Introduction to IUPUI

History

Founded in 1969, IUPUI is an urban campus with the dynamic flavor of a metropolitan city of 1.4 million. The campus is just west of downtown Indianapolis, within walking distance of the state capitol and other governmental offices, and the site of numerous businesses and art, sports, education, and health facilities.

IUPUI is one of eight campuses of Indiana University and includes two Purdue University schools. The campus offers more than 240 degrees provided by 20 different schools. Its 29,000 students represent 49 states and 125 countries. Approximately 20,000 of those students are undergraduates, with about an equal mix of traditional and adult students. Undergraduate students annually use more than $83 million dollars in financial assistance as they juggle jobs, families, community service, and academic pursuits. Each year some 4,000 students earn IU or PU degrees.

IUPUI includes the only medical and dental schools in the state, the nation's largest nursing school, and the country's oldest school of physical education. IUPUI is among the nation's 10 largest sites for graduate professional education. With strong traditions in professional education, IUPUI is simultaneously developing new strengths in interdisciplinary inquiry, linking disciplines with professions in ways that advance research, professional service, and learning. With external support of over $200 million in 2002, IUPUI is the second-largest site for research in Indiana. With more than 2,100 full-time faculty, IUPUI is proud of its teaching record and works to improve its teaching with on-going assessment and professional development. The creation of the statewide community college system will redefine IUPUI's undergraduate mission. One result will be that IUPUI will offer little or no remedial work. Rather, building on its prior partnerships and articulations with Ivy Tech State College and Vincennes University, IUPUI will continue to expand its strategies for ensuring smooth transitions between the two-year institutions and IUPUI. IUPUI aspires to be a model for urban universities nationally as well as internationally.

IUPUI is accredited by the North Central Association of Colleges and Schools. Individual school and academic programs are also accredited. For example, the Kelley School of Business and the School of Engineering and Technology programs are accredited by the American Assembly of Collegiate Schools of Business (AACSB) and the Accreditation Board for Engineering and Technology (ABET), respectively.

IUPUI has over 110,000 alumni living worldwide and an expanding and active alumni relations program to serve the growing IUPUI campus. More than 77,000 alumni live in Indiana, with two-thirds of that number in the Indianapolis area. The rest are spread around the world with strong contingents in far-flung places such as Malaysia.

Indiana University–Purdue University Columbus, created in 1970 (one year after the creation of IUPUI), is located one hour south of Indianapolis in the sophisticated, yet rural, town of Columbus, Indiana. This well-known town has been called an "architectural mecca," boasting the exciting works of numerous internationally known architects. IUPUC has 35 full-time faculty, who are highly regarded both nationally and internationally, and 125 adjunct faculty. IUPUC partners with the Purdue University College of Technology, which has 12 full-time faculty. Both full-time and adjunct faculty teach at the Columbus campus and at its regional centers in Greensburg and Seymour. The service area of IUPUC includes the counties of Bartholomew, Brown, Dearborn, Decatur, Jackson, Jennings, Johnson, Ripley, and Shelby.

Over 35 degree programs are offered at IUPUC. Nearly 1,900 students are enrolled. Approximately 50 percent are full time, and nearly 70 percent are female. IUPUC offers the advantages of affordability and small class size, along with the high quality students would expect at any IU or Purdue campus.

See the IUPUC section in this bulletin for more specific information.

IUPUI Mission Statement

The MISSION of IUPUI is to provide for its constituents excellence in

- **Teaching and learning**
- **Research, scholarship, and creative activity**
- **Civic engagement, locally, nationally, and globally**

    with each of these core activities characterized by

    - **Collaboration** within and across disciplines and with the community,
    - A commitment to ensuring **diversity,** and
    - Pursuit of **best practices**

A Brief Overview of IUPUI

In order to use this bulletin, it is critical that the reader understand IUPUI's structure, policies, rules, and procedures and how these factors affect specific students at different points in their career at IUPUI.

The IU and Purdue Systems

IUPUI is a part of two great public university systems—Indiana University and Purdue University—and offers the greatest number and widest range of degrees in the state of Indiana. They range from two-year associate degrees and certificates to Ph.D. and professional degrees. All degrees bear either the IU or Purdue designation. Students are, therefore, affected by policies of Indiana University, Purdue University, or both. Such university-wide policies and procedures are set by either the trustees or the faculty with trustee approval.

IUPUI

In many areas, especially at the undergraduate level, IUPUI sets its own campus policies and procedures. Both university and campus policies and procedures appear in the opening sections of this bulletin.

University College

Undergraduates are admitted to IUPUI through University College, which was created to help students make a successful transition to college life and select an area of study. University College provides orientation, first-year seminars, and advising for entering students. Students who meet entry-level requirements, and who have indicated their desire to enter a school that accepts first-year students, are simultaneously admitted to a school (known as dual admission). Once dual admission students complete the first six weeks successfully, they are certified to the appropriate schools. Other students remain in University College until they meet the admission requirements for their field of study or complete 56 credit hours of course work.

