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D. STUDENT RECORDS AND SERVICES

D-1. Admissions
Requirements for admission to Indiana University Southeast are available in the IU Southeast Bulletin. The latest version of the bulletin is available from any office on campus or on the web http://www.ius.edu/Bulletin/

D-2. Academic Advising
All newly admitted and transfer students who indicate an intended major are assigned to the School that houses that major, where they will be advised regarding their academic programs and receive other assistance as they begin their work at IU Southeast.

Students who indicate they are undecided about a major are assigned to the Advising Center for Exploratory Students (ACES). All students without a declared major are required to meet with an advisor each semester and should work to select a major prior to earning 45 credit hours. Upon selection of a major, students will transfer to the academic School and will be assigned an advisor.

Academic advisement is very important in student retention and success, and faculty can play a positive role in helping to achieve the desired outcomes. While professional and faculty advisors, school deans, and program coordinators will help direct students through the regulations and requirements for completing a degree program, the ultimate responsibility for meeting degree requirements rests with the student.

D-3. Registration and Enrollment
The registrar is responsible for the planning, implementation, and supervision of all registration activities; and the electronic systems in which they take place. Under the direction of the executive vice chancellor for academic affairs, as well as the university registrar, and in cooperation with the school deans, faculty and professional staff members, registrar's office staff define and maintain the parameters in the online schedule of classes, room scheduling application, student term processing, and transcript systems which collectively accommodate registration and maintain students' official records of enrollment. Registrar's staff also serve as the primary escalation point for students having trouble with the self-service enrollment systems, and are the go-to resource for effecting registration when the online systems cannot or fail to serve.

Course offerings are available to students through an online Schedule of Classes, available in two views. One called the "Department Search" is available from a link on the ius.edu homepage. This public facing view is accessible to anyone with access to the internet, and is refreshed daily with new enrollment data from the previous day's activities. The second view exists within the Student Information System (SIS), and is accessible to users with authorized faculty, student, and staff credentials. This view displays real time information. .

Registration for currently enrolled students, called "Priority Registration" begins several weeks prior to the start of a semester, with staggered registration days based on student standing: seniors are given the earliest days so they have best chance of securing spaces in classes they need to graduate. Priority Registration for Wintersession, Spring and Summer terms begins in mid-October; and for Fall in mid-March; and runs for 3-4 weeks before "Open Registration," which opens the enrollment procedures for new students, community members, and continuing students who did not enroll during Priority Registration.

All registration is conducted online and is open continuously until the census date, set as the Sunday following the first week of classes for the semester. For some less than full term, special, or non-standard sessions, the census date may fall on the second day of classes. Before the census date, students may freely drop and add courses, with no special permissions, except those called for by pre-requisites statements in the Bulletin, or in the notes section of the class; without incurring any permanent fees, and without a "W" on their official transcripts in the case of a drop. During this time students register, add, and drop in SIS, via the "register/add/drop" link available to them in their SIS Student Center.

REGISTRATION PROCEDURE: Students are expected to know what their degree requirements are and there are several resources the University provides for their use in learning those requirements, including:

- The current IU Southeast Bulletin
- Their Academic Advising Report (AAR)
- Degree Maps
- Department websites, one-click accessible from the Academics page of ius.edu.
- Professional and Faculty Advisors

To register for classes at IU Southeast, a student must 1) be admitted to Indiana University Southeast in some status, 2) seek academic advising from designated advisers; and 3) verify he/she does not have any "holds" (service indicators) due to academic restrictions or financial obligations to the University. Students with restrictive holds cannot register until the appropriate office or department releases the hold. Students must obtain necessary permissions or instructor approvals to enroll in restricted enrollment course sections from the school offering the restricted course. Sections that require permissions have "PERM" listed after the course section number in the Schedule of Classes. Other restrictions to enrollment in a course section could include being enrolled in a specific academic unit. In these cases, the course section will be identified with the school code: RSTR (restricted).

