
P282 Women in Philosophical Thought (3 cr.), Online or Print
P337 Philosophy of Work (3 cr.), Online or Print

Physics
P101 Physics in the Modern World I (4 cr.), Online or Print
P120 Energy and Technology (3 cr.), Online or Print

Political Science
Y103 Introduction to American Politics (3 cr.), Online or Print
Y105 Introduction to Political Theory (3 cr.), Online or Print
Y109 Introduction to International Politics (3 cr.), Online
Y200B Contemporary Political Problems: Political Terrorism (3 cr.), Online or Print
Y200C Contemporary Political Problems: Social Movements and Protest in Democracies (3 cr.), Online
Y304 Constitutional Law (3 cr.), Online or Print
Y305 Constitutional Rights and Liberties (3 cr.), Online
Y306 State Politics in the United States (3 cr.), Online or Print
Y309 American Politics through Film and Fiction (3 cr.), Online or Print

Psychological and Brain Sciences
P101 Introductory Psychology I (3 cr.), Online or Print
P102 Introductory Psychology II (3 cr.), Online or Print
P316 Psychology of Childhood and Adolescence (3 cr.), Online or Print
P319 Psychology of Personality (3 cr.), Online or Print
P320 Social Psychology (3 cr.), Online or Print
P324 Abnormal Psychology (3 cr.), Online or Print

Religious Studies
R152 Religions of the West (3 cr.), Print
R220 Introduction to the New Testament (3 cr.), Online or Print
R247 Introduction to Christianity (3 cr.), Online or Print
R335 Religion in the United States, 1600–1850 (3 cr.), Online or Print
R336 Religion in the United States, 1850 to Present (3 cr.), Online or Print

Sociology
S100 Introduction to Sociology (3 cr.), Online or Print
S230 Society and the Individual (3 cr.), Print
S313 Religion and Society (3 cr.), Online or Print
S315 Work and Occupations (3 cr.), Online or Print
S316 The Family (3 cr.), Online or Print
S338 Gender Roles (3 cr.), Online or Print
S340 Social Theory (3 cr.), Online or Print

Spanish
S100 Elementary Spanish I (4 cr.), Online or Print
S150 Elementary Spanish II (4 cr.), Online or Print
S200 Second-Year Spanish I (3 cr.), Online or Print
S250 Second-Year Spanish II (3 cr.), Online or Print

General Information

Waiver of Requirements

Although this publication 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 will 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 (317) 278-8628
Advising: Health Professions & Prelaw Center	Maxwell Hall 010 ... 855-1873

Arts and Sciences

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

Bertenthal, dean
Becker, executive associate dean
Pilachowski, associate dean for graduate education
Robinson, associate dean for undergraduate education
de Ruyter, associate dean for research and grants
Watt, associate dean
Byler, assistant dean (graduate)
Lindemann, senior assistant dean (undergraduate)
Halloran, assistant dean (undergraduate)
Goldstein, assistant dean (undergraduate)

Business

Undergraduate Office	Information Window–2nd Floor	855-0611
MBA Office	CG 2010	855-8006
Doctoral Office	Business 730	855-3476

Smith, dean
Acito, associate dean of information technology
Venkataramanan, associate dean of academic programs
Kesner, associate dean of academics
Lenz, undergraduate program chairperson
Powell, MBA program chairperson
Bretthauer, doctoral programs chairperson

Continuing Studies

General Studies Degree Program	Maxwell Hall 020	855-4991
Nondegree Student Credit Program	Maxwell Hall 020	855-4991
Returning Students Services	Maxwell Hall 020	855-4991
Independent Study Program	Owen 005	855-2292

Wertheim, executive associate dean

Education

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

Gonzalez, university dean
Hossler, executive associate dean - Bloomington
Rogan, executive associate dean - Indianapolis
Sherwood, associate dean - research and development
McMullen, associate dean - graduate studies
Brush, associate dean - teacher education - Bloomington
Ociepka, chair of teacher education - Indianapolis

University Graduate School

Information	Kirkwood 111	855-9343

Wimbush, dean
Daleke, associate dean
Queener, associate dean-Indianapolis
Treviño, assistant dean
Watson, associate dean

Health, Physical Education, and Recreation

Information	HPER 115	855-1561

Goodman, dean
Wilkerson, associate dean
Koceja, associate dean

Informatics

Undergraduate Student Services	919 E. Tenth, Rm. 110	856-6016
Graduate Student Services	919 E. Tenth, Rm. 230	856-1802
Administrative Services		856-5754

Journalism

Information	Ernie Pyle 200	855-9247

Hamm, dean

Labor Studies Program

Information	Poplars 633	855-9084
Counseling	Poplars 635	855-1560

Law

Information	Law	855-7995
Admissions	Law 230	855-4765
Student Affairs Office	Law 024	855-5361

Robel, dean
Buxbaum, executive associate dean
Fromm, associate dean
Lamber, associate dean
Geyh, associate dean
Hilycord, assistant dean
Keller, assistant dean
Davis, assistant dean
Havill, assistant dean
Motley, assistant dean
Schuster, assistant dean
Regenovich, assistant dean

Library and Information Science

Dean's Office	Library 011	855-2848
Admissions	Library 011	855-2018
Doctoral Program	Library 011	855-2848

Cronin, dean
Rosenbaum, associate dean

Medical Sciences Program

Dean's Office	Jordan 105	855-8118

Brater, dean of medicine, Indiana University School of Medicine–IUPUI
Watkins, assistant dean and director, Medical Sciences Program–BL

Music

Undergraduate Office	Merrill Hall 011	855-3743
Graduate Office	Merrill Hall 011	855-1738

Richards, dean
O'Brien, executive associate dean
Wennerstorm, associate dean for instruction
Isaacson, director of graduate studies
Potter, director of undergraduate studies

Nursing

Undergraduate Office	Sycamore Hall 437	855-1736
Academic Counselor	Sycamore Hall 401	855-2592

Krothe, assistant dean

Optometry

Student Administration Office	Optometry 310	855-1917
Optometric Technology Programs	Optometry 310	855-1917

Soni, interim dean
Bonanno, executive associate dean for academic affairs and student administration
Candy, associate dean for research
Swanson, associate dean for graduate programs
Brooks, director, optometric technology programs
Horner, director, clinical administration
Vance, director, student administration

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
Fischer, director, undergraduate programs

Reserve Officers Training Corps (ROTC)
Aerospace Studies (Air Force) ..... 814 E. Third, Rm. 303 855-4191
Golden, director, Department of Aerospace Studies
http://www.indiana.edu/~afrotc/
Military Science (Army) ..... Smith Research Center 150 855-7682
Arnold, professor of Military Science
http://www.indiana.edu/~rotc

Social Work
Information ..... 1127 Atwater 855-4427

University Division
Academic Advising-general information Maxwell Hall 855-6768
Academic Advising-continuing students ..... Maxwell Hall 855-6768
Health Professions and Prelaw Information Center ..... Maxwell Hall 855-1873

Reiter, director of advising ..... Maxwell Hall 855-4301
Zorn, Associate Vice Provost ..... Maxwell Hall 855-8783

Administrative Offices and Hours

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

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 August) 855-0661
African American Arts Institute ..... Neal-Marshall, Suite 310, 8 a.m.-12 p.m., 1p.m.-5 p.m., 855-9501
Career Development Center ..... 625 N. Jordan, 8 a.m.-5 p.m., M-F, 855-5234
http://www.indiana.edu/~career
Neal-Marshall Black Culture Center 275 North Jordan Ave., Room A226, Spring and Fall (9 a.m.-9 p.m. M-Th; 9 a.m.-5 p.m. F); Summer (9 a.m.-6 p.m. M-Th and 9 a.m.-5 p.m. on F), 855-9271
Budgetary Administration and Planning, Bloomington Campus ..... Bryan Hall 205, 855-9729, 8 a.m.-5 p.m., M-F
Bursar, Office of ..... Franklin Hall 011, 9 a.m.-4 p.m., M-F
bursar@indiana.edu, 855-2636
http://bursar.indiana.edu
Campus ID Cards ..... Campus Card Services, 8:30 a.m. to 4:30 p.m., 855-8711
Dean of Students ..... Franklin Hall 200, 855-8187
Disability Services for Students ..... Franklin Hall 006, 855-7578
Faculty and Academic Affairs, Vice Provost for ..... Bryan 111, 8 a.m.-5 p.m., 855-2809
Freshman Interest Groups ..... Maxwell Hall 222, 856-4302
Health Center ..... 600 North Jordan (across from Main Library), 8 a.m.-4:30 p.m. M-F, 855-4011
Health Professions and Prelaw Center ..... Maxwell Hall 010, 855-1873
Hutton Honors College ..... 811 E. 7th St., 855-3555
International Admissions ..... 300 N. Jordan Avenue, 855- 4306
intladm@indiana.edu
International Center ..... 111 S. Jordan, 11:00 a.m.-5:00 p.m. M-F, 855-7133
Office of the Vice President for International Affairs ..... Bryan 104, 8-12 noon; 1-5 p.m., 855-8669
International Services ..... Franklin Hall 306, 9-12 noon; 1-4 p.m. M-F, 855-9086
La Casa ..... 715 E. 7th St., 9 a.m.-9 p.m. M-Th, 9 a.m.-5 p.m. F, 855-0174
Liberal Arts and Management Program ..... Wylie Hall 247, 856-4966
Multicultural Initiatives, Office of ... Neal Marshall Black Culture Center Suite 310, 8 a.m.-5 p.m., 856-4929
Office of the Provost ..... Bryan Hall 100, 8 a.m.-5 p.m. M-F, 855-9011
Overseas Study, Office of ..... Franklin Hall 303, 9 a.m.-4 p.m. M-F, 855-9304
http://www.indiana.edu/~overseas
Parking Operations ..... Henderson Garage, 310, S. Fess Ave., 8 a.m.-5 p.m., M-F, 855-9848
Physical Plant ..... Service Building, 1800 N. Range Road, 855-8728 (24-hour number)
Registrar, Office of ..... Franklin Hall 100, 9 a.m.-4 p.m.
http://registrar.indiana.edu
General Email ..... *registrar@indiana.edu*
Registration Assistance ..... *reghelp@indiana.edu*
General Information 855-0121
Transcripts 855-7505
Residential Programs & Services, Division of ..... 801 N. Jordan, 8 a.m.-5 p.m. M-F, 855-1764
Academic Initiatives ..... 801 N. Jordan, Room 221, 8 a.m.-5 p.m. M-F, 855-1764
Student Academic Center ..... 316 N. Jordan (Southeast Corner of 7th & Jordan), 9 a.m.-12 noon, 1-4 p.m., 855-7313
Student Activities ..... IMU 371, 9 a.m.-5:30 p.m., 855-4311
Student Advocates ..... Owen Hall 202, 855-0761
Student Affairs ..... Franklin Hall 200, 855-8187
Student Ethics and Anti-harassment Programs..... 705 East 7th St., 8 a.m.-5 p.m., 855-5419
Student Financial Assistance ..... Franklin Hall 208, 9 a.m.-4 p.m., M-F (812) 855-0321 Fax: (812) 855-7615
www.indiana.edu/~sfa/
onestart.iu.edu
Student Legal Services ..... 703 E. 7th St., 8 a.m.-4 p.m. M-F, 855-7867
Telephone and Cable TV Repair, Campus 855-2111
Undergraduate Education, Vice Provost for..... Maxwell Hall 100, 8 a.m.-5 p.m., 855-8783
http://www.indiana.edu/~vpue/index.shtml
University Division ..... Maxwell Hall, 8 a.m.-5 p.m., M-F, 855-4964
Veterans Support Services ..... Franklin Hall 006, 856-1985
Women's Affairs ..... Memorial Hall East 120, 8-12 noon; 1-5 p.m., M-F, 855-3849;
owa@indiana.edu
http://www.indiana.edu/~owa

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 Action (Approved 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; Board of Trustees, December 13, 1996)

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.

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 and dissemination of information and materials and for services pertaining thereto in support of the teaching, research and general learning functions to the university. A librarian is obligated to keep abreast of the latest developments in the profession and with processes and services to improve library service.

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 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.

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 responsibilities as the following is also a component of academic ethics.