The Schools

Fields of study or disciplines are housed in schools at IUPUI. School policies and procedures govern all the students within each school. Most fields of study are housed in departments within the schools, but in some schools they may be called by other names, such as divisions. The departments and schools themselves determine degree requirements and whether students are eligible to receive a degree. Students must be in a school and take a specific number of courses at IUPUI (residence requirements) to be eligible for a degree. A current list of degree programs appears online at www.iupui.edu/academic/schoolsdepts.htm.

Later sections in this bulletin cover each school in alphabetical order. The material includes general school policies and procedures, followed by school and then specific degree requirements for all degrees offered by the school including associates, bachelor's (or baccalaureate), master's, and doctoral degrees. Special teacher certification and honors information is also included where relevant. This material is followed by course descriptions. There is also a list of full-time faculty in the department or program. More information on individual faculty is available in a comprehensive listing of full-time faculty at the end of each school section.

The Columbus Campus

For Columbus-specific information relating to admission, registration, financial aid, scholarships, placement testing, academic advising, orientation, and student activities, see the IUPU Columbus section later in this bulletin.

Types of Programs Available at IUPUI (Degree and Noncredit)

Undergraduate Certificate Programs

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a two- or four-year degree to complete a certificate program. Specific requirements can be found in the section for the school offering the certificate.

Associate Degree Programs

Some schools award an associate degree after the completion of two years of full-time college course work. Usually the course work completed for the associate degree will count toward the bachelor's degree in the same discipline.

Bachelor's Degree (Baccalaureate) Programs

The typical undergraduate degree program is either a bachelor of science or a bachelor of arts degree. The degree takes four years for full-time students and substantially longer for part-time students. IUPUI's bachelor's degrees are awarded in the professional schools and within the arts and sciences.

Postbaccalaureate Degree Programs

IUPUI has two types of postbaccalaureate degree programs: graduate and professional. Many of the professional schools have separate bulletins as well as brief sections in this bulletin.

Master's Degree Programs

Outstanding students wishing to continue their education may begin graduate work after the completion of their bachelor's degrees. Most master's degree programs require applicants to take standardized national examinations such as the Graduate Record Examination (www.gre.org) and apply for the program in the spring prior to admission. The graduate program in business requires students to take the Graduate Management Admission Test (GMAT) (www.gmat.org) as part of the admission process. Most students continue to study in their undergraduate major field. Students wishing to switch fields may be required to take undergraduate course work as preparation for admission to a master's program, which presumes prior preparation in the area of study. Generally master's work is more narrowly focused, and degrees require one to two years of full-time study. Some graduate programs may be taken on a part-time basis.

Doctor of Philosophy and Education

The doctorate is the highest degree awarded and requires course work, comprehensive examinations, original research, and a dissertation. Three years of study beyond the master's is minimal, and most students require more time to complete the course work and research.

Professional Degrees

IUPUI offers professional degrees in dentistry (D.D.S.), law (J.D.), medicine (M.D.), and physical therapy (D.P.T.). All of these degrees require prior study at the bachelor's level as a condition for admission to the program.

a. The Doctor of Dental Surgery (D.D.S.) requires four years of professional study beyond a minimum of 90 semester credit hours of undergraduate study, which includes predental courses, or the equivalent of 90 semester credit hours.

b. The Doctor of Jurisprudence (J.D.) requires three years of full-time study or four years of part-time study following a bachelor's degree. Those wishing to practice law must also successfully sit for the Indiana Bar Examination. Law School Admission Test (LSAT) results are required as part of the application process. Visit www.lsat.org for more information.

c. The Doctor of Medicine requires four years of professional study following a bachelor's degree, which includes the premedicine courses. Medical College Admission Test (MCAT) (www.aamc.org) results are required prior to admission into the program.

d. The Doctor of Physical Therapy (D.P.T.) requires three years of professional study following a bachelor's degree, which includes pre-physical therapy courses. Graduates must successfully complete the National Physical Therapy Exam (NPTE) in order to practice as a physical therapist.

Graduate-Level Certificate Programs

Graduate-level certificate programs, often in professional areas of specialization, resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a graduate degree to complete a certificate program. Only courses in which students receive a C (2.0) or higher can be applied to the certificate program. Specific requirements can be found in this bulletin, in the section for the school offering the certificate.

Noncredit Courses

The Community Learning Network (CLN) offers hundreds of continuing education (noncredit) classes and serves over 11,000 learners annually. With more than 18 noncredit certificate programs in areas as diverse as photography and stress management, CLN's noncredit program helps learners to take the first step in career development. These courses provide educational opportunities for a lifetime of learning. Visit the Community Learning Network Web site (www.cln.iupui.edu) to find out more about noncredit offerings.

Undergraduate Degree Programs

Admission

The best and most complete information source on admission standards and procedures is the *IUPUI Beginning Freshman Application Packet and Financial Aid Information* booklet or the *Transfer and Visiting Student Application Packet and Financial Aid Information* booklet, which are published annually and contain an application form, fee schedules, detailed instructions, numbers to call, and the relevant deadlines. The Admissions Center's Web site also provides information about admission for undergraduates and graduates, financial aid information, and links to other key offices' Web sites. Prospective students may download a paper application or complete an application for admission online (www.iupui.edu/enroll/).

Criminal Activity Disclosure

IUPUI is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants who have been convicted of any felony or a misdemeanor such as simple battery or other convictions for behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the university, but does require review. For more information contact the Admissions Center.