LATE REGISTRATION AND COURSE ADDITIONS: After the census date, which corresponds with the end of the 100% refund period, students wishing to add classes do so within a workflow application call E-Add. Adds after the census date require the approval of the instructor of the class, and for classes offered by the School of Arts and Letters, the Program Coordinator of the offering department. The E-Add workflow routes the students' add requests to the instructor, and second level approver automatically. A late schedule change or late add fee will apply to adds after the census date.

After the end of all fee refund periods, typically the end of the 4th week of classes, a student cannot expect to be allowed to enroll in a course for the current semester. Any exceptions to this policy would be for extraordinary, well-documented circumstances only, and will require approval of the instructor, the dean of the school offering the course, and the executive vice chancellor for academic affairs. The mechanism for facilitating an extremely late add is called "the salmon card" and is available from the school administrative offices and the office of the registrar.

Faculty members should not allow students who are not officially enrolled to attend their class. Students who are attending but not officially enrolled, have also not been billed for the course; and so may be construed as committing an act of academic dishonesty; or theft of services and

could be subject to appropriate disciplinary or legal sanctions. Students with financial difficulties preventing registration should be encouraged to pursue the deferred payment options available through the Bursar's office.

D-4.   Attendance
Attendance is required. Illness, religious observances, and participation in university-sponsored activities such as intercollegiate athletics, are usually the only acceptable excuses for absence from class. (See Student Athlete Attendance Policy at the Academic Affairs website.) Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up. A student who fails to attend class or to withdraw officially from class after having been warned, may be considered to have withdrawn unofficially and be given an FN grade in the course. A grade of FNN is given for a student who has never attended class.

D-5.   Student Early Alert System Student Engagement Roster
Indiana University has a student early alert system (Student Engagement Roster) that is incorporated into Canvas. The system allows faculty members to alert students of problems, such as failure to attend class or poor academic performance, and to suggest remedial actions that students can take, e.g, talking with an advisor. It can also be used to make a record of student progress and accomplishments in their courses. Faculty members are encouraged to use the Student Engagement Roster to communicate with students in all their courses. According to Indiana University policy, Student Engagement Rosters are mandatory in the second and fourth weeks, as well as at the midpoint of the semester. This is one importance means of meeting Department of Education requirements regarding attendance and financial aid eligibility.

D-6.   Withdrawals and Changes in Enrollment
Withdrawals effected before the census date trigger a 100% refund of tuition and course related fees and will not show a record of "W" on students' official transcripts, although a record of enrollment and subsequent withdraw may still be visible in students" class schedule details for the semester. Withdrawals effected after the census date will receive a recorded grade of "W" on students' official transcripts. Although grades of "W" do not figure in grade point average calculations, they do figure in the calculation of the completion rate for financial aid purposes.

WITHDRAWAL PROCEDURES: The University has four distinct periods of withdrawal activity throughout the semester, each using different mechanism for effecting withdrawal; and having different impact on students' progress, grades, and continuing financial aid eligibility.

Period One- from Pre-registration period to census date. Withdrawals effected in SIS Student Center "Register/add/drop" utility. No approvals required. No "W" on record. 100% refund of tuition and course related fees.

Period Two - from Census Date to Sunday following the 9th week of classes also known as "the Auto-W" period. Withdrawals effected in workflow E-Drop. Recorded grade of "W" on record. Partial refund of tuition and course related fees, based on timing of withdrawal and refund schedule for the semester. No approvals required: student automatically gets a "W"—hence the name "Auto-W period."

Period Three –from end of Auto-W period to Last Day of Scheduled Classes, also known as "E-Drop WF". Withdrawal requests initiated by student in same E-Drop workflow, but not automatically granted. Approvals of both the instructor *and* the dean of the offering school, or the dean-delegate (typically the program coordinator of the offering department) are required.