1. A teacher will maintain a clear connection between the advance description and the conduct and content of each course presented to ensure efficient subject selection by students.
2. A teacher will clearly state the course goals and will inform students of testing and grading systems; moreover, these systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
3. A teacher will plan and regulate class time with an awareness of its value for every student and will meet classes regularly.
4. A teacher will remain available to students and will announce and keep liberal office hours at hours convenient to students.
5. A teacher will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of race, sex, national origin, religion, age, or physical handicap.
6. A teacher will strive to generate a proper respect for an understanding of academic freedom by students. At the same time, a teacher will emphasize high standards and strive to protect students from irrelevant and trivial interruptions or diversions.
7. Since letters of evaluation written by a teacher may be uniquely important documents in both the academic and post-university life of a student, each teacher will strive to make such letters both candid and fair.
8. A librarian recognizes the need for continual development, maintenance and improvement of standard and specialized bibliographical resources.

9. A librarian cooperates with the teaching and research faculty to develop the collection in support of the curricular offerings of the academic community.
10. A librarian recognizes intellectual and professional obligations to the patron, the university and the community at large.
11. A librarian has an obligation to recommend and make improvements in library service.
12. A librarian accepts the responsibility for the care and preservation of library materials.
13. Academic personnel will strive to protect not only their own right of freedom of inquiry, teaching, and expression but also their colleagues' right to the same freedoms.
14. In the interest of avoiding actual or perceived conflict of interest, academic personnel shall not directly supervise employees with whom they are having sexual or amorous relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the Dean of the Faculties or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.
15. While in the classroom, academic personnel should refrain from adverse personal comments about their colleagues. At all times, academic personnel should exercise restraint and discretion in comments about other courses or divisions in the University.
16. Constructive criticism of colleagues is sometimes necessary in the interest of the individual criticized or the entire University community. To be constructive, however, such criticism should be channeled, in confidence, toward those persons (preferably the individual concerned, but also academic superiors, faculty committees, or administrative officers) who have the power to correct or influence conduct in a constructive way. Indiscriminate criticism or gossip about colleagues is condemned.
17. Each academic person retains the right to criticize and to seek to remedy, by appropriate means, regulations and policies of the University. Among means deemed inappropriate are: acts of physical violence against members or guests of the University community; acts which interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of University property. It is equally inappropriate to advise others to commit such acts.
18. If criticizing the University, the academic person should be aware of ameliorative procedures which exist within the University and should use these procedures in preference to conducting public criticisms of the institutions or any of its divisions.
19. Each academic person will insure that outside commitments do not interfere in terms of time, energy, or conflict of interest with obligations to the University. As a safeguard against such interference, each will:
    a. report to an appropriate authority plans to engage in gainful activities of an extensive, recurring, or continuing nature; and
    b. notify an appropriate authority of any invitation to serve as advisor or consultant to an agency granting money to the University.
20. He or she will give adequate notice of interruption or termination of service. In order that instructional programs will not be interrupted, before leaving, the academic person will:
    a. complete all normal duties;
    b. provide complete records of grades and similar data to departmental chairpersons; and
    c. provide properly for incomplete class and thesis work.
21. He or she will work with colleagues individually and collectively toward furthering both personal and group interests so long as such cooperation does not require violation of intellectual and moral integrity.
22. Each academic person will accept a share of the obligation for helping the University function smoothly as a living and vigorous organization. Toward achieving this goal, each will serve on committees, accept a reasonable burden of administrative duties, and work cooperatively with administrative officers of the University in order to further all the legitimate goals of the institution.

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 II, Section H), which is printed below.

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. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
4. Unauthorized release or use of any university access codes for university computer systems, duplicating systems and other university equipment.
5. Conduct that is lewd, indecent, or obscene.
6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other university or university-authorized activity. (See Guidelines for Dealing with Disruptive Students in Academic Settings, University Faculty Council, April 12, 2005)
7. Actions that endanger one's self, others in the university community, or the academic process.
8. 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; or refusal to vacate a university facility when directed to do so.
9. Unauthorized entry, use, or occupancy of university facilities.
10. Unauthorized taking, possession or use of university property or services or the property or services of others.
11. Damage to or destruction of university property or the property belonging to others.
12. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment and emergency personnel.
13. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
14. Possession of any weapon or potential weapons on any university property contrary to law or university policy; possession or display of any firearm on university property, except in the course of an authorized activity.
15. Sale of any firearms from university property or using university facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.
16. Acting with violence.
17. Aiding, encouraging, or participating in a riot.
18. Harassment, defined in Part I (c) of the Code as follows:
    "Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other unwelcome conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education, or submission to or rejection of such conduct by a student is used as the basis for academic conditions affecting the student; or the conduct has the effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment.
    Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex or gender, sexual orientation, marital status, or veteran's status and that: adversely affects a term or condition of an indivdual's education, housing, or participation in a university activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in university activities."
19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically or in written form.
    a. Stalking is defined as repeated, unwanted contact in the forms of including, but not limited to, phone calls, e-mail, physical presence, and regular mail.
    b. Hazing is defined as any conduct that 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.
20. 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 or 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 or causes the person to have a reasonable apprehension that such harm is about to occur.
d. Sexual assault, including while any party involved is in an impaired state;
e. Sexual contact with another person without consent, including while any party involved is in an impaired state.

21. Verbal abuse of another person, including the following:
    a. An express or implied threat to:
        (1) Interfere with an individual's personal safety, academic efforts, employment, or participation in university sponsored activities and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
        (2) Injure that person, or damage his or her property; 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.
22. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or university policy.
    a. Indiana University prohibits:
        (1) Public intoxication, use or possession of alcoholic beverages on university property (including any undergraduate residence supervised by the university, including fraternity and sorority houses) except as otherwise noted in Part II, Section H (22) b, and Part II, Section H(22) c.
        (2) Providing alcohol contrary to law.
    b. The Dean of Students of each campus has discretion to allow exceptions to Part II, Section H (22) a, allowing use or possession of alcohol by persons, including students, who meet the minimum drinking age standards of the State of Indiana, under the following circumstances.
        (1) Use or possession of alcoholic beverages by persons who are of lawful drinking age may be generally permitted in residences supervised by the university, including fraternity and sorority houses, when specifically approved by the campus Dean of Students. Such use or possession may be allowed in residence rooms, apartments, and certain common areas as specifically approved by the Dean of Students. However, use or possession under this section shall be permitted only in residences supervised by a live-in employee specifically charged with policy enforcement.
        (2) Use or possession of alcoholic beverages may be permitted on an event-by-event basis in designated undergraduate residences (including fraternity and sorority houses) supervised by a live-in employee specifically charged with policy enforcement, when temporary permission is granted by the Dean of Students for events at which persons of lawful drinking age may lawfully possess and use alcoholic beverages.
    c. The Chancellor of each campus has discretion to allow exceptions to Part II, Section H (22) a, allowing use or possession of alcohol by persons, including students, who meet the minimum drinking age standards of the State of Indiana, under the following circumstances.
        (1) Use or possession of alcoholic beverages may be permitted in facilities such as student unions or on-campus hotels, including guest rooms and other areas, specifically approved by the campus Chancellor.
        (2) Use or possession of alcoholic beverages may be permitted in other areas, such as private office and faculty lounges, not accessible to the public.
        (3) Use or possession of alcoholic beverages may be permitted in areas accessible to the public, if specifically approved by the campus Chancellor.
    d. Indiana University also permits the non-conspicuous possession of alcoholic beverages on university property when in transit to areas where they may be possessed or used under the provisions above.
    e. 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.
    f. The Chancellor or Dean of Students may make rules covering these uses. Those rules shall be enforceable as provisions of this code.
23. Unauthorized possession, manufacture, sale, distribution or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.
24. Intentionally obstructing or blocking access to university facilities, property, or programs.
25. Violation of other disseminated university regulations, policies, or rules. Examples of such regulations include but are not limited to university computing policies, residence hall policies, and recreational sports facility policies.
26. A violation of any Indiana or federal criminal law.
27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.

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 institution, 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.

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://dsa.indiana.edu/Code/*.

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://dsa.indiana.edu/Code.*

Alcohol and Drug-Free Campus Policy

In compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701) and the Drug-Free Schools and Communities Act 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 prohibition contained in paragraph 1, above; and
   b. to notify the campus Provost in the event they are convicted under any criminal drug statute for a violation occurring on University property, no later than five days after such conviction.
3. Any University employee found to be under the influence of alcohol or a controlled substance while on University property, or in the course of a University activity, is subject to disciplinary action described in paragraph 5, below.
4. Any University employee convicted of a criminal alcohol violation or of a violation of the criminal drug statutes occurring on University property is subject to disciplinary action described in Paragraph 5, below.
5. Consistent with local, state and federal law, and with applicable Indiana University policies and procedures, Indiana University will discipline students and employees who violate this Alcohol and Drug-Free Campus Policy up to and including expulsion, termination of employment, and/or referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation program.
6. Any employee whose use of alcohol or of controlled substances away from the University can reasonably be established to be the cause of poor attendance or performance problems may be counseled to seek rehabilitation from available University or community resources. See the University's publication "Procedure for Handling Alcohol and Drug Abuse Among Staff Employees" or the local telephone directory for a list of available resources.
7. When notice of a criminal drug statute conviction for a violation occurring on University property is received, the campus Provost's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988, and Executive Order 90-5, April 12, 1990, issued by the Governor of Indiana.
8. Each campus Human Resources Office shall maintain and periodically publish for its campus a list of available University and community resources for alcohol or drug abuse assistance or rehabilitation programs. In addition, each campus Human Resources Office shall provide employees with information about the dangers of alcohol or drug abuse in the workplace.
9. Students may obtain information regarding drug or alcohol counseling, treatment, or rehabilitation programs from Indiana University's Alcohol-Drug Information Center, Student Health Center, Counseling and Psychological Services, or Dean of Students Office.

Criminal Penalties—Alcohol and Drugs

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

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

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

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

- fines up to $10,000 (Indiana)
- fines up to $250,000 (federal)
- imprisonment up to 50 years (Indiana)
- imprisonment up to life (federal) and
- confiscation of property.

Health Risks Associated with Alcohol and Controlled Substances (Drugs)

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

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

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

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

This statement describes the policies that are implicit in the campus calendar approved by the Bloomington Faculty Council in 1986.

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 second summer session and the beginning of orientation/registration week.
3. The first semester shall contain fourteen weeks and two days of instruction (that is, 72 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 days 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. Thanksgiving Recess shall be four days (Wednesday, Thursday, Friday, and Saturday), and Spring Recess shall 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 be divided into a six-week session and an eight-week session.
12. There shall be no classes on Memorial Day during the first summer session and no classes on the Fourth of July during the second summer session. 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 855-4111 or 857-4111.

If you are calling about an emergency, dial 911 from any campus phone. Emergency phones at 20 different locations around campus connect directly to the IUPD dispatcher. If the problem is not a matter of public safety nor within the IU Police Department's primary jurisdiction, the dispatcher will refer the call to the proper agency. All of the numbers listed here 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 inspect 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 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 index in this publication.

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

Access to the state registry of sex offenders can be found on the Indiana University Police Department web site (*www.indiana.edu./~iupd*).

Among these are 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 are 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.

Indiana University
Bloomington Campus
The Clery Report

Reporting guidelines vary between the Clery Report and the FBI's Uniform Crime Report. Incidents that reportedly occurred on university or student-organization owned properties are counted in this report. For full definitions, see: *http://www.securityoncampus.org/schools/cleryact/definitions.html*.