When to Apply

You may apply as early as one year in advance of your proposed enrollment.

If you file an application with all required credentials and the application fee by the priority date, you will receive full consideration for the semester requested. If admitted, you will be invited to an early orientation program during which you will register for classes. If you file an application after the priority date, you will be considered on a space-available basis and if admitted, you will likely attend a later orientation session and register for classes during the last days of registration. After the priority date admission may close without advance notice. The Web site will contain current admission review status for each approaching term.

Priority date	Term
May 1	Fall
November 1	Spring
March 15	Summer I
May 1	Summer II

Letters of Admission With the admission letter, students receive information about testing, orientation, transfer of credits, and temporary parking permits. All beginning students are admitted to University College, where they attend the University College Orientation program, enroll in a learning community, work with an advisor, and learn about the University College support services such as the Learning Center. The Learning Center ensures a successful transition to IUPUI and to the school

offering the desired or yet-to-be-determined major. By indicating a preference on their applications, some students with outstanding high school records will be granted dual admission to the University College and the school offering their desired major. Some transfer students are also admitted to University College and remain there until they complete the necessary prerequisites for their program of study.

Types of Freshman Admission and Qualifications

IUPUI offers beginning freshmen enrollment as degree-seeking or visiting students. Visiting student status is for only the June term after graduation from high school.

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associate's, or bachelor's degree program, apply as a degree-seeking student (even if you are unsure of which degree program). As a beginning freshman, you must not have not enrolled in any college, business, or vocational school after high school graduation.

For a beginning student, we will examine your high school record including courses completed, grades earned, and standardized test results. The trend in your grades and the difficulty of your courses are also important. The most important factor in our decision will be the courses you attempted and the grades you earned.

High School Graduates Admission Requirements—Regular Admission

- Graduated from high school or will graduate before enrolling at IUPUI.

- Provide the results of your SAT or ACT (including the writing section)*.

- Indiana high school graduates are expected to complete Core 40. (Academic Honors diploma highly encouraged.)

  For students who have completed Core 40 with a C average or higher in all Core 40 courses, SAT combined math and verbal (critical reading) scores should be 900 or higher; ACT composite should be 19 or higher.

  Applicants who have earned Academic Honors diplomas will be considered fully qualified regardless of test scores; however, scores must be provided.

- We recommend that all high school students complete the following:

  Four years of English, three years of mathematics (including second year algebra), three years of social sciences, three years of laboratory science, four years of additional college preparatory courses selected from English, mathematics, social sciences, laboratory sciences, or foreign language.

- Returning adult students should note that SAT or ACT scores are not required and although a high school transcript is required, the admissions committee also considers such things as military experience, life experiences, and job responsibilities when reviewing applications.

Conditional Admission

If you do not meet the above criteria, you will be considered for conditional acceptance based on other factors that will indicate your potential for success at IUPUI: overall quality of your high school coursework, work experience, maturity, and military service

If you have significant deficiencies in either academic preparation or performance, we will defer your acceptance until you complete designated courses at the Community College of Indiana or another two-year or four-year college. A deferral contract outlining the courses to complete will be sent to you. Our program with the Community College of Indiana (Ivy Tech-Community College of Indiana) at Indianapolis is called *Partners*, and admissions counselors at both schools are prepared to assist you with a program of study leading to transfer to IUPUI.

GED Admission Requirements

Students enrolling at IUPUI who have not attended college after earning a GED are considered beginning freshmen students. The following are the admission requirements:

- Earned the GED.

- If you are under 19 years of age, you must provide the results of an ACT or SAT I test.

Depending on your GED score, you will either be granted conditional admission or deferred to the Ivy Tech -Community College of Indiana. (See above section on conditional admission.) If you have completed the SAT or ACT and the results are at or above the average for the State of Indiana (combined math and verbal [critical reading] scores of 990 SAT or 21 ACT), you will be given regular admission.

Visiting Students during Summer after Graduation

Students graduating from high school may enroll at IUPUI as a visiting student for the June summer session. As a student applying under this status, you must do the following:

- Verify with the Admissions Office of the institution you will attend in the fall that they will accept the course credits.

- Submit an IUPUI application as a visiting student.

- Submit a copy of your high school transcript and test scores. (Students admitted to IU Bloomington or Purdue West Lafayette are excused from this requirement).

- Submit a copy of your letter of acceptance.

- Submit the application fee.

Note:

1. You are not eligible for financial aid as a visiting student, according to federal regulations.

2. If admitted, you must complete IUPUI placement tests in reading, writing, and mathematics. These must be done before you can register for classes.

3. You may apply only for the June semester and you are encouraged to do this no later than the end of May.

Qualifications

1. If you will attend IU Bloomington or Purdue West Lafayette in the fall, provide a photocopy of your letter of acceptance. A high school transcript is not necessary. You will be offered acceptance based upon proof of your acceptance to either campus.

2. If you are attending any other college in the fall, provide a high school transcript and SAT/ACT scores. Beginning in March 2005, students taking the SAT I or the ACT must take the essay component and have all scores reported to IUPUI. You must meet our admission requirements for entering freshman.