According to IU-wide policy, students' desire to avoid a low grade is not a sufficient reason to award a "W" during this period. A grade of "W" should only be issued during this period if the student is passing the course at the time of requested withdrawal; and has presented evidence of having "urgent reasons relating to extended illness or equivalent distress." Instructors indicate in the work flow which grade they are approving, "W" or "F".

Period Four – after the last day of scheduled classes for the term (i.e. before start of exam week) until late withdrawal deadline. Withdrawal requests initiated via a "Late Withdrawal Petition," a purple paper document available from the office of the registrar. Deadlines for submission are:

March 15th for preceding fall semester
September 1st for preceding spring semester and winter session
November 1st for preceding summer term(s)

Students complete the form and attach documentation, explaining their circumstances and a copy of their class schedule. Completed petitions are forwarded to the office of the executive vice chancellor for academic affairs (EVC) for review and decision. Cycle time for review and decision during this period may exceed the final grade deadline. If student remains enrolled during final grading period, instructor must enter a grade. Petitions that are untimely, i.e. submitted after the deadline set by policy, students may still submit, but are encouraged to address the issue of timeliness in their documentation. The EVC may decide to waive the deadline, and grant the petition, if circumstances warrant.

UNOFFICIAL WITHDRAWAL: Students who are enrolled, but stop attending or never attended without processing an official withdrawal during one of the four withdrawal periods are deemed to have made an "unofficial withdrawal." If student remains on an instructor's grade roster during final grading period, instructor must enter a grade of FN, and a last attended or last participated dates, in the case of online classes; or a grade of FNN, which indicates the student never attended or participated. Although FN and FNN grades affect students' grade point averages the same as an earned F, the impact on students' future or current term financial aid eligibility differs by actual grade issued. Instructors are asked to take care in making the distinction between an earned F, FN, and FNN when entering final grades, based on the circumstances they are aware of.

Special withdrawal procedures are available to members of the military reserve personnel who are called to active duty during the semester. Click link in previous sentence for more details.

D-7.   Grades and Grade Reporting
IU Southeast uses the following grading system:

A+
A = Outstanding
A-

B+
B = Good
B-

C+
C = Average

C-

D+
D = Poor but passing
D-

F = Failed
FN = Failed, not attending (last day attended/participated required)
FNN = Failed, never attended

I = Incomplete
NC = Audit
R = Deferred
S = Satisfactory
W = Withdrew

Note: ZZ = Grades automatically given for students in the Purdue Programs in SIS and Canvas

One of these grades must be reported at the end of the semester for each student in each course in which he or she is enrolled. No grade is recorded for a student who drops a course during the first week of classes. The use of the W grade for withdrawals is explained in Section D-6.

The grade of S may be used only under the following conditions:

1. Prior to the beginning of the course, permission is received from the appropriate dean and the vice chancellor for academic affairs,

2. The only other grade permitted in a course in which the grade S is used will be F; and

3. The credit hours associated with the class graded S will count toward students' degree progress, but the will not be computed into the grade point average.

Final grades are submitted online either directly into SIS from the Faculty Center; or uploaded via Canvas, the learning management system. Instructors with Purdue students in their classes will receive a paper grade roster of just Purdue students in their faculty mail boxes about 20 days before the final grading period. Paper rosters should be turned in directly to the office of the registrar either in person or via inter-campus mail in a sealed envelope. Grades must be submitted by the instructor by the date and time listed in the academic calendar for each academic session.

1. Grade Point Average
A student's grade point average (GPA) is determined by dividing the sum of the grade points (credit hours of each course multiplied by the numerical equivalent of the grade) by the number of graded credit hours completed. Grade points per semester hour are:

A+ or A =4 points,
A- = 3.7
B+ = 3.3
B = 3.0,
B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7,
D+ = 1.3
D = 1.0
D- = 0.7,
F = 0.0 points.