Statistics by Calendar Year (January-December)

CRIME REPORTS	2006	2007	2008
CRIMINAL HOMICIDE	**0**	**0**	**0**
MANSLAUGHTER	**0**	**0**	**0**
FORCIBLE RAPE[1]	**9**	**3**	**3**
On campus	6	3	1
Non-Campus	3	0	2
Residential Facilities for Students	6	3	1
Public Property	0	0	0
FORCIBLE SODOMY	**0**	**1**	**0**
On Campus	0	1	0
Non-Campus	0	0	0
Residential Facilities for Students	0	0	0
Public Property	0	0	0
SEXUAL ASSAULT WITH AN OBJECT	**1**	**0**	**1**
On campus	1	0	1
Non-Campus	0	0	0
Residential Facilities for Students	0	0	1
Public Property	0	0	0
FORCIBLE FONDLING	**2**	**6**	**4**
On campus	2	4	3
Non-Campus	0	2	1
Residential Facilities for Students	1	2	1
Public Property	0	0	0
INCEST	**0**	**0**	**0**
STATUTORY RAPE	**0**	**0**	**0**
ROBBERY	**1**	**7**	**2**
On campus	1	5	2
Non-Campus	0	0	0
Residential Facilities for Students	0	1	0
Public Property	0	2	0
AGGRAVATED ASSAULT	**8**	**9**	**2**
On campus	6	9	0
Non-Campus	1	0	0
Residential Facilities for Students	1	6	0
Public Property	1	0	2
BURGLARY	**69**	**98**	**68**
On Campus	52	75	48
Non-Campus	17	23	20
Residential Facilities for Students	45	58	23
Public Property	0	0	0
VEHICLE THEFT	**11**	**15**	**9**
On Campus	6	13	9
Non-Campus	5	1	0
Residential Facilities for Students	0	0	0
Public Property	0	1	0

ARSON	**0**	**0**	**2**
On campus	0	0	1
Non-Campus	0	0	1
Residential Facilities for Students	0	0	0
Public Property	0	0	0
HATE CRIMES[2] Vandalism (1-R, 2-S)	**n/a**	**n/a**	**3**
On Campus	0	0	1
Non-Campus	0	0	2
Residential Facilities for Students	0	0	0
Public Property	0	0	0
HATE CRIMES[2] Intimidation (1-S)	**n/a**	**n/a**	**1**
On Campus	0	0	1
Non-Campus	0	0	0
Residential Facilities for Students	0	0	1
Public Property	0	0	0

[1]Incidents reported must meet the legal definition of rape. It is recognized that rape is often an under reported crime.
[2]Clery Report incidents that were hate-motivated are marked as follows:
D-Disability, E-Ethnicity, G-Gender

CRIME REPORTS	**2006**	**2007**	**2008**
LIQUOR LAWS	**526**	**703**	**544**
On Campus	391	581	443
Non-Campus	14	11	6
Residential Facilities for Students	189	201	146
Public Property	121	111	95
DRUG LAWS	**177**	**106**	**189**
On Campus	159	133	169
Non-Campus	3	1	4
Residential Facilities for Students	116	74	109
Public Property	15	26	16
WEAPONS LAWS	**1**	**2**	**0**
On Campus	1	1	0
Non-Campus	0	1	0
Residential Facilities for Students	0	0	0
Public Property	0	0	0

DISCIPLINARY REFERRALS	**2006**	**2007**	**2008**
LIQUOR LAWS	**1004**	**1564**	**1495**
On Campus	999	1561	1494
Non-Campus	5	3	1
Residential Facilities for Students	985	1512	1444
Public Property	0	0	0
DRUG LAWS	**102**	**129**	**112**
On Campus	101	129	112
Non-Campus	1	0	0
Residential Facilities for Students	90	114	101
Public Property	0	0	0
WEAPONS LAWS	**0**	**0**	**0**
On Campus	0	0	0
Non-Campus	0	0	0
Residential Facilities for Students	0	0	0
Public Property	0	0	0

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.

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.

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

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

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

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

Ethnic Information Policy

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

Extended X (Expanded-FX) Policy

Bloomington Faculty Council Action (May 3, 1994)

The council amended the F/X policy to read:

Any undergraduate student may retake a course for which he/she received a grade below an A during the first 45 hours of coursework. 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.

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). Any GPA calculated in accord with this policy shall be marked with an asterisk denoting that a lower grade has been replaced by a second grade in the course.

Note: *This policy was implemented First Semester 2001-2002. Courses taken prior to that term do not apply. See Extended-X Implementation Policies. The record notation of an "X" to the left of the course excluded from the GPA has been substituted for an asterisk denotation mentioned in the original policy. Some schools may not honor this policy for purposes such as school admission, graduation, and probation requirements, and there may be other limitations on courses eligible for the GPA exclusion; students should consult with their school or University Division advisors before exercising this option.*

On April 21, 2009, the Bloomington Faculty Council amended the Extended-X Policy as summarized below. The amendments are in effect beginning with the Spring 2010 academic term:

a. Eliminated the rule restricting eligible courses to those taken in the first 45 hours.
b. Modified the Implementation Policy related to the timetable for student application, changing the deadline to the Pass/Fail deadline for the retaken class (previously, the Automatic W deadline.) See Implementation Policy 7, below. The Extended-X / Pass/Fail deadline is generally in the third week of a regular, sixteen-week term, but is adjusted for sessions of shorter duration, such as first eight-week and second-eight week sessions. To determine the Extended-X application deadline for a specific class, consult the Official Calendar, Bloomington Campus, as found in this Bulletin.

Note: *Undergraduate courses beyond the first 45 hours retaken prior to Spring 2010 will not be eligible for Extended-X due to the policy restrictions in effect at the time the course was retaken, and also due to the application deadline for the retaken course being past.*

Below is the revised Extended-X Implementation Policies, as approved by the Bloomington Faculty Council, April 21, 2009. The Implementation Policies have been renumbered into a newly-consolidated list.

Extended X Implementation Policies

Bloomington Faculty Council Action (Circular B37-2001; March 6 & 20, 2001; amended Circular B23-2009, April 21, 2009)

1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the policy. Provisions approved April 21, 2009, go into effect for the Spring 2010 term.
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 by the Pass/Fail deadline specific to that course.
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.

Note: *Some schools may not honor this policy for purposes such as school admission, graduation, and probation determination.*

Graduation Rate

The completion or graduate 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/~upira/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/rubeola (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/rubeola 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 student is under age 18). The student (or parent if student is under age 18) will provide a signature that they have reviewed 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 immunization form at *http://registrar.indiana.edu/immunize/* 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.

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 email address. Registration for the next semester or session will be prevented for students who do not provide this required data to the Office of the Registrar. In order to maintain the confidentiality of medical record information, immunization data provided to other University offices cannot be used to comply with this state mandated requirement.

Questions concerning these requirements for immunization information should be directed to a Service Representative, Office of the Registrar, Franklin Hall 100, (812) 855-0121, *registrar@indiana.edu*. Also, link to *http://registrar.indiana.edu* 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, 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 of Affirmative Action, Poplars 825, 855-7559
Dean of Students Office, Franklin Hall 200, 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 clearing house 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 la.w. 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 exist 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 exist 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 when necessary. These accommodations and adjustments must 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. Medical 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 website at www.indiana.edu/~iubdss.) 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 acommodation, 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 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. 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 responsibility. 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.*

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 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 to the instructor 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 the *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 calendar is maintained at *http://www.indiana.edu/~vpfaa/rel_hol_cal.shtml.* There are links provided for additional information on religious holidays, cultural calendars, interfaith calendars, and celestial events.

Note: Students wanting accommodations for observance of other religious holidays should contact their instructors as indicated in the procedures outlined above.

Spring 2010

Gantan-sai (New Years)	Shinto	Jan. 1	Friday
Asian Lunar New Year [Year of the Tiger]	Chinese	Feb. 10	Wednesday
Mawlid-al-Nabi [Muhammed's birthday]	Islamic	Feb. 25-26*	Thurs.-Fri.
Purim	Jewish	Feb. 27-28*	Sat.-Sun.
Vernal Equinox (EST)		Mar. 20	Saturday
Naw-Ruz/Iranian New Year	Bahá'i	Mar. 20-21*	Sat.-Sun.
Palm Sunday	Western Christian & Eastern Orthodox	Mar. 28	Sunday
Passover (Pesach), 1st two days	Jewish	Mar. 29-31*	Mon.-Wed.
Good Friday/ Holy Friday	Western Christian & Eastern Orthodox	Apr. 2	Friday
Passover (Pesach), concluding days	Jewish	Apr. 4-6*	Sun.-Tue.
Easter/ Pascha	Western Christian & Eastern Orthodox	Apr. 4	Sunday
Ridvan Festival, 1st of 12 days	Bahá'i	Apr. 20-21*	Tue.-Wed.
9th Day of Ridvan	Bahá'i	Apr. 28-29*	Wed.-Thur.
12th Day of Ridvan	Bahá'i	May 1-2*	Sat.-Sun.

*Holy days start at sundown of beginning date 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 2010

Shavuot (Feast of Weeks)	Jewish	May 18-20*	Tue.-Thurs.
Declaration of the Báb	Bahá'i	May 22-23*	Sat.-Sun.
Ascension of Bahá'u'lláh	Bahá'i	May 28-29*	Fri.-Sat.
Summer Solstice (EST)		June 21	Monday
Martyrdom of the Bab	Bahá'i	July 8-9*	Thurs.-Fri.

*Holy days start at sundown of beginning date and end at sundown or nightfall of concluding date.
#All dates are from Fiqh Council of North America adopted Islamic Calendar. For events based on sightability of the moon in North America, those denoted with "#" will be the next day from these dates.

Fall 2011

Beginning of Ramadan	Islamic	Aug. 10-11*#	Thurs.-Fri.
Eid al-Fitr (Eid-ul-Fitr), (first day of Shawwal)	Islamic	Sept. 8-9*#	Wed.-Thurs
Rosh Hashanah [New Year]	Jewish	Sept. 8-10*	Wed.-Fri.
Yom Kippur [Day of Atonement]	Jewish	Sept. 17-18*	Fri.-Sat.
Autumn Equinox (EST)		Sept. 22	Wednesday
Sukkot [Feast of Tabernacles]	Jewish	Sept. 22-29*	Wed.-Wed.
Shemini Atzeret & Simchat Torah	Jewish	Sept. 30*	Thursday
Birth of the Báb	Bahá'i	Oct. 19-20*	Tue.-Wed.
Birth of Bahá'u'lláh	Bahá'i	Nov. 11-12*	Thurs.-Fri.
Eid al-Adha	Islamic	Nov. 15-16*#	Mon.-Tue.
Hanukkah (Chanukah) [8-day Feast]	Jewish	Dec. 1-9*	Wed.-Thurs.
Al-Hijra (Muharram) [New Year]	Islamic	Dec. 6-7*	Mon.-Tue.
Bodhi Day (Rohatsu)	Buddhist	Dec. 8	Wednesday
Ashura (10th day of Muharram)	Islamic	Dec. 15-16*	Wed.-Thurs.
Winter Solstice (EST)		Dec. 21	Tuesday
Christmas	Western Christian	Dec. 25	Saturday
Kwanzaa	Interfaith/ African-American	Dec. 26-Jan. 1	Sun.-Sat.

*Holy days start at sundown of beginning date and end at sundown or nightfall of concluding date.
#All dates are from Fiqh Council of North America adopted Islamic Calendar. For events based on sightability of the moon in North America, those denoted with "#" will be the next day from these dates.

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

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules shall take effect February 1, 1974; provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by this Rule, if he or she attended the university before that date and while he or she remains continuously enrolled in the university.

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)[1], 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 semester or other session in which the individual registers in the University, subject to the exception in (c)[1] below.
   a. The residence of an unemancipated person under 21 years of age 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.[2]
   b. If such person 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.[1]
   c. Such person 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."[1]
   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 semester 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 remaining continuously enrolled in the university until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.[3]
3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.[3]
4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the 12 months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of 12 months from the residence qualifying date, i.e., the date upon which the student commenced the 12-month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.
   a. The residence of a student's parents or guardians.
   b. The situs of the source of the student's income.
   c. To whom a student pays his or her taxes, including property taxes.

d. The state in which a student's automobile is registered.
e. The state issuing the student's driver's license.
f. Where the student is registered to vote.
g. The marriage of the student to a resident of Indiana.
h. Ownership of property in Indiana and outside of Indiana.
i. The residence claimed by the student on loan applications, federal income tax returns, and other documents.
j. The place of the student's summer employment, attendance at summer school, or vacation.
k. The student's future plans including committed place of future employment or future studies.
l. Admission to a licensed profession in Indiana.
m. Membership in civic, community and other organizations in Indiana or elsewhere.
n. All present and intended future connections or contacts outside of Indiana.
o. The facts and documents pertaining to the person's past and existing status as a student.
p. Parents' tax returns and other information, particularly when emancipation is claimed.

5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.
6. The registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
7. A Standing Committee on Residence shall be appointed by the president of the university, and shall include two students from among such as may be nominated by the student body presidents of one or more of the campuses of the university. If fewer than four are nominated, the president may appoint from among students not nominated.
8. A student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the registrar's determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the registrar shall be final and binding.
9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.
10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the university, as well as to such other punishment which may be provided for by law.
11. A student who does not pay additional monies which may be due because of his or her classification as a nonresident student within 30 days after demand, shall thereupon be indefinitely suspended.
12. A student or prospective student who fails to request resident student status within a particular semester or session 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 semester or session.
13. If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are severable.