Adult Special Student

You may apply as an adult special student if you are sponsored by your employer to enroll in a specific IUPUI course or if you wish to take a course for self-enrichment. You are strongly encouraged to discuss your plans and previous education with an admissions counselor before filing an application. Permission to enroll is usually for one term.

You are not eligible for financial aid as an adult special student.

If you wish to enroll in mathematics or English courses, you must either have completed a transferable (non-remedial) college course in that academic area or complete the IUPUI placement tests.

Required Credentials and Qualifications

a. You must be 21 or older.

b. You must provide a photocopy of your diploma, high school transcript, or GED results.

c. If you previously attended college, you must not have enrolled anywhere for the past three years and you must provide photocopies of grade reports or a college transcript.

d. If you are being sponsored by an employer and you are not able to obtain the above documents, you may submit a letter of sponsorship from your employer.

e. Provide a brief statement about your purpose for becoming an adult special student and the course(s) you plan to take.

Types of Transfer Admission and Qualifications

Transfers from Other IU Campuses Students who are eligible to transfer to IUPUI as degree candidates from another campus of Indiana University must meet the degree requirements of the IUPUI school from which they expect to graduate. Students who plan to obtain a degree from another campus should contact and remain in contact with the dean of their prospective school for specific information on course, degree, and residency requirements. A Indiana University student from another campus must complete the online Intercampus Transfer application through the Admissions Center. This application can be found by going to: http://enroll.iupui.edu/admissions/undergraduate/intercampus/.

A student at another Indiana University campus, whether coming to IUPUI on a temporary or permanent basis, should contact the IUPUI Admissions Center for help in beginning the intercampus transfer process.

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* Seniors in high school must take one of these tests. If your class has graduated and a fall semester has passed since you graduated, you do not need to take the SAT or ACT. However, if you did take the test, we would like to see the results. Beginning in March 2005, students taking the SAT I or the ACT must take the essay component and have all scores reported to IUPUI.

If a student has earned college credits after leaving the IU campus, the student must provide an official transcript and contact the IUPUI Admissions Center requesting that the new courses be evaluated for transfer credit.

If a student at another Indiana University campus is not in good standing and wishes to attend IUPUI, he or she should contact the IUPUI Admissions Center for an explanation of the procedures.

Transfers from Other Purdue Campuses A Purdue University student from another campus must complete an official undergraduate application through the IUPUI Admissions Center. If credits have been earned outside of Purdue, an official transcript from the non-Purdue schools must be provided. An application fee does not need to be paid.

Note: Courses with grades from C– to D– from other Purdue campuses appear on the IUPUI transcript. The grades are not calculated in a student's IUPUI GPA; however, individual schools and programs may choose to use the courses to satisfy degree requirements.

Transfers from Other Universities A student from any other college or university must complete an official undergraduate application through the IUPUI Admissions Center. Applicants are required to provide official transcripts from all post-secondary institutions they have attended.

IUPUI has increasing numbers of articulation agreements with Ivy Tech–Community College of Indiana that permit credits from Ivy Tech and Vincenne Universitycourses taken at the Indianapolis Ivy Tech to transfer to IUPUI and IUPU Columbus if completed with a grade of C or better. Effective dates for each course are listed, but no courses completed prior to the fall 1990 semester will transfer. Students who have completed course work at Ivy Tech campuses other than Indianapolis should check with the nearest IU or Purdue campus for information regarding course transfers, or visit the transfer student portion of enroll.iupui.edu.

Transfers from Universities with Articulation Agreements IUPUI has increasing numbers of special agreements or articulations with other institutions of higher education to assist students in completing their education.

IUPUI has special transfer agreements with the Ivy Tech–Community College of Indiana (Indianapolis campus) through a program called **Passport.** Currently, there are 40 associate-to-bachelor degree options and more than 290 transferable courses between Ivy Tech–CCI and IUPUI. The number of transfer courses and programs is increasing yearly. For the latest lists, visit the Passport Web site: www.iupui.edu/~ivy.

In addition, students who have completed a Vincennes University associate degree in American Sign Language may transfer as juniors to the IUPUI B.S. in American Sign Language/English Interpreting. Ivy Tech graduates with an associate degree in Respiratory Care from any Ivy Tech statewide may transfer as juniors into the B.S. in Respiratory Therapy program. The Purdue School of Engineering and Technology also has agreements for 15 program articulations with Vincennes.

IUPUI offers transfer students two categories of undergraduate admission (degree-seeking and visitor).

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associate's, or bachelor's degree program, you will apply as a degree-seeking student (even if you are unsure of which degree program).

Admission Standards General Policy—For regular admission you must have a cumulative grade point average of 2.0 on a 4.0 scale and be eligible to return to your previous college. *If you do not have a 2.0 or you are not eligible to return to your former school, you must sit out for one regular semester*.* Summer sessions do not count. If you have been dismissed twice, you must be out of school for two full semesters. Please mail a statement with your application explaining what caused the low grades and how you will approach your studies at IUPUI.

Admission on Probation If your grade point average is below 2.0, you will be considered for admission on probation provided you have met or are meeting the required time out of school. In some cases students with a GPA below 2.0 will be required to file a petition and perhaps complete an interview. After reviewing your application, the Admissions Center will advise you if you must take these steps. We encourage you to apply at least three months in advance of your proposed starting date.