The University maintains two GPA calculations which appear at the bottom students' official transcripts: the "Student Undergraduate Program Summary, also know as the "program," or campus GPA; and the Indiana University Program Summary, also known as the "IU" GPA. The difference between the two is the program GPA reflects the campus of enrollment's repeat rules and grade mitigation policies; whereas the IU GPA reflects IU-wide grade replacement policies only.

The University deems students who maintain a cumulative program GPA of 2.0 or higher in good academic standing. The minimum cumulative GPA to graduate from the University is 2.0. Some degree programs require a higher minimum program GPA to graduate. Consult the Bulletin or the department webpages on ius.edu

2. Grading policy
Per IU Board of Trustees policy, the faculty of each department or school shall, for the guidance of individual faculty members, establish a policy for the awarding of letter grades, which policy shall be filed in the office of the Executive Vice Chancellor for Academic Affairs.

Faculty members shall provide students with written criteria for grading course assignments and include written grading criteria in their course syllabi. (Faculty Senate policy-circular 96-9D)

3. Incompletes
The grade of I (Incomplete) may be issued when negotiated between student and instructor; and when the student has satisfactorily completed the majority of a course but is prevented by extraordinary circumstances from completing the balance of the course within the semester of enrollment. The grade of I should only issue if (1) the student requests it and (2) the instructor has sufficient reason to believe that failure to complete the requirements of was due to factors beyond the student's control, and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I should not be awarded to exempt a student from paying tuition for a repeated course; or in lieu of an FN, in the case of student who stopped attending, but remains enrolled in the class. See UNOFFICIAL WITHDRAWAL, under Section D-5.

To process am incomplete instructor should first communicate to student what are the conditions to remove the incomplete, preferably in a manner and medium that is retrievable and archivable, such as e-mail. Then instructor assigns a grade of I on the official grade roster in SIS and completes a "Documentation of Assignment of an Incomplete Grade" form available from the registrar's office The form has a box "Conditions Explained to Student" where the instructor records the conditions communicated to student; and becomes part of an audit trail

and is archived as part of student record. If the instructor does not otherwise act to remove the I, the registrar will cause the grade to change to an F at the end of one calendar year. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade process, starting 60 days before the change will take place.

4. Repeated Classes and Grade Replacement Policy

   a. Campus Repeat Rules
   Under the general proviso that students earn the credit hours toward degree completion only once for each course completed with a passing grade, each campus has built repeat rules into SIS, to instruct the system what to do if the student appears to have completed the same course more than once. The IU Southeast campus employs the "best" rule, meaning the completion with best grade will count in student's earned hours and *program* GPA. A batch job run at the end of the final grading period each semester adjusts students' records to manifest this rule. Some courses in the master course catalog that were created intentionally to be repeatable for credit will not be affected by campus repeat rules, until the student reaches the maximum credits and/or completions allowed per the course catalog parameters.

   b. Grade Replacement Policy
   Grade replacement, sometimes referred to as "FX" or "Extended X," is both an IU-wide and campus specific policy.

With approval from the student's dean, an undergraduate student may repeat a course in which he or she received a grade of A, B, C, D, or F (including plus/minus grades) and have only the new grade (A, B, C, D, or F, including pluses/ minuses) count in determining both the student's program and IU GPAs. The prior course completions and grades remain on the transcript with appropriate notations. Note: A grade of W or I in a repeated course will not qualify to remove the original grade. The grade replacement policy includes these restrictions when in practice:

   i.   The option to replace grades of A, B, C, or D applies only to courses taken since the fall semester, 1996.
   ii. Grade replacement is generally allowed only when the replacement course is the same department heading and catalog number as the prior course. Exceptions may be granted with the approval of the offering department dean, program coordinator, or department head.
   iii. Students must notify their school or division *during the semester in which the course is retaken*, if they plan to repeat a course to replace a grade. Once the school or division submits the fully authorized grade replacement form to the registrar's office, it must be recorded and cannot be withdrawn.
   iv. A student may exercise this option for no more than five (5) undergraduate courses totaling no more than 15 credit hours, including any courses replaced under the previous FX policy.
   v.   A student may use the replacement policy only twice for any given course;
   vi. Academic units retain the right to consider a student's complete academic record for purposes of admission to an academic program or selection for awards.
   vii. Grade replacement is available for courses taken at any Indiana University campus, as long as the courses carry exactly the same department heading and catalog number.