[1]Rules 2(b) and 2(c) apply only to unemancipated persons under 21 years of age.
[2]Invocation of the provision in Rule 2(a) that applies to cases of divorce or separation requires appropriate legal documentation.
[3]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. Current eligible classifications are: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-4, I, L-1, L-2, O-1, O-3, V-1, V-2, and V-3. Continuing eligibility to remain classified as a resident student for fee-paying purpose depends upon the continued maintenance of eligible immigration status. Contact the registrar's office for more information.

Taxpayer Relief Act of 1997

Education-Related Federal Income Tax Credits

The Taxpayer Relief Act of 1997 offers two nonrefundable federal income tax credits for qualified education expenses paid each calendar year. This act provides for a maximum tax credit of $1,650 per student for the Hope Scholarship credit (as adjusted for inflation beginning tax year 2002) and a maximum tax credit of $2,000 per family for the Lifetime Learning Credit after January 1, 2003. Refer to IRS Publication 970 for more information about the associated eligibility requirements.

Beginning in calendar year 1998, all eligible education institutions are required to submit an information return (Form 1098-T, Tuition Payment Statement) to the student and to the IRS. The information filed with the IRS must contain the student's Social Security Number (SSN). Since Indiana University does not use a student's SSN exclusively as his/her identification number (SIDN), every student must complete Form W-9S (Request for Student or Borrower Social Security Number) each calendar year in which the student is enrolled. This form is available electronically through *OneStart* Self-Service *(http://onestart.iu.edu)* and can also be obtained from Financial Management Support, Customer Service, Poplars 525, (812) 855-0375.

For more information about the education tax benefits, visit the Taxpayer Relief Act of 1997 web site at *http://taxpayer.fms.indiana.edu* or send email to *taxpayer@exchange.ucs.indiana.edu*.

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 on line at the *Election Assistance Commission Website* (www.eac.gov) and the *Indiana Secretary of State website.*To download and print the form you will need *Adobe@Acrobat Reader®.*

Registration Deadline: Applications must be postmarked (or hand delivered to your county voter registration office) no later than 29 days before the next election.

For more information on registering to vote in the State of Indiana visit the *Indiana Secretary of State* web site.

Services

Office of Admissions

www.admit.indiana.edu
300 N. Jordan Avenue, Bloomington, IN 47405-1106
Telephone (812) 855-0661
International Admissions (812) 855-4306
intladm@indiana.edu

Freshmen Prospective freshmen are strongly encouraged to apply for admission online at *www.admit.indiana.edu.* Students may request a copy of the DVD by contacting the Office of Admissions. The DVD provides information about our many academic offerings and the excellent cultural, recreational, athletic, and social opportunities at Indiana University.

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

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

Transfer Students Prospective transfer students should apply online at *www.admit.indiana.edu*.

Credit Transfer Agreements 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.* Choose the 'transfer' link and select 'intercampus transfer'.

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.admit.indiana.edu*.
2. Other supporting materials as outlined on the Office of Admissions Website.

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

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

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

Computer-based testing, 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 business 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 adminsters 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 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 course work. At the graduate level, students may satisfy University Graduate School requirements for language study through superior exam performance.

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

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

Office of the Bursar

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

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

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

Disability Services for Students

www.indiana.edu/~iubdss

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 to qualified students include, but are not limited to, letters to faculty; test accommodations such as extended time, readers, or scribes; note takers; recorded texts; interpreters for the deaf; accessibility information; accessible van transportation within the campus area; assistance improving study skills; and referral to other campus and community resources.

For more information, contact: Disability Services for Students, Franklin Hall 006, Bloomington, IN 47405; call (812) 855-7578, or visit our web site at *www.indiana.edu/~iubdss*. Office Hours are 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, Franklin Hall 006, IU, Bloomington, IN 47405; 812-856-1985.

Libraries

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

The IU Bloomington Libraries, a campuswide system with a shared collection of more than six million volumes, offer a full range of services designed to help students succeed in their academic goals.

With 18 locations, including the world-renowned Lilly Library for rare books and manuscripts, the IU Bloomington Libraries support all academic disciplines on campus. The largest and most visible of these libraries is the Herman B Wells Library, which houses research collections, government documents, journals, films, and DVDs. 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 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 can work on class assignments from start to finish. A partnership of the IU Bloomington Libraries and University Information Technology Services, the IC fosters student learning by offering more than 330 workstations for individuals or groups, a multimedia production lab, wireless networking, adaptive technology, and technological support. Librarians there can help students get started on an assignment or refine their research skills. Floors of the West Tower accommodate different needs: find space to study quietly, meet with groups, practice presentations, or use technology.

Trustworthy information is available online through the databases, electronic journals, books, and images selected, digitized, or purchased by the IU Bloomington Libraries to support the teaching, learning, and research goals of the university. IU students, faculty and staff can access hundreds of databases, including IUCAT, the IU Libraries' online catalog, from the Libraries' web site *(www.libraries.iub.edu)*. This site also provides interactive tutorials, library fact sheets and database guides, as well as information about the entire library system including resources, hours, workshops, help sessions and special events.

If you have questions of any kind, seek help from the information experts at the IU Bloomington Libraries. Visit a library, call (812) 855-0100, or go to *www.libraries.iub.edu*.

Career Services

The Career Development Center and Arts & Sciences Career Services
Hours: Monday-Friday 8 a.m.-5 p.m.
625 North Jordan (10th & Jordan)
www.indiana.edu/~career
(812) 855-5234

The Career Development Center provides comprehensive career planning to over 40,000 IU students. These career services include career advising and drop-in advising, assessment inventories, career fairs, career panels, graduate school application preparation, an extensive career resource library, and listings for internships, part-time, work-study, and summer positions. First-year and sophomore students may enroll in *Q294: Basic Career Development*, an eight week, two credit course, which assists students with self-assessment and career exploration. Students wishing to receive internship credit for their experiential learning experiences may enroll in *Q398/W499*.

Arts & Sciences Career Services provides services and resources for job search strategies and other post-graduate options to Arts & Sciences students. Services include resume and cover letter writing critiques, videotaped mock interviewing, listings for internships and full-time positions, career fairs, on-campus recruiting, and online recruiting. Juniors and seniors may enroll in *Q299: Job and Internship Search Strategies for Liberal Arts Students,* an eight week, two credit course, which assists students in the development of an effective plan for post-graduate success.

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, 855-5317
Help Desk and Career Resources Lab (P100) Monday-Friday 8 a.m.-5 p.m.
ucso.indiana.edu

The UCSO serves more than 4,000 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, roundtable internship fairs, 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 website: *http://ucso.indiana.edu*.

School of Education
IU Education Careers, W.W. Wright Education Building 1000,
8 a.m.-5 p.m. M-F; 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://education.indiana.edu/~careers*. 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.; 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 devvelops 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 website; (5) national job fairs; (6) career resource collection and teleconference interview equipment.

The website keeps students abreast of new developments *(www.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, Alternative Careers with a Law Degree, 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 135
Hours: 8 a.m.-12 noon, 1 p.m.-4 p.m. M-F; 855-6000

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. A listing of job vacancies is available via World Wide Web at *http://www.music.indiana.edu/som/placement/index.html.*

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/~speaweb/careers/

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

Hours of Service: 9 a.m.-4 p.m. (Monday through Friday)
Telephone: (812) 855-0121
General Email: *registrar@indiana.edu*
Registration Email: *reghelp@indiana.edu*
http://registrar.indiana.edu
http://onestart.iu.edu

General Information Information regarding the Release of Student Information Policy, registration, and drop/add deadlines and procedures, and other general information is available in 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 At press time, an alternative means of providing enrollment certification was under discussion. Please refer to the Office of the Registrar website 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 report 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, a name change will need to be submitted to Human Resources. Academic employees should submit their change to Faculty Records.

Change of Address Any student whose local* (Bloomington area) address or telephone, or permanent student home (Stdt home) address or telephone number has changed should immediately report that change of address. (**Exception:* ***students living in the Halls of Residence or university housing should not update their Local address.*** *This information will be maintained by the university*.) There are several options for reporting the change:

- you may access *OneStart* at *http://onestart.iu.edu* and update your address electronically. From the *Services* page, click *Student Self-Service,* and then the *Go to Student Center* link in the Student Center box. Scroll down to the *Personal Information* section to locate your addresses.
- you may submit the change by e-mail to: *REGR-Address@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 (Empl 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.)**
Enrollment and Student Academic Information bulletin	Local	12-20 weeks prior to the next semester
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 (Stdt 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 SIS 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. Scroll to the bottom of the page and click the yellow Continue button.

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 in this publication). Grades are available via *OneStart* at any time, *except for* 5:00 a.m. to 6:00 a.m. each morning, Monday through Saturday, and 12:01 a.m. to 8:00 a.m. on Sunday.

Grade Symbols and Abbreviations Grading and Credit Point System. The following grades are considered in computing semester or cumulative grade averages:

A+ or A (Highest Passing Grade)	(4.0 Pts.)	C	(2.0 Pts.)
A–	(3.7 Pts.)	C–	(1.7 Pts.)
B+	(3.3 Pts.)	D+	(1.3 Pts.)
B	(3.0 Pts.)	D	(1.0 Pts.)
B–	(2.7 Pts.)	D–	(0.7 Pts.)
C+	(2.3 Pts.)	F Failing or Withdrawn-Failing	(0.0 Pts.)

The following grades are not considered in computing semester or cumulative grade averages:
FX Denotes an undergraduate level course originally failed and subsequently retaken during or after first semester 1976-77. The course and assigned grade from the re-enrollment are shown as an additional line entry on the permanent academic record and the grade is computed in the cumulative grade-point average.
I Incomplete Effective first semester 1977-78, Incomplete grades will be automatically changed to F after one calendar year unless the course instructor has submitted a grade earlier, or the student's dean authorizes an adjustment of the one year period in exceptional circumstances.

NC No Credit (established 1971).
NR No Report filed by instructor.
NY Used to signify enrollment in a special program for which credit when earned will be shown as an additional entry on the permanent academic record.
O Denotes an Incomplete in a course taught through Purdue University.
P Passed (pass-fail option) The pass-fail option permits graduate and undergraduate students to enroll in a course and receive a grade of P or F. Pass-fail option courses are normally limited to electives. The responsibility of approval, as well as special regulations affecting the option, rests with the dean of the student's school or division—under procedures which the school or division establishes. Instructors of undergraduate students are not notified of students registering for this option. A grade of P cannot be subsequently changed to a grade of A, B, C, or D.
R Deferred (effective second semester 1976-77) The grade R (deferred grade) used on the final grade report indicates that the nature of the course is such that the work of the student can be evaluated only after two or more terms.
S Satisfactory (entire section graded S or F).
W Withdrawn-Passing. Used to indicate withdrawal while passing or withdrawal during the automatic W withdrawal period. Effective second semester 1974-75 through second summer session 1995, indicates such withdrawals processed after the official drop and add period. Effective beginning first semester 1995-96, indicate 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 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*.

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

Reservations for spring term will be processed by the Office of the Registrar beginning Wednesday, November 25, 2009 (after spring term registration). Reservations for spring term final examination week (May 3-7) will be processed beginning Wednesday, April 14, 2010.

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

Student Directory Exclusion All students have the option of excluding their local address, student home (Stdt home) address, or telephone numbers from the Bloomington Campus Student Telephone Directory. 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.

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* and click the "Transcripts" link. For further inquiry you may contact the Office of the Registrar by email at *registrar@indiana.edu* or by phone at (812) 855-7505.

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

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

Freshman:	0-25
Sophomore:	26-55
Junior:	56-85
Senior:	86 and higher

University Ceremonies—Release of Student Information Letters of commendation and invitations to selected University ceremonies such as Commencement and IUB Honors Convocation will be mailed to the student and to the individual(s) listed on the student's record as parent or guardian. The student's invitation will be mailed to the student home address based on current enrollment status. The family invitation will be mailed to the parent or guardian address listed on the student's record, unless the student has filed a Student Directory Exclusion.

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 Founders Day ceremonies. The names of graduates and student honorees may also be included on university websites, and in departmental and alumni newsletters.

Withdrawal Grades See index for references to further information.

Residence Halls

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

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

Student Academic Center

9 a.m.-noon; 1-4 p.m.
http://sac.indiana.edu/
316 N. Jordan Ave.
(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 website or call us for information and help. See Special Course Listings in the publication for SAC courses.