Credentials needed:

- Official college transcript from every college attended.

  An official copy is one that has the embossed or raised seal of the school. Fax copies, photocopies, and grade reports are not considered official.

- High school transcript or GED if you have fewer than 26 hours of transferable work. (We will accept a faxed high school transcript provided it is sent directly from the high school with the school fax number on the faxed pages.)

Please note that you are responsible for mailing the request to your former colleges and paying whatever fee is charged. Purdue students and Ivy Tech Indianapolis students do not have to order transcripts; however, if you have attended other colleges, you must request those transcripts.

Transfer Credit The grades from all course work previously completed are considered in the admission process.

Most schools require a minimum GPA of 2.0 to be considered for admission; some schools have a higher GPA requirement. Other factors may also be considered, including space available in the program, the specific course work completed, recent grades, and disciplinary standing.

However, whether those courses are counted in a student's IUPUI GPA depends on where the courses were taken. Course work taken at another Indiana University campus will be counted in a student's IUPUI GPA. IUPUI students in Purdue University programs who have previously taken course work at another PU campus may have those grades counted toward their IUPUI GPA. Contact specific schools or look at their material in this bulletin for more information.

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* Purdue students are exempt from this policy unless they are on drop status or are required to sit out one semester.

If the work was completed elsewhere, only courses with grades of C (2.0) or better are transferred for possible use toward an IUPUI degree. No courses with grades of C– or lower will transfer to IUPUI. None of the grades transferred from other colleges or universities count in the IUPUI grade point average. Some schools, however, may consider such grades for admission purposes and other academic matters.

Acceptance of credit from other accredited institutions, including Purdue University, is performed by the Admissions Center, Campus Center, Indianapolis, IN 46202-5143, (317) 274-4591.

How accepted credit is applied to program requirements is determined by the school and/or department that offer the course(s). Courses that were completed 10 years ago or even more recently may not be accepted in some programs and must be approved by the individual school and department awarding the degree.

Course work taken at another institution for which there is an equivalent Indiana or Purdue University course (in terms of course description, level, and prerequisites) will generally be transferred as credit in the equivalent courses. Other course work will be transferred as undistributed and reviewed by the appropriate department or school to determine how it will be counted toward degree requirements. In addition, the university does not accept the transference of special credit by examination awarded by another college or university.

Courses taken at another institution on a quarter system rather than a semester system will be evaluated as carrying fewer credit hours (e.g., a 3 credit hour course taken on a quarter system will transfer as 2 credit hours). Many course equivalences for most Indiana colleges may be found on the IUPUI admissions website at enroll.iupui.edu.

Courses taken at foreign institutions will be transferred into IUPUI as undistributed credit rather than as specific courses. In general, the international admissions evaluator will designate the credit as either lower-division course work with a 100 number or upper-division with a 300 number, though if it is clear that the course work warrants a 200 or 400 number, such designations will be used. If students want courses to count for specific classes, they must obtain an official translation of the course description and any other material, such as a syllabus, that explains the course content. With that material, the department offering the course can determine whether there is an equivalent IUPUI course. An individual within each department or school will be responsible for making the determination and informing the Office of International Affairs, using the Undistributed Transfer Credit Departmental Evaluation Form. Subsequently, the appropriate changes will be made on the student's official transcript.

Visiting Students

If you are working on a degree from another institution and wish to take courses at IUPUI, apply as a visiting student. You are responsible for verifying that your home institution will accept the course credits. Your permission to enroll is for one term; however, an admissions counselor can authorize

enrollment for additional terms if you are completing your final courses for a degree or if you are in the area on an internship or co-op program. *You are not eligible for financial aid as a visiting student.*

If you wish to enroll in mathematics or English courses, you must either have completed a transferable (non-remedial) college course in that academic area or you must complete the IUPUI placement tests.

Special Note to Students at Other IU Campuses

Students working on degrees at other IU campuses who wish to register for courses at IUPUI should fill out the Temporary Intercampus Transfer Application that can be found by going to: http://enroll.iupui.edu/admissions/undergraduate/non-degree/iu_visiting.shtml. The Office of the Registrar will establish your eligibility to enroll at IUPUI.

Required Credentials and Qualifications

- Must be a current college student (enrolled within the last 12 months). If you have not enrolled within the past 12 months, provide a letter from either the dean or your academic advisor at your home institution stating that you have permission to transfer credits from IUPUI to the degree program.
- Provide a photocopy of your most recent grade report or transcript.
- Have a cumulative grade point average of at least 2.0 on a 4.0 scale. (Purdue students are eligible regardless of grade point average provided they are not on drop status.)

International Students

Step-by-step information for international students, including links to academic program information and online application options, is available at www.iupui.edu/~oia/AD/admission_step1.html or on request from the Office of International Affairs (OIA), intlaff@iupui.edu.

Beginning undergraduate applicants must have successfully completed secondary studies, or be in the final year of secondary study. The U.S. primary and secondary education system consists of 12 years of study. International applicants should have studied for a similar number of years in primary and secondary school to be eligible for university admission. Applicants from countries with at least 11 standard years in the primary and secondary system and a strong academic record may be considered. Applicants from countries with more than 12 years of primary and secondary study may qualify for advanced standing.