For more detailed information on the grade replacement policy, contact the Office of the Registrar.

5.   Academic Bankruptcy Policy (effective Fall semester, 1996)
Students who have not attended IU Southeast for at least two years, are undergraduates pursuing their first bachelor's degree, and are returning to IU Southeast for the fall semester 1996 or later may request academic bankruptcy, a bad prior grade mitigation practice. Bankruptcy means that the courses and grades earned during the term(s) in question will be removed from the student's program GPA and earned hours calculation. The record of the classes and the prior grades remain on the transcript, and are specially annotated as being "forgiven by IU Southeast."

Academic bankruptcy may be requested for no more than two academic terms of IU course work. Two consecutive summer sessions may be considered a single academic term for purposes of this policy. The Academic Bankruptcy petition should be submitted during the student's first semester back at IU Southeast; but should not be submitted if the student does not re-enroll. Academic bankruptcy may be invoked only once in student's undergraduate career, if two consecutive semesters are bankrupted at the same time. Academic Bankruptcy Petition forms are available from advisors, school or division offices, and the Office of the Registrar.

Note: Academic Bankruptcy as described here is unique to the Southeast campus, and as such only affects the program, not the IU, GPA. Students transferring to other campuses before graduating will lose the effect of the Southeast bankruptcy practice, but may be eligible to invoke new campus' grade mitigation policies.

6.   Grades for Credit Earned by Examination
When credit is earned by examination, only the grade of S or A may be awarded. Ordinarily the grade of S will be awarded with the grade of A assigned only in instances of clearly superior performance on the examination.

D-8.   Change of Grade
After any grade other than I (Incomplete) has been posted to the final grade roster for a class, it may not be changed without permission of the dean of the school or the vice chancellor for academic affairs. Only cases of error in recording or computation will be considered in granting such permission. Neither student pleading nor additional work completed will constitute grounds for changing a recorded grade other than I (Incomplete). Instructors initiate change of grade requests in E-Grade Change, a workflow application, which routes the request and any commentary to the next level approver.

D-9.   Holds (Service Indicators)
"Holds" also known as "Service Indicators" are placed on a student's records to draw attention to a matter that students need to resolve by restricting services in some cases. A student with a hold may not be permitted to register; or request issuance of official records or statement of good student standing without authorization or release from the university office responsible for mandating the hold. Common reasons for holds include delinquent financial accounts, owing library or parking fines, or being on probation or suspended for not meeting required academic standards.

D-10. Application for Degrees
Students planning to graduate must file an Application for Graduation with the school or division office granting their credential, either degree or certificate. Students earning credentials in two or more schools or divisions file an Application for Graduation for each credential in the appropriate school or division based on submission schedule set by that academic unit. Generally, Applications for Graduation should be filed in the semester immediately preceding the one in which students expect to finish their required coursework for the credential. The University celebrates only one commencement each year, in May at the end of the spring semester; which includes spring, the previous fall, and the immediately following summer semester graduates. To ensure their names appear in the commencement program for that year, students must file their Application for Graduation by March 1st.

Upon receipt of a clear, complete Application for Graduation, the school or division office staff will place student "in review" status for a specific graduation term and forward the completed application to the office of the registrar for reference during the final degree certification process and archiving.

D-11. Personal Counseling
In addition to the counseling available from the faculty and staff, professional counseling is available on campus to assist students with their personal problems. They can help students resolve conflicts and problems associated with college attendance, family life, or personal development. Appointments can be made by calling 941-2244. There is no charge for the services and all counseling is completely confidential.