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
Job and career fairs
Career events
Information about graduate school and help with the application process
Courses about career development and job search skills

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

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.

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

The 2009-2010 Free Application for Federal Student Aid (FAFSA), and any required supplemental forms, must be submitted by March 1 in order to determine financial aid eligibility. Additional information regarding application deadlines can be obtained by visiting the Web at *www.indiana.edu/~sfa*.

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

General information on the financial assistance available to students enrolled may be obtained by visiting the web at *www.indiana.edu/~sfa*. Students with specific questions concerning financial assistance may contact the office in Franklin Hall, Room 208, or visit *www.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://factbook.indiana.edu*.

Information about Athletic Programs
Students who have questions about athletic participation rates and financial support available to athletes may visit *http://www.indiana.edu/~urr/*.

IU Health Center

600 North Jordan across from the Main Library; 812-855-4011; *www.indiana.edu/~health*. Hours: 8 a.m. to 4:30 p.m. Monday-Friday. Special hours for holidays and semester break. Please call to verify hours. After hours call service available during major semesters. Visit the Health Center's website 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 (855-7688) 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 4th 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 world wide web, (*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, MasterCard, Visa, or Discover, or enrolled students may transfer charges directly to the Bursar's Office. With exception to the IU-sponsored 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.

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*.

Summer Sessions

Students can make an early decision about attending summer school. Each October, a preliminary list of academic courses that are scheduled for the following summer is published. This preliminary course listing is made available at *http://summer.indiana.edu/*.

Other publications available to students and the public include a booklet on summer workshops and institutes (published in March) and summer activities both on and off campus (published in May).

For more information, contact:
Summer Sessions
Franklin Hall M121
650 E. Kirkwood Avenue
Indiana University
Bloomington, Indiana 47405-7101
Telephone: (812) 855-5046
e-mail: *summer@indiana.edu*

IU Bloomington Continuing Studies Adult Student Resources (ASR)

Adult Student Resources in Maxwell Hall, Room 020 provides support and referral 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 *continue.indiana.edu*.

Orientation Program for All New University Division Students

Date	Activity	Time	Location
Wednesday-Friday, January 6-8	All new non-enrolled University Division students academic orientation Math Skills Assessment Test Foreign language placement/credit test Academic Advising		
Thursday-Friday, January 7-8	Registration Required academic sessions		
Monday, January 11	Classes begin		

Learn about the Herman B Wells Library. New undergraduate students should come to the Information Commons (IC) in the Wells Library for information about resources and services available through the IU Libraries and from University Information Technology Services (UITS). We're open 24/7! IC Undergraduate Services (ICUS) staff can answer your questions and teach you to use online and other sources. Visit anytime, call 812/855-9857, or go to *www.libraries.iub.edu/ic*.

Free handouts and a printed self-guided tour to the Wells Library are available on handout racks throughout the Wells Library's first floor.

Orientation Program for All New Undergraduate Students Not in University Division

Wednesday, January 6	**Meetings with dean of school:**		
	College of Arts and Sciences	Contact First Year Experience at 855-6189.	
	Continuing Studies (General Studies)	Please call 855-4991 for an individual appointment with an adviser	
	Education	Please call 856-8500 for more information.	
	Health, Physical Education and Recreation	Contact the School of HPER at (812) 855-1256 for an individual appointment.	
	Journalism	Contact Journalism at (812) 855-9248 for an individual appointment.	
	Music	See Jacobs School of Music orientation programs sent by mail.	
	Public and Environmental Affairs	Contact SPEA at (812) 855-0635 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.	
Thursday, January 7	Registration	See Bulletin for Self-Service availability.	Registration using *OneStart* or Warren W. Shirey Registration Center, Franklin Hall 101
Friday-Sunday, January 8-10	Late Registration - additional late fee assessed during this period.	See Bulletin for Self-Service availability.	Registration using *OneStart* or Warren W. Shirey Registration Center, Franklin Hall 101

Take some time at the beginning of the semester to learn about the IU Bloomington Libraries. Tours, get-acquainted workshops, and instruction sessions will help you start the year off right. Plan to come to the Information Commons (IC) in the Wells Library for information about resources and services available from the IU Libraries and University Information Technology Services (UITS). Visit anytime, call 812/855-9857, or go to *www.libraries.iub.edu/ic*.

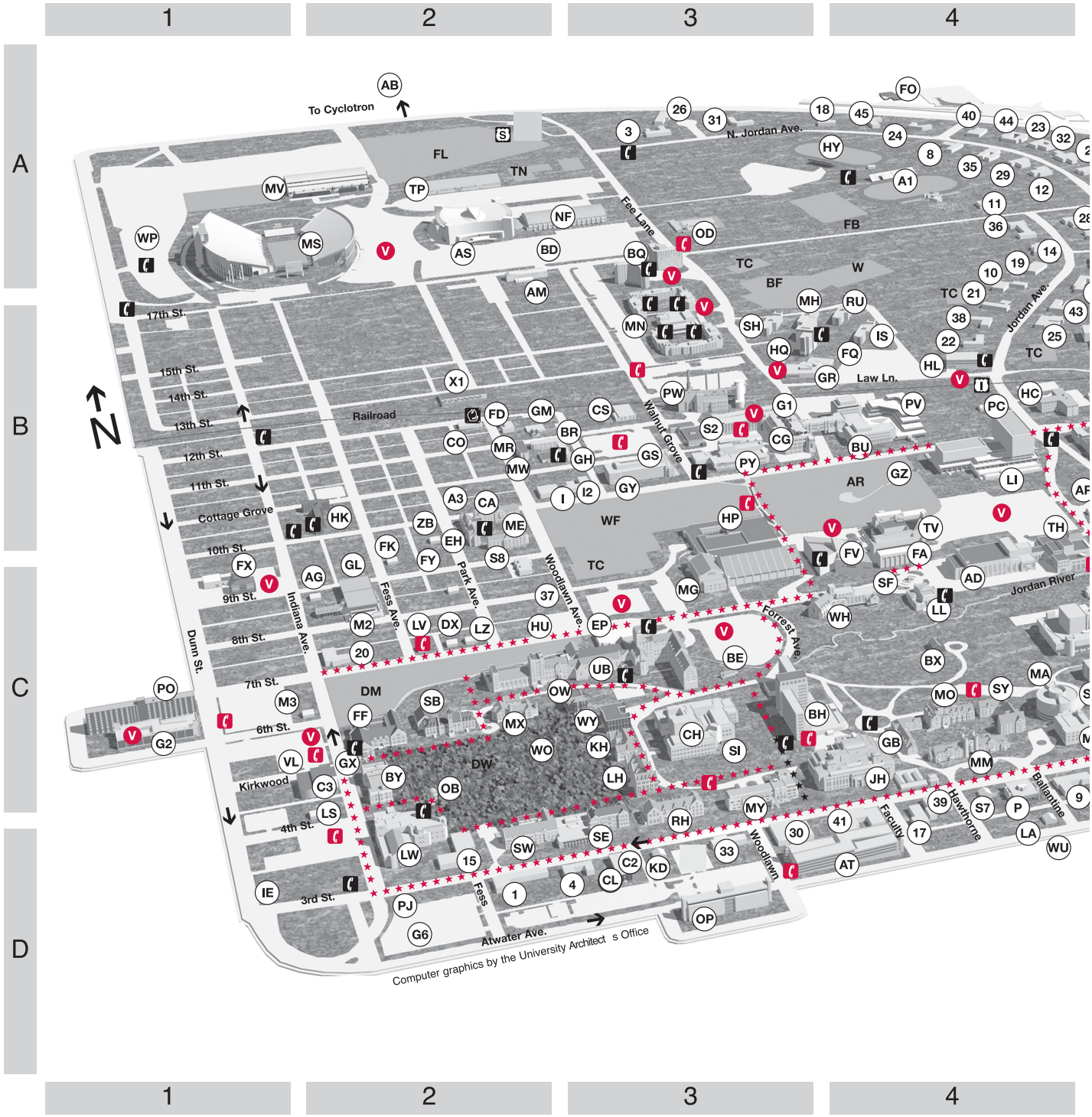
Free handouts and a printed self-guided tour to the Wells Library are available on handout racks throughout the first floor of the Wells Library.

Orientation Program for New Graduate Students

Date	Activity	Time	Location
Wednesday, January 6	**Meeting with dean of school:** Public and Environmental Affairs	Students will be contacted by SPEA. For further information, contact the Graduate Program Office, (812) 855-2840.	
	Education	Please contact your major department.	
	Law		
	Music	See Jacobs School of Music orientation schedule at http://www.music.indiana.edu/som/grad/Orientation.shtml	
	Health, Physical Education and Recreation	Contact the School of HPER at (812) 855-1256 for an individual appointment.	
	School of Library and Information Science	Information will be mailed and posted on the SLIS website. Contact SLIS with questions (812) 855-2018 or slis@indiana.edu.	
Thursday, January 7	Optometry	Students will be contacted by the School of Optometry. For further information, contact Office of Optometry Student Administration, (812) 855-1917.	
Thursday, January 7	Registration	See Bulletin for Self-Service availability.	Registration using *OneStart* or Warren W. Shirey Registration Center, Franklin Hall 101
Friday-Sunday, January 8-10	Late Registration - additional late fee assessed during this period	See Bulletin for Self-Service availability.	Registration using *OneStart* or Warren W. Shirey Registration Center, Franklin Hall 101

Take some time at the beginning of the semester to learn about the IU Bloomington Libraries. Tours, get-acquainted workshops, and instruction sessions will help you start the year off right. Plan to come to the Information Commons (IC) in the Wells Library for information about resources and services available from the IU Libraries and University Information Technology Services (UITS). Come in person, call 812/855-9857, or visit *www.libraries.iub.edu/*

Free handouts and a printed self-guided tour to the Wells Library are available on handout racks throughout the first floor of the Wells Library.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3rd St.
Indiana Ave.
Dunn St.
Fess Ave.
Park Ave.
Woodlawn Ave
Walnut Grove
Forest Ave
Jordan Ave.
Jordan River
Law Ln.
Atwater Ave.
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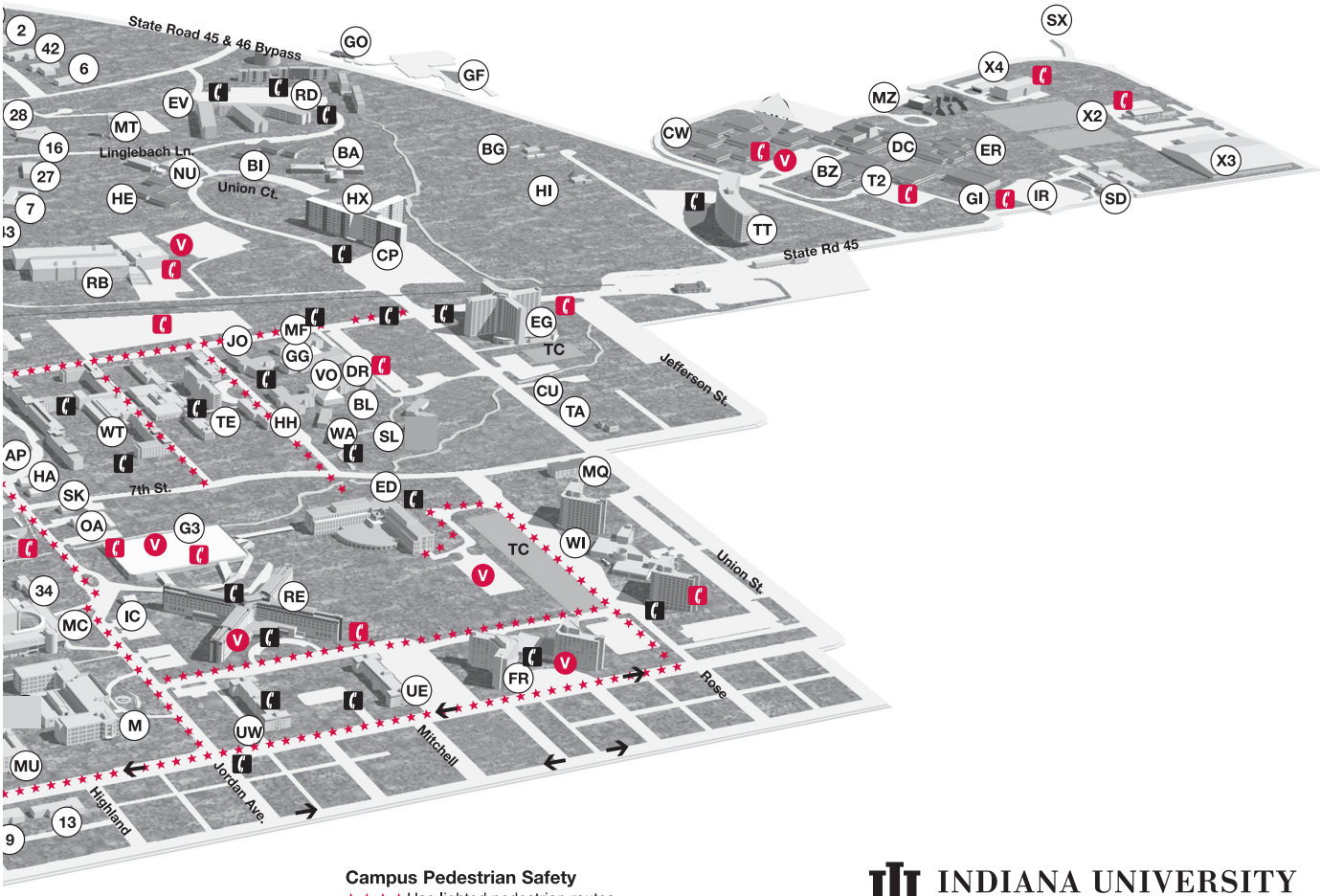