Secondary school programs should have included study of a student's native language, English or other foreign languages, mathematics, natural and/or physical science, humanities, and social sciences. Applicants from British-style systems must have earned at least six GCSE (General Certificate of Secondary Education)—or their equivalents—O-level passes, including passes in English and mathematics. GCE (General Certificate of Education) Advanced A-level results may be considered to yield credit for advanced standing where the grade earned is D or higher.

Depending on the admission requirements of their desired majors, applicants are considered for admission to University College or for dual admission to University College and the school of their intended major. Regardless of the admission category, all undergraduate students participate in the University College Orientation program, advising, and support services as part of a comprehensive orientation program coordinated for international students by the Office of International Affairs. The goal of these programs is to ensure a successful transition to IUPUI.

Financial Aid

Types of Financial Aid

Financial aid at IUPUI is based on financial need, enrollment status, and academic progress. The Office of Student Financial Aid Services (OSFAS) administers federal, state, and university funds. Assistance is available in the form of grants, fee scholarships, loans, and part-time employment.

Eligibility

To be considered for most types of aid, students must be accepted for at least half-time enrollment at IUPUI in a degree-granting program or University College. If a student enrolls and later drops a class, the financial aid awards may be changed to the level appropriate to the new enrollment. Students should always check with a financial aid counselor before dropping classes.

How to Apply for Financial Aid

To apply for financial aid, students must file the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA. Students are encouraged to submit FAFSA data electronically using FAFSA on the Web (www.fafsa.ed.gov). Computers are available in the Campus Center within the Office of Student Financial Aid Services, in the Enrollment Center, and in computer clusters on campus. You may obtain the FAFSA via U.S. mail by calling (317) 274-4162. The IUPUI priority deadline for filing the FAFSA is March 1. Award notificatons for new students are sent in April with continuing student award letters sent in May.

Aid for Graduate and Professional Students

Graduate and professional students must file the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA to apply for financial aid. The FAFSA is available at www.fafsa.ed.gov. The priority deadline is March 1.

Satisfactory Academic Progress

Federal regulations require IUPUI to establish and apply reasonable standards of Satisfactory Academic Progress for the purpose of receiving financial assistance. To receive financial aid, a student must maintain a minimum grade point average of 2.0.

In addition to GPA standards, there are policies regarding course enrollment and completion rates, duration of eligibility, repeating classes, and unofficial withdrawals. Students failing to meet standards of satisfactory academic progress will be placed on financial aid probation and will be given an opportunity to meet the standards of satisfactory academic progress. If students fail to meet these standards, they will be denied financial aid until satisfactory progress is achieved. Students may submit an appeal with documented mitigating circumstances.

Satisfactory Academic Progress—Course Enrollment and Completion In addition to GPA standards, students must complete a minimum of 75 percent of the credit hours for which they receive a grade each semester. Example: If students enroll in 12 or more credit hours (full time) they must complete 9 credit hours. Completion of a course for credit requires a grade that indicates students have finished all work for the course during the semester for which assistance was received. Course work grades of A, B, C, D, P (pass), or S (satisfactory), are indicators that meet Satisfactory Academic Progress (SAP). Grades that do not indicate course completion are W (withdrawal), F (failing), and I (incomplete).

Satisfactory Academic Progress—Duration of Eligibility In addition to meeting the minimum GPA and course completion requirements, a student must also meet the duration of eligibility requirements. Undergraduate students may not exceed 150 percent of the published length of the educational program. All courses in which students receive a grade will be counted toward the duration of eligibility. All transfer credit hours that appear on the academic transcript will be counted toward the duration of eligiblity. For second undergradute degree students, only credit hours that apply toward that degree are counted toward the duration of eligibility. Once students have exceeded the 150 percent level of their program, they will no longer be eligible for financial assistance as undergraduate students.

The duration of eligibility is divided into yearly increments. The maximum number of credit hours for which students can receive assistance is as follows:

Freshman	47 credit hours
Sophomore	93 credit hours
Junior	140 credit hours
Senior	186 credit hours
Graduate	(Not Applicable)

Failure to meet this schedule will result in denial of financial assistance until students complete enough credit hours to advance to the next grade level. Also, failure to meet any of the other SAP requirements may result in loss of financial aid eligibility.

Satisfactory Academic Progress—Unofficial Withdrawals If students receive all grades of F or a combination of all F, FN, and W grades, the financial aid office will determine the last date of attendance by a review of the Office of the Registrar's records. Financial aid for that term will be re-calculated based upon the date of the unofficial withdrawal and may result in repayment of all grants and loans by students.

Satisfactory Academic Progress—Financial Aid Probation Each academic year, the OSFAS will review academic transcripts to confirm that the standards of SAP are being met. Students who have not met the requirements above will be placed on financial aid probation.

Probation will give the student a period of time to meet satisfactory academic standards. Students who continue to not meet these terms will be denied financial aid until satisfactory academic progress is achieved.

Satisfactory Academic Progress—Mitigating Circumstances and Appeals If mitigating circumstances affect students' ability to meet the SAP policy, those students are required to submit a detailed explanation of the reasons for poor academic performance. In addition, an academic advisor's recommendation is required. Possible mitigating circumstances are the death of a relative, an injury to or illness of the student, and other special circumstances that can be documented on a case-by-case basis. Appeal forms may be printed from the financial aid Web site (www.iupui.edu/finaid).