D-12. Financial Assistance
A complete range of scholarships, grants, short-term and long-term loans, and employment is available to students. Faculty members who encounter students who need financial assistance should refer them to the Office of Student Financial Assistance.

D-13. Student Activities
Student activities are considered to be part of the educational process. This philosophy is based upon research which has indicated that learning is influenced by peer groups in out-of-classroom situations, and that student persistence and success are positively correlated to involvement in the life of the campus. Consequently, student activities are perceived as a chance to provide experiential types of learning opportunities for interested students.

Of special concern to faculty members is the advising of student groups. The adviser is expected to meet with the group at its regular meetings and attend its activities. Advising a student group can be a rewarding experience. It is hoped that faculty members will accept such responsibilities as a proper part of their involvement in the academic community. Interested persons should see the Dean of Student Life.

D-14. Standards of Student Conduct
Students enrolling in the university assume the responsibility to conduct themselves in a manner compatible with the university's function as an educational institution. As any other citizens, students have rights and responsibilities. Students are responsible for their personal conduct under federal, state, and local law, and their status as students neither excuses nor protects them from civil and criminal sanctions. All faculty members have the responsibility and general authority to help preserve order, ethical behavior, and honesty at the campus, especially in their classes.

Please see the Indiana University Code of Student Rights, Responsibilities and Conduct and the IUS Code Procedures document for a complete discussion of student conduct and procedures for handling student misconduct cases. Both documents can be found at the Office of Student Affairs web site.

D-15. Sex Offender Screening
In compliance with Indiana law, Indiana University Southeast periodically checks the names of enrolled students against the names listed in the Indiana Sex Offenders Registry. It is the policy of Indiana University Southeast that no students who have been convicted of sex offenses against children shall be eligible for admission to or matriculation in any academic program which places them in direct proximity to children (people under the age of 18). Such students will be given alternative assignments to any class projects, field experiences, practicums or extracurricular activities that would put them in proximity to children.

D-16. Medical Care
The university assumes no obligation to provide medical care. In the case of emergency, university employees may, if qualified, render first aid, and university vehicles may be used to take an injured person to the hospital emergency room. Physician and hospital charges are payable by the patient. University Police officers have received first aid training and should be contacted at ext. 2400 if a student or other person on campus appears to be in need of assistance.

D-17. E-mail Communication
In accordance with Indiana University policy, IU Southeast uses electronic mail (email) as an official means of communication with IU Southeast students. A student's failure to receive or read official university communications sent to his or her official email address does not absolve the student from knowing and complying with the content of the official communication. The full text of the IU Policy on Use of Email as Official Correspondence with Students can be viewed at http://registrar.iupui.edu/iu-email.html.

D-18. FERPA and data security
Indiana law makes one personally liable, with no protection from IU, for violation of the Family Educational Rights and Privacy Act (FERPA). Faculty need to be aware that practices that could potentially reveal individual student grades to others, such as sending grade spreadsheets to the entire class, posting their working gradebook to their website, storing information containing student names, UIDs, and grade information on their computer and not in their protected network storage space, or even calling out a student's grade for a specific assignment in class, may incur such liability. As a rule of thumb, faculty will avoid liability for FERPA violations by confining discussions and records of individual student's grades to the learning management system, Canvas; the official SIS grade roster; and private conversations with the student.

The links below provide information and tutorials for best practices to effect IU policy in this area. Consult with the Office of the Registrar if you have any questions about permissible practices under FERPA.

Resources:

Annual Notification of Students Rights under FERPA

FERPA Tutorials for Staff and Faculty

Data Protection and Privacy Tutorial (best practices)

Students' Rights in Indiana: Wrongful Distribution of Student Records and Potential Remedies, Sandra L. Macklin, Indiana Law Journal.