Campus Pedestrian Safety

★ ★ ★ ★ Use lighted pedestrian routes, especially when walking alone

24-hour access telephones

- Emergency telephone; no coin needed to call 911
- Public telephone; no coin needed to call 911

Emergency facilities

- Indiana University Police Department
- State Police Post
- Fire Department

V Visitor parking locations

INDIANA UNIVERSITY
BLOOMINGTON

Campus Map

Bloomington Campus Buildings and Facilities

OA Admissions Office, 300 N. Jordan Ave. C5
AM Alumni Center, 1000 E. 17th St. B3
AG American Indian Studies Research Institute C2
Arboretum B4
A1 Armstrong Stadium (Little 500/ Soccer Stadium) A4
FV Art Museum C4
CS Arts Annex (1026 E. 11th) B3
AS Assembly Hall A2
CL Atwater Eye Care Center D3
AT Henderson Parking Garage D4
AD Auditorium C4
BH Ballantine Hall C4
BA Banta Apartments A6
BL Barnes Lounge (Ashton Center) B6
BD IN Basketball Development Center A2
BE Beck Chapel C3
BI Bicknell Apartments A6
A1 Bill Armstrong Stadium (Little 500/ Soccer Stadium) A4
HY Billy Hayes Track A4
BG Botany Greenhouse A6
BQ Briscoe Quadrangle A3
BR Brown Hall (Collins Living–Learning Center) B3
BY Bryan Hall D2
BX Bryan House C4
BU Business, Kelley School of B4
CW Campus Children's Center A7
WP Campus Shuttle Bus Terminal (White Lot) A1
CP Campus View Apartments B6
PC Career Development Center B4
CH Chemistry C3
C2 Classroom–Office Building D3
ME Collins Living–Learning Center C2 B3
T2 Communication Services A8
CA Cravens Hall (Collins Living–Learning Center) B2
AB Cyclotron Facility A2
DC Data Center A7
DX Dean of Students Annex C2
DR Dreiser Hall (Ashton Center) B6
DM Dunn Meadow C2
DW Dunn's Woods D3
EO Edmondson Hall (Collins Living–Learning Center) C2
ED Education, School of C6
EG Eigenmann Hall B6
EP Ernie Pyle Hall (Journalism) C3
EV Evermann Apartments A5
FL Fee Lane Recreational Sports Field A2
NF Fieldhouse A3 (Harry Gladstein)
FA Fine Arts, Henry Radford Hope School of C4
FD Fire Department B2
FK Folklore Institute C2
FY 501 N. Park (Folklore & Ethnomus.) C2
FB Football Practice Fields A4
FR Forest Quadrangle C6
FQ Foster Quadrangle B4
FO Foundation, IU (Showalter House) A4
FF Franklin Hall C2
GZ Gazebo B4
GM Geological Materials Testing B3
GS Geological Survey B3
CO Geological Survey Core Library B2
GY Geology B3
GL Glenn A. Black Laboratory of Archaeology C2
GO Golf Clubhouse (Wegmiller) A6
GF Golf Driving Range A6
GB Goodbody Hall C4
CG William J. Godfrey Graduate and Executive Education Center B3
GH Greene Hall (Collins Living–Learning Center) B3
BG Greenhouse, Botany A6
JH Greenhouse, Jordan Hall D4
GR Gresham Dining Hall (Foster Quadrangle) B4
GG Griggs Lounge (Ashton Center) B6
HQ Harper Hall (Foster Quadrangle) B4
HY Hayes Track (Billy Hayes Track) A4
HC Health Center B5
HP Health, Physical Education, and Recreation, School of C3
FA Henry Radford Hope School of Fine Arts C4
HE Hepburn Apartments B5
HH Hershey Hall (Ashton Center) B6
HK Hillcrest Apartments C2
HI Hilltop Garden and Nature Center A7
HU Hutton Honors College C2
HO Hoosier Courts B6
HX Hoosier Courts Nursery B6
HP HPER (Health, Physical Education, and Recreation) Complex C3
IR Incubator Building A8
IE Indiana Center for Evaluation D2
MZ Indiana Institute on Disability and Community A8
UB Indiana Memorial Union C3
I2 Informatics East B2
I Informatics West B2
GI Intercollegiate Athletics Gymnasium B8
IC International Center (Leo R. Dowling International Center) C5
M3 International Programs (201 N. Indiana) C2
SP IU Research Park (501 N. Morton) not on map
IS Jenkinson Hall (Foster Quadrangle) B4
JO Johnston Hall (Ashton Center) B6
JH Jordan Hall D4
EP Journalism, School of C3
KH Kirkwood Hall C3
OB Kirkwood Observatory D2
LZ La Casa/Latino Cultural Center C2
LW Law, Maurer School of D2
LS Lewis Building
LI Herman B Wells Library, Main B4
X4 Library, Auxiliary Facility A8
LL Lilly Library C4
LH Lindley Hall D3
MC MAC (Musical Arts Center) C5
RU Magee Hall (Foster Quadrangle) B4
FQ Martin Hall (Foster Quadrangle) B4
MQ Mason Hall B6
M2 Mathers Museum C2
MX Maxwell Hall C3
FX McCalla School C1
MN McNutt Quadrangle B3
MV Mellencamp Pavilion A1
MM Memorial Hall C4
MS Memorial Stadium A2
MU Merrill Hall (Music) C5
MT Metz Carillon Tower A5
KD Military Science (814 E. 3rd) D3
MF Moffatt Hall (Ashton Center) B6
MW Monroe Hall B3
MR Morgan Hall B3
MO Morrison Hall C4
X2 Motor Pool A8
S2 Multidisciplinary Science Bldg. II B3
MA Music Building Addition C5
M Music Library and Recital Center (Simon) C5
P Music Practice Building D5
MC Musical Arts Center (MAC) C5
MY Myers Hall D3
NU Nutt Apartments A5
OP Optometry, School of D3
OD Outdoor Pool A3
OW Owen Hall C3
AT Parking—Atwater Parking Garage D4
G2 Parking—Poplars Parking Garage C1
G1 Parking—Fee Lane Garage B3
G6 Parking—Henderson-Atwater D2
II Police, University A4
G2 Poplars Parking Garage C1
PO Poplars C1
PW Power Plant B3
PJ Poynter Center (618 E. 3rd) C2
PY Psychology B3
PV Public and Environmental Affairs, School of B4
TV Radio-Television Center (WFIU and WTIU) C4
RH Rawles Hall D3
RE Read Hall C6
C3 Real Estate Office (Carmichael Center) D2
RD Redbud Hill Apartments A6
RP Research & Teaching Preserve 1498 N. State Road 45/46 Bypass not on map
HL Residential Programs & Services (Nelson) B4
KD ROTC (Air Force and Army) Military Science (814 E. 3rd) D3
GX Sample Gates D2
BF Sembower Field B4
SX Service Building A8
SH Shea Hall (Foster Quadrangle) B3
SF Showalter Fountain C4
SI Simon Hall
FO Showalter House (IU Foundation) A4
S8 Smith Hall (Collins Living–Learning Center) C3
ER Smith Research Center (2805 E. 10th) A8
S7 Social Research Institute (1022 E. 3rd) D4
WU Social Work (1127 & 1129 E. Atwater) D5
PV SPEA (School of Public and Environmental Affairs) B4
M Speech and Hearing Clinic C5
SL Stempel Hall (Ashton Center) B6
SD Stone Belt Center A8
SK Student Academic Center C5
SB Student Building C2
LV Student Legal Services C2
RB Student Recreational Sports Center B5
SE Swain Hall East D3
SW Swain Hall West D3
SY Sycamore Hall C4
TC Tennis Courts, Student A3 B4 B5 B6 C3 C7
TN Tennis Courts, Varsity A2
TP Tennis Center A2
G1 Tenth St. and Fee Lane Parking Garage B3
TE Teter Quadrangle B5
TH Lee Norvell Theatre and Drama Center/Marcellus Neal and Frances Marshall Black Culture Center C5
TA Theatre/Drama Studio B7
TA Theatre Studio (306 N. Union) B7
TT Tulip Tree Apartments B7
UB Union Building (Indiana Memorial Union) C3
UE University Apartments, East C6
UW University Apartments, West C6
BZ University Computing Services (Wrubel Computing Center) A7
AM Virgil T. DeVault Alumni Center B3
VL Von Lee C1
VO Vos Hall (Ashton Center) B6
X3 Warehouse, IU A8
WA Weatherly Hall (Ashton Center) B6
GO Wegmiller Golf Clubhouse A6
WO Well House (Rose) C3
ED Wendell W. Wright Education Building C6
WP White Lot Parking (Campus Shuttle Bus Terminal) A1
MG Wildermuth Intramural Center (HPER Complex) C3
WI Willkie Quadrangle C7
W Women's Softball Field A4
WH Woodburn Hall C4
WF Woodlawn Field B3
ZB Workshop in Political Theory and Policy Analysis C2
WT Wright Quadrangle B5
BZ Wrubel Computing Center A7
WY Wylie Hall C3

Units Not Listed Above

Alumni Association, Virgil T. DeVault Alumni Center (AM) B3
Arts and Sciences, College of, Kirkwood Hall (KH) C3
Bookstore, Indiana Memorial Union (UB) C3
Bursar, Franklin Hall 011 (FF) C2
Campus Food Services, 600 N. Rogers St. (not shown)
Conference Bureau, Indiana Memorial Union 671 (UB) C3
Continuing Studies, School of, 408 N. Union (CU) B6
Disability Services for Students, Franklin Hall 006 (FF) C2
Financial Assistance, Student, Franklin Hall 208 (FF) C2
Human Resources Management, Poplars 121 (PO) C1
Library and Information Science, School of, Wells Library (LI) B4
Mail Services, IU Warehouse (X3) A8
Parking Operations, Henderson Garage (G6) D2
President, Bryan Hall 200 (BY) D2
Press, IU, 601 N. Morton St. (not shown)
Printing Services, 638 N. Rogers St. (not shown)
Publications, 638 N. Rogers St. (not shown)
Registrar, Franklin Hall 100 (FF) C2
University Division, Maxwell Hall (MX) C3
University Graduate School, Kirkwood Hall (KH) C3
Woodburn House, 519 N. College Ave. (not shown)
Wylie House, 307 E. Second St. (not shown)

Fraternities

1 Acacia D3
* Alpha Phi Alpha
* Alpha Sigma Phi
4 Alpha Tau Omega D3
7 Beta Theta Pi A5
* Beta Sigma Psi
* Delta Chi
8 Delta Tau Delta A4
9 Delta Upsilon D5
* Iota Phi Theta
* Kappa Alpha Psi
* Kappa Delta Rho
12 Kappa Sigma A4
13 Lambda Chi Alpha D5
* Lambda Upsilon Lambda
* Omega Psi Phi
* Phi Beta Sigma
14 Phi Delta Theta A5
15 Phi Gamma Delta D2
16 Phi Kappa Psi A5
* Phi Kappa Tau
2 Phi Sigma Kappa A5
* Pi Kappa Alpha
18 Pi Kappa Phi A4
* Sigma Alpha Epsilon
24 Sigma Alpha Mu B6
20 Sigma Chi C2
* Sigma Gamma Rho
* Sigma Lambda Beta
21 Sigma Nu B4
22 Sigma Phi Epsilon B4
* Delta Kappa Epsilon
23 Sigma Pi A5
45 Zeta Beta Tau A4
44 Theta Chi A4
6 Phi Kappa Sigma A5

Sororities

25 Alpha Chi Omega B5
26 Alpha Delta Pi A3
27 Alpha Epsilon Phi A5
28 Alpha Gamma Delta A5
* Alpha Kappa Alpha
29 Alpha Omicron Pi B3
30 Alpha Phi D4
31 Alpha Xi Delta A3
32 Chi Omega A5
33 Delta Delta Delta D3
34 Delta Gamma C5
* Delta Sigma Theta
35 Delta Zeta A4
36 Gamma Phi Beta A4
* Gamma Phi Omega
37 Kappa Alpha Theta C3
38 Kappa Delta B4
* Kappa Gamma Delta
39 Kappa Kappa Gamma D4
40 Phi Mu A4
41 Pi Beta Phi D4
42 Sigma Delta Tau A5
* Sigma Gamma Rho
* Sigma Gamma Upsilon
* Sigma Lambda Gamma
* Sigma Lambda Upsilon
* Theta Nu Xi
* Zeta Phi Beta
43 Zeta Tau Alpha B5

* Fraternities or sororities that do not have chapter residences.