Contacting the Office of Student Financial Aid Services:
  Web site: www.iupui.edu/finaid
  Phone: (317) 274-4162
  Fax: (317) 274-5930

Walk-in Counseling: Monday–Thursday, 8 a.m. to 6 p.m.; Friday, 9 a.m. to 5 p.m.; Saturday 9 a.m. to noon

Scholarship Information

IUPUI offers many unique scholarship opportunities for undergraduate students. Once enrolled at IUPUI, you are on your way to being eligible for these scholarships. The IUPUI Office of Student Scholarships (OSS) has over $250,000 to award to continuing students based on factors such as cumulative GPA, enrollment, major, and being a single parent. In addition, individual academic units sponsor separate scholarship opportunities for students in specific programs. We recommend that you contact your academic school with your intended major directly to research other scholarship opportunities. A comprehensive list of scholarships, as well as downloadable applications, are available on the Scholarship Central Web site (www.iupui.edu/~scentral). You may also pick up applications and brochures in UCOL 2001K or Cavanaugh Hall, Room 103. The Office of Student Scholarships also maintains a scholarship bulletin board in the hallway of Cavanaugh Hall, outside Room 103. The board is frequently updated with news of private-sector scholarships and award competitions. For additional information, call the Office of Student Scholarships at (317) 274-5516 or e-mail the office at escholar@iupui.edu.

Below are a few of the continuing student scholarships available at IUPUI. See the Scholarship Central Web site for a more detailed listing with points of contact for various academic unit scholarships and awards.

McCracken Assist Scholarships Up to $1,000—Created to assist single, custodial parents at IUPUI pursuing their first undergraduate degree to help meet their educational goals. Must have financial need as determined by the FAFSA. U.S. citizens and/or permanent residents who are also Indiana residents are eligible. Contact the OSS for more details. Deadline: May 15.

Adult Outstanding Scholarships Up to $1,000—Motivated adult (30+) returning students with at least 12 credit hours, GPA 3.3 in all courses since returning. Contact the Office of Student Scholarships for more information. Deadline: May 15.

Robert E. Cavanaugh Memorial Scholarships Up to $2,000—Students of all majors who have earned at least 26 credit hours at IUPUI, who have graduated from an Indiana high school, who demonstrate leadership abilities, and have demonstrated some financial need are encouraged to apply. Must have at least 26 credits at IUPUI and be currently enrolled. Deadline: May 15.

Charles O. McGaughey Leadership Award Up to 3,000—This leadership award was established to recognize IUPUI upperclass students who have demonstrated leadership abilities. Applicants must have a minumum 3.5 cumulative GPA to be eligible. Preference is given to students in liberal arts, science or business. Deadline: May 15.

IUPUI Continuing Honors Scholarship $1,500/$750 part-time—This one-year scholarship is primarily for students participating in the Honors Program, although students who are not in the Honors Program but have taken honors courses, are also eligible to apply. All applicants must have completed at least 12 credit hours with at least a 3.2 cumulative GPA. Applications are available in the Honors Program office in University College, room 3140. Deadline: May 15.

Sam H. Jones Community Service Scholarships $3,500—The scholarship recognizes students who have records of exemplary community and university service. Criteria also include completion of at least 15 credit hours at IUPUI and a minimum GPA of 2.75. Students receiving the scholarship enroll in a service learning class and donate six hours of community service each week. Contact the IUPUI Center for Service Learning at (317) 278-2662.

Norman Brown Diversity and Leadership Program Up to $2,000 – This scholarship is designed to train diverse students with academic potential in valuable leadership skills. Transfer and currently enrolled students who have previously completed 24 (but no more than 60) credit hours with a minimum cumulative GPA of 3.0 are eligible to apply. Underrepresented students are encouraged to apply. Students must be U.S. citizens. Contact the OSS for more details. Deadline: March 1.

IUPUI Undergraduate Research Opportunity Program Amount varies—UROP offers undergraduate research grants and travel funds to encourage and recognize undergraduates who participate in research and other creative projects with faculty in all disciplines, including music and art. Formal research credits may be earned toward graduation. Contact the UROP Program Administrator, (317) 278-0644 for more information.

National Scholarship Opportunities For information on national scholarship opportunities, visit the National Collegiate Honors Council Web site at www.nchchonors.org/scholarships.htm.

Graduate students should contact their departments for information about financial support.

One Million Dollars in Scholarships from External Sources

In recent years, IUPUI students (graduates and undergraduates) have brought over $1 million annually in private sector scholarships and awards with them to help pay for their education. Students can find information on such opportunities from high school guidance offices, from scholarship source books, and from the online scholarship search databases available at no charge to the public. These free connections are available from the Scholarship Central Web site. Search services have different scholarship information, so students should consult several of them. Many IUPUI students have had luck with larger search services such as FastWeb, which have efficient filters in place that eliminate scholarship entries for which students are not eligible. FastWeb even has applications for many of its scholarships available online.

Remember, students should never pay for scholarship or financial aid information!