Index

A
Absence during Last of Term, 18
Academic Misconduct Policy, 39
Academic Ethics, Code of, 36-39
Academic Freedom, 36
Account Encumbrance, 21
Administrative Offices and Hours, 36
Admissions, Office of, 49
Adult Student Resource, 53
Alcohol and Drug Free Campus, 39-40
Americans with Disabilities Act (ADA) Policy, 45-46
Appointment to Register, 1, 6, 16
Auditors, 11
Authorization/Class Permission, 6

B
Bloomington Campus Calendar Principles, 40
Bloomington Evaluation Services and Testing, 49
Buildings, 58
Bursar, Office of the, 49

C
Calendar, Official, (by date) 62-63
Calendar, Official, (by topic) 64-65
Calendar Principles, Bloomington Campus, 40
Calendar, 60
Campus Security Policies, 41-42
Campus Map, 56-57
Cancellation of Registration, 7, 8, 9, 10, 16
Career Services, 50-51
Certification Services, 51
  Current Enrollment
  Degree Completion
  Social Security Benefits
  Student Loans and Loan Deferments
Change of Address, 51
Change of Name, 51
Class Standing Calculation, 52
Code of Academic Ethics, 36-39
Contents, 3
Course Listing Abbreviations and Explanations, 30
Credit-Hour Fees, 21

D
Deans' Offices, Academic, 35-36
Department Abbreviations, 30
Department Directory, 31-32
Department Phone Numbers, 31-32
Distance Education, Independent Study Program, 33-34
Disability Services for Students, 49
Driving and Parking, 42
Drop/Add, 12-15
Dropping a Class, 12-15

E
Email as Official IU Communication, 28
Examination, Final, 19-20
Exclusion from Student Directory, 52
Extended X Policy, 42-43

F
Fee Appeals, 26
Fee Courtesy, 27
Fee Payment, 6, 8, 9, 10, 12, 13, 15, 21
Fee Refunds, 25
Fees, Optional Services, 25
Fees, Student, 21-27
Final Examinations, 19-20
Final Grades, 28, 51, 63, 65
Financial Assistance, 53
Financial Information (General), 21-27
FN, grade of, 18
Full-Time Student Status, 18

G
General Financial Information, 21-27
General Registration Information, 16-17
Grades, 28, 51, 63, 65
Grade Symbols and Abbreviations, 51
Graduation Rate, 43

H
Health Center, 53

I
ID Cards, 18
Immunization 16, 43
Incomplete (Grade), 17
Independent Study
  Courses, 33-34
  Registration, 11
Intercampus Transfer Students, 43, 49

L
Late Fees,
  Explanation of, 24-25
  Late Drop/Add, 13-15
  Late Registration, 9-10
Late Drop/Add, 13-15
Late Registration, 9-10

M
Map, Campus, 56-57
Meeting Times, 1, 30

N
New Student Registration, 8
Nine-Year Calendar, 60
No Credit Registration, 11
Nondiscrimination Policy, 43

O
Offices,
  Academic Deans, 35-36
  Administrative, 36
  Departments, 31-32
  Schools, 31-32
Official Calendar, (by date) 62-63
Official Calendar, (by topic) 64-65
Orientation Programs, 54-55

P
Parking and Driving Information, 42
Pass/Fail Option, 17
Permissions, Class, 6
Placement Services, 50-51
  Arts and Sciences
  Business
  Education
  Law
  Music
  Public and Environmental Affairs
Phone Numbers,
  Academic Deans, 35-36
  Administrative Offices, 36
  Departments, 31-32
  Schools, 29-30
Prerequisites, 6, 16
Prior Financial Obligations, 21

R
Refund (fees), 25
Registrar, Office of, 51-52
  Certification
  Change of Address
  Change of Name
  Final Grades
  Residence Classification
  Room Scheduling
  Student Directory Exclusion
  Transcripts
Registration,
  Appointments, 1, 6, 16
  Agreement, 6
  Dates, 1, 62-65
  Holds, 6, 16
Registrations,
  Auditors, 11
  Late, 9-10
  New Student, 8
  Student Teacher, 11
Related Components, 16
Release of Student Information Policy, 52
Residence Classification, 18, 47-48, 52
Residence Halls Information, 52
Resident and Nonresident Student Status, Rules, 47-48
Returned Checks/Web Payments, 27
Room Scheduling, 52

S
School Abbreviations, 30
School Deans, 35-36
School Directory, 31-32
Security Policies, Campus, 40-42
Sexual Harassment, Policy Against, 44
Services, 49-53
Social Security Number Policy, 18
Student Directory Exclusion, 52
Student Fees, 21-27
Student Health Service, 53
Student Identification Number, 18
Student Rights Under FERPA, Annual Notification of, 46
Student Teacher Registration, 11
Summer Sessions, 53

T
Taxpayer Relief Act of 1997, 48
Transcripts, 52
Transfer Students, Intercampus, 43, 49

U
Undergraduate Class Standing, 52
University ID, 18

V
Veterans Services, 50
Voter Registration, 48

W
Withdrawal from All Courses, 16

Bloomington Campus 9-Year Calendar

(Tentative, subject to change)

Fall Term	**Day**	**2009**	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**
Classes begin	M	Aug. 31	Aug. 30	Aug. 29	Aug. 27	Sept. 2	Sept. 1	Aug. 31	Aug. 29	Aug. 28
Labor Day (classes meet)	M	Sept. 7	Sept. 6	Sept. 5	Sept. 3	Sept. 2	Sept. 1	Sept. 7	Sept. 5	Sept. 4
Thanksgiving Recess begins (after last class)	Tu	Nov. 24	Nov. 23	Nov. 22	Nov. 20	Nov. 26	Nov. 25	Nov. 24	Nov. 22	Nov. 23
Classes resume	M	Nov. 30	Nov. 29	Nov. 28	Nov. 26	Dec. 2	Dec. 1	Nov. 30	Nov. 28	Nov. 27
Day of last classes	S	Dec. 12	Dec. 11	Dec. 10	Dec. 8	Dec. 14	Dec. 13	Dec. 12	Dec. 10	Dec. 13
Days of examinations	M-F	Dec. 14-18	Dec. 13-17	Dec. 12-16	Dec. 10-14	Dec. 16-20	Dec. 15-19	Dec. 14-18	Dec. 12-16	Dec. 15-19
Spring Term		**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**
Classes begin	M	Jan. 11	Jan. 10	Jan. 9	Jan. 7	Jan. 13	Jan. 12	Jan. 11	Jan. 10	Jan. 11
Martin Luther King Jr Day (classes do not meet)	M	Jan. 18	Jan. 17	Jan. 16	Jan. 21	Jan. 20	Jan. 19	Jan. 18	Jan. 17	Jan. 16
Spring Recess begins (after last class)	S	March 13	March 12	March 10	March 9	March 15	March 13	March 12	March 11	March 14
Classes resume	M	March 22	March 21	March 19	March 18	March 24	March 23	March 21	March 20	March 23
Day of last classes	S	May 1	April 30	April 28	April 27	May 3	May 2	April 30	April 29	May 2
Days of examinations	M-F	May 3-7	May 2-6	Apr. 30-May 4	Apr. 29-May 3	May 5-9	May 4-8	May 2-6	May 1-5	May 4-8
Summer Term		**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**
Summer Session 1										
Classes begin	Tu	May 11	May 10	May 8	May 7	May 13	May 12	May 10	May 9	May 12
Memorial Day (classes do not meet)	M	May 31	May 30	May 28	May 27	May 26	May 25	May 30	May 29	May 25
Classes end	Th	June 17	June 16	June 14	June 13	June 19	June 18	June 16	June 15	June 18
Summer Session 2										
Classes begin	F	June 18	June 17	June 15	June 14	June 20	June 19	June 17	June 16	June 19
Independence Day (classes do not meet)		July 5 (M)	July 4 (M)	July 4 (W)	July 4 (Th)	July 4 (F)	July 3 (F)	July 4 (M)	July 4 (Tu)	July 3 (F)
Classes end	F	Aug. 13	Aug. 12	Aug. 10	Aug. 9	Aug. 15	Aug. 14	Aug. 12	Aug. 11	Aug. 14

* No classes, by action of the Bloomington Faculty Council, April 3, 2007.

2010 Calendar

JANUARY

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	R	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	R	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes

Official Calendar, Bloomington Campus (organized by date)

Spring 2010

Th October 15- F November 20	Academic advising begins for all students. (Each school and department will determine specific advising procedures and timetables.)
M October 19	Class permissions available from academic units.
Th October 22- F November 20	Early Registration using *OneStart* Student Center for all currently enrolled (Fall 2009) students according to scheduled appointments. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101. (Individual student appointments are reflected at *OneStart* Student Center at *https://onestart.iu.edu*.)
Th October 22- F January 15	Drop/Add using *OneStart* Student Center at *https://onestart.iu.edu*
F November 20	Registration for all College of Arts and Sciences special students and University Graduate School continuing nondegree students, 2-4 p.m., either using *OneStart* Student Center or in the Registration Center, Franklin Hall 101.
M November 23	Account statement available online for accounts billed during third week of November.
Th December 10	Fee deadline for students with accounts billed during the third week of November.
M December 21	Account statement available online for accounts billed during the third week of December.
Th January 7	Registration using *OneStart* Student Center for new undergraduate students; orientation participants; new graduate students; new intercampus transfer students; and returning students who were not enrolled Fall 2009. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101. (Also see First Year Experience Programs)
F January 8- Su January 10	Last opportunity to register using *OneStart* Student Center before classes begin. In addition, the Registration Center is open on Friday, January 8, 9 a.m.-4 p.m., Franklin Hall 101. A late registration fee will be assessed.
Su January 10	Fee deadline for students with accounts billed during the third week of December.
M January 11	Classes begin
M January 11	Beginning this date, Late Registration using *OneStart* Student Center for any student who has not yet registered. The Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101. (Consult Late Registration section for instructions and procedures.) A late registration fee will be assessed. **In addition, beginning Tuesday, January 19,** students must obtain add authorization signatures from the department offering each credit class.
M January 11	Students auditing all courses obtain enrollment authorization at the Office of the Registrar, Franklin Hall 101.
F January 15	Fee refund deadline for course drop or for complete withdrawal for term classes (nine to sixteen weeks in duration) and first eight-week classes—100% refund.
Sa January 16	Last day for waitlist processing.
M January 18	Martin Luther King Jr. Day (classes do not meet)
Tu January 19	Beginning on this date, all Late Registration activity takes place at the Registration Center, Franklin Hall 101, 9 a.m.-4 p.m. Obtain Late Registration form from the appropriate office (see Late Registration procedure). No form will be processed without the required signatures. (University Graduate School Students: see note below.)
Tu January 19	Beginning on this date, Late Drop/Add requests should be submitted using eDrop and/or eAdd. eDrop/eAdd is located in *OneStart*. On the **Services** tab, select the **Student Self-Service** link in the sidebar. Under **SIS,** click **Late Drop and Add Classes.** A late drop/add fee will be assessed. (University Graduate School Students: see note below.) For information concerning eDrop/eAdd services, please go to *http://registrar.indiana.edu/dropadd.shtml*
F January 22	Fee refund deadline for course drop or complete withdrawal for term classes (nine to sixteen weeks in duration)—75% fee refund.
F January 22	Fee refund deadline for course drop or complete withdrawal for first eight-week classes—50% refund.
M January 25	Account statement available online for accounts billed during the third week of January.
Tu January 26	Last day for students to submit Pass/Fail Option forms to the office of their school or division dean for first eight-week classes. (University Graduate School students: see note below.)
Tu January 26	Last day for undergraduate students to submit an Extended X (Repeat Course for GPA Replacement) request to the office of their school or division dean for first eight-week classes.
F January 29	Fee refund deadline for course drop or complete withdrawal for term classes (nine to sixteen weeks in duration)—50% fee refund.
F February 5	Fee refund deadline for course drop or complete withdrawal for term classes (nine to sixteen weeks in duration)—25% fee refund.
M February 8	Last day for students to submit Pass/Fail Option forms to the office of their school or division dean for term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11). (University Graduate School students: see note below.)
M February 8	Last day for undergraduate students to submit an Extended X (Repeat Course for GPA Replacement) request to the office of their school or division dean for term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11).
M February 8	Beginning on this date, enrollment verification rosters are available online for faculty review and submission
W February 10	Fee deadline for students with accounts billed during the third week of January.
W February 10	Last day to drop a course or to withdraw from all courses with an automatic grade of W for first eight-week classes. IMPORTANT: 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. (University Graduate School students: see note below.)