Placement Testing

All beginning undergraduate students whose programs require mathematics are required to take placement tests in reading and mathematics before enrolling for the first semester at IUPUI. Some applicants may be directed by the Office of Admissions to complete placement tests before the office will finalize an admission decision. The placement test results indicate the students' level of preparedness and the proper or recommended course placement in writing and mathematics.

Students who have not yet successfully completed one college-level English compostion course (ENG W131) are required by the Department of English to reflect on their writing experiences using structured materials before attending orientation. This Guided Self-Placement (GSP) process offers students a structured opportunity to participate in selecting an appropiate writing course. For more information on the Guided Self-Placement process for English writing courses, students can visit the Testing Center Web site (tc.iupui.edu) or the Web site for the Writing Program (english.uc.iupui.edu).

Placement tests (in reading, mathematics, chemistry, English as a Second Language, and world languages) are administered by the Testing Center from 8 a.m. to 8 p.m., Monday through Friday, and 8 a.m. to 5 p.m. on Saturday. Students are responsible for scheduling the tests by calling the Office of Orientation Services at (317) 274-4240 between 8 a.m. and 5 p.m., Monday through Friday. Ideally, placement tests should be scheduled at least two weeks prior to orientation and registration to ensure that the students' placement test results will be available for advising purposes.

The two placement tests (reading and mathematics) take approximately two hours to complete. (For more information on placement testing, see the Testing Center Web site at tc.iupui.edu.) Students obtain their placement test results through their academic counselors/advisors. Placement test results are given to the students at orientation. If students have not taken the placement tests or their results are not available, they are limited to a restricted list of courses that do not require placement tests. The UC Student Manual lists those courses.

Students who have successfully completed college-level work in English (with a grade of C or above in ENG W131) and mathematics (a grade of C or above in MATH 111 or equivalent courses) are exempt from the guided self-placement process and taking placement tests. Students may call the Office of Orientation Services at (317) 274-4240 to determine

whether they are exempt from any or all of the placement tests. Mathematics placement scores are good for two years from the test date.

In addition, there are placement tests for world languages (French, German, and Spanish), and chemistry. Students who plan to take these subjects in their first semester should be tested prior to registration. The world language placement tests, currently given to students who want to continue in a language previously studied, are scheduled through the Office of Orientation Services at (317) 274-4240. The chemistry placement test is also scheduled through the Office of Orientation Services and administered by the Testing Center (on behalf of the Department of Chemistry). Call (317) 274-6872 for more information about the chemistry placement test.

Testing for Students Whose Native Language Is Not English/English for Academic Purposes (EAP) Placement Testing

All new students—graduate and undergraduate—whose native language is not English are required to take the EAP placement test prior to registration. This test is administered by the Testing Center on behalf of the English for Academic Purposes Program. All international students from non–English speaking countries as well as U.S. permanent residents and others referred by the Office of Admissions take the EAP placement test in lieu of the English Placement Test that native speakers of English are required to take.

Those who need to further develop their English writing skills will be assigned to appropriate EAP classes. These courses are required and should be completed as soon as possible. This requirement has been established in recognition of the vital importance of language competency to the academic success of students.

The intermediate courses—ENG G009 and G010—and the advanced courses— ENG G011 and G012—focus on fundamental language skills. This sequence is designed to improve reading and grammar skills as well as listening comprehension and speaking proficiency. Credits from these courses do not count toward IUPUI degrees; however, grades awarded will be included in the student's grade point average.

Undergraduate EAP students are also placed in an appropriate EAP section of the IUPUI writing courses, ENG W001 or W131. These courses carry the same credit and the same requirements as the regular Department of English sections. ESL W131 fulfills part of the communication core requirement focusing on writing skills for undergraduate students. The credit from this course counts toward IUPUI undergraduate degrees, providing that students receive a grade of C or higher. A few undergraduate programs accept a grade of C–.

Graduate EAP students who need to improve writing skills are placed in ENG G013, which focuses on the special writing demands of graduate-level classes. Those who need to improve listening and speaking skills are placed in G020, which focuses on the verbal and aural skills required in professional settings.

All new international students should contact the Office of International Affairs at (317) 274-7000 to complete the admission process. To register for the EAP placement test, new admitted undergraduate students should schedule the EAP placement test through the Office of Orientation Services at (317) 274-4240, and admitted graduate students should schedule the EAP test directly with the Testing Center at (317) 274-2620. For more information about the EAP Program, call (317) 274-2188 or visit the Web site for the EAP Program (english.iupui.edu/esl).

Accommodations for Placement Testing

Students who, because of disabilities, need special equipment, extended time, or tests taken in separate rooms—whether for placement testing, orientation, or for actual classes—must contact the Office of Adaptive Educational Services (AES) before or at the same time they schedule placement tests. Since registering with AES and providing them with documentation takes time, as does the arrangement of services, students must contact AES (317) 274-3241 or go to Joseph T. Taylor Hall (UC), Room 137, as soon as possible before classes start.

Cost for Placement Testing

There is no exam fee associated with the IUPUI placement tests in English, reading, mathematics, chemistry, and world languages. However, students who change their placement test reservations less than 24 hours in advance or who fail to attend their scheduled test dates will be assessed $7 for each rescheduling.

External and National Testing

In addition to placement testing, the IUPUI Testing Center administers a variety of tests for