W February 10	Last day for drop and add using eDrop/eAdd for first eight-week classes.
Th February 18	Enrollment verification rosters (submitted online) due from faculty to the Office of the Registrar by 9 p.m. for first eight-week sessions and term classes (classes nine to sixteen weeks in duration which begin meeting the week of January 11).
Tu February 23	Last day for deans to approve a course drop for first eight-week classes. (University Graduate School students: see note below)
M March 1	Midterm grades begin to be available through OneStart Student Center at *https://onestart.iu.edu.*
Sa March 6	First eight-week classes end (final exams during week of March 1).
M March 8	Second eight-week classes begin
M March 8	Midterm grades (submitted on-line via *OneStart* or *Oncourse*) due from faculty to the Office of the Registrar by 9 p.m., for full term, first eight-week classes and non-standard sessions beginning before March 1st.
W March 10	Last day to drop a course or to withdraw from all courses with an automatic grade of W for term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11). IMPORTANT: 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. (University Graduate School students: see note below.)
W March 10	Last day for drop and add using eDrop/eAdd for term classes.
Sa March 13	Spring recess begins after last class.
F March 19	Fee refund deadline for course drop or complete withdrawal for second eight-week classes — 100% refund.
M March 22	Spring recess ends, classes resume at 8 a.m.
F March 26	Last day for students to submit Pass/Fail Option forms to the office of their school or division dean for second eight-week classes. (University Graduate School Students: see note below.)
F March 26	Last day for undergraduate students to submit an Extended X (Repeat Course for GPA Replacement) request to the office of their school or division dean for second eight-week classes.
F March 26	Fee refund deadline for course drop or complete withdrawal for second eight-week classes — 50% fee refund.
S April 11	IUB Honors Convocation
Tu April 13	Last day to drop a course or to withdraw from all courses with an automatic grade of W for second eight-week classes. IMPORTANT: 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. (University Graduate School students: see note below.)
Tu April 13	Last day for drop and add using eDrop/eAdd for second eight-week classes.
Th April 22	Last day for deans to approve a course drop for term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11) and for second eight-week classes. (University Graduate School students: see note below.)
M April 26-Su May 2	Free Week (see Final Examination Policies)
Sa May 1	Last day of classes (including second eight-week classes)
M May 3-F May 7	Final Examination Period (including second eight-week classes)
M May 3 F May 10	Final grades (submitted on-line via *OneStart* or *Oncourse*) for all classes due from faculty to the Office of the Registrar, Franklin Hall, by 3 p.m. of the third day following last class or final examination. (First eight-week final grades due May 3)
M May 3	Final grades begin to be available through *OneStart* Student Center at *https://onestart.iu.edu.*
W May 12	Grades are official as of this date. Term and cumulative grade point averages are now available through *OneStart* Student Center at *https://onestart.iu.edu.*

University Graduate School

Forms requiring dean's approval should be obtained from the office of the dean in the school of the student's major department.

To Receive the Summer Sessions 2010 Enrollment Bulletin

A copy of the summer sessions *Enrollment Bulletin* will be mailed to all students enrolled at IU Bloomington during Spring 2010. It will be mailed mid-February to students' current housing or local addresses as reflected on the Office of the Registrar's records. To receive the summer sessions Bulletin, you should make certain that your local address will reflect your mailing address for mid-February. The deadline for updating your local address for this mailing is Tuesday, January 19.*

To Receive the Fall 2010 Enrollment Bulletin

A copy of the fall term *Enrollment Bulletin* will be mailed to all students enrolled at IU Bloomington during Spring 2010. It will be mailed mid-March to students' current housing or local addresses as reflected on the Office of the Registrar's records. To receive the fall term Bulletin, you should make certain that your local address will reflect your mailing address for mid-March. The deadline for updating your local address for this mailing is Wednesday, February 17.*

Students enrolled during Spring 2010 will register for Fall 2010 during Early Registration (April). Returning students who are not enrolled during Spring 2010, and all new students, will register for Fall 2010 during Freshman Registration (June/July) or during new student registration in August.

Spring 2010 Grades

Grades begin to be available to students through *OneStart* Student Center beginning Monday, May 3 (see instructions in this publication). Grades are official as of Wednesday, May 12.

*For information regarding updating your student addresses, see *OneStart* Student Center.

Bloomington Campus 9-Year Calendar

(See page 60)

Official Calendar, Bloomington Campus (organized by topic)

Spring 2010

Class Meetings

Classes begin	M January 11
Martin Luther King Jr. Day (classes do not meet)	M January 18
First eight-week classes end (final exams during week of March 1)	Sa March 6
Second eight-week classes begin	M March 8
Spring recess begins after last class	Sa March 13
Spring recess ends; classes resume at 8 a.m.	M March 22
IUB Honors Convocation	Su April 11
Free Week (see Final Examination Policies)	M April 26- Su May 2
Last day of classes (including second eight-week classes)	Sa May 1
Final examination period (including second eight-week classes)	M May 3- F May 7

Early Registration

Academic advising begins for all students. (Each school and department will determine specific advising procedures and timetables.)	Th October 15
Class Permissions available from academic units.	M October 19
Early Registration using *OneStart* Student Center for all currently enrolled students (Fall 2009) according to scheduled appointments. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101. (Individual student appointments are available through *OneStart.)*	Th October 22- F November 20

(Refer to **Drop/Add** section below for dates of **Drop/Add** and **Late Drop/Add.**)

Registration for all College of Arts and Sciences special students and University Graduate School continuing nondegree students, 2-4 p.m., either using *OneStart* Student Center or in the Registration Center, Franklin Hall 101.	F November 20
Account statement available online for accounts billed during the third week of November.	M November 23
Fee deadline for students with accounts billed during the third week of November.	Th December 10
Account statement available online for accounts billed during the third week of December.	M December 21
Fee deadline for students with accounts billed during the third week of December.	Su January 10
Last day of waitlist processing.	Sa January 16

Registration

Registration using *OneStart* Student Center for new undergraduate students; orientation participants; new graduate students; new intercampus transfer students; and returning students who were not enrolled Fall 2009. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101. (Also see First Year Experience Programs)	Th January 7
Last day of waitlist processing.	Sa January 16
Account statement available online for accounts billed during the third week of January.	M January 25
Fee deadline for students with accounts billed during the third week of January.	W February 10

Late Registration

Last opportunity to register using *OneStart* Student Center before classes begin. In addition, the Registration Center is open on Friday, January 8, 9 a.m.-4 p.m., Franklin Hall 101. A late registration fee will be assessed.	F January 8- Su January 10
Beginning this date, Late Registration using *OneStart* Student Center for any student who has not yet registered. The Registration Center is open 9 a.m. - 4 p.m., Franklin Hall 101 (consult Late Registration section for instructions and procedures.) A late registration fee will be assessed. **In addition, beginning Tuesday, January 19,** students must obtain add authorization signatures from the department offering each credit class.	M January 11
Last day of waitlist processing.	Sa January 16
Account statement available online accounts billed during the third week of January.	M January 25
Fee deadline for students with accounts billed during the third week of January.	W February 10

Drop/Add

Drop/Add using *OneStart* Student Center at *https://onestart.iu.edu*.	Th October 22- F January 15

Late Drop/Add

Beginning on this date, Late Drop/Add requests should be submitted using eDrop and/or eAdd. eDrop/eAdd is located in *OneStart*. On the **Services** tab, select the **Student Self-Service** link in the sidebar. Under **SIS,** click **Late Drop and Add Classes**. A late drop/add fee will be assessed. (University Graduate School Students: see note below.)	Tu January 19

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

Last day to drop a course or to withdraw from all courses with an automatic grade of W:

First eight-week classes	W February 10
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	W March 10
Second eight-week classes	Tu April 13

Last day for Late Drop and Add using eDrop/eAdd:

First eight-week classes	W February 10
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	W March 10
Second eight-week classes	Tu April 13

IMPORTANT: 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. (University Graduate School Students: see note below.)

Last day for deans to approve a course drop: (University Graduate School Students: see note below.)

First eight-week classes	Tu February 23
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	Th April 22
Second eight-week classes	Th April 22

Fee Refunds
(See fee refund schedule in General Financial Information section for official policy)

Fee refund deadlines for course drop or complete withdrawal:

Term classes (9-16 weeks in duration)	
100% fee refund	F January 15
75% fee refund	F January 22
50% fee refund	F January 29
25% fee refund	F February 5
First eight-week classes	
100% fee refund	F January 15
50% fee refund	F January 22
Second eight-week classes	
100% fee refund	F March 19
50% fee refund	F March 26

Pass/Fail Option
Last day for students to submit Pass/Fail Option forms to the office of their school or division dean: (University Graduate School Students: see note below.)

First eight-week classes	Tu January 26
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	M February 8
Second eight-week classes	F March 26

Extended X Policy (Repeat Course for GPA Replacement)
Last day for students (undergraduates) to submit Extended X request forms to the office of their school or division dean:

First eight-week classes	Tu January 26
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	M February 8
Second eight-week classes	F March 26

Enrollment Verification
Beginning on this date, enrollment verification rosters are available online for faculty review and submission. — M February 8

Enrollment verification roster (submitted online) due from faculty to the Office of the Registrar by 9 p.m.

First eight-week classes	Th February 18
Term classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	Th February 18

Grades
Midterm grades begin to be available through OneStart Student Center at *https://onestart.iu.edu.* — M March 1

Midterm grades (submitted online via *OneStart)* due from faculty to the Office of the Registrar by 9 p.m.

First eight-week classes	M March 8
Term Classes (classes nine to sixteen weeks in duration, which begin meeting the week of January 11)	M March 8

Final grades (submitted online via *OneStart* or *Oncourse*) for all classes due from faculty to the Office of the Registrar, by 3 p.m. of the third day following last class or final examination. (First eight-week final grades due May 3). — M May 3-M May 10

Final grades begin to be available through *OneStart* Student Center at *https://onestart.iu.edu*. — M May 3

Grades are official as of this date. Term and cumulative grade point averages are now available through *OneStart* Student Center at *https://onestart.iu.edu*. — W May 12

University Graduate School

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*For information regarding updating your student addresses, see *OneStart* Student Center.

Bloomington Campus 9-Year Calendar
(See page 60)

The Schedule of Classes is available online at *www.registrar.indiana.edu.*

Registration using *OneStart* Student Center is available from October 22, 2009 through January 15, 2010.

Registered students have access to continuous Drop/Add and waitlist information using *OneStart* Student Center from October 22 through the first week of classes.

Waitlist Requests will remain active through Saturday, January 16, unless dropped prior to that date.

Official Calendar begins on page 62.

Student/faculty regulations and policies begin on page 36.

Accommodations for Religious Observances policy/procedures begin on page 46.

Index on page 59.

Office of the Registrar
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Bloomington, Indiana 47401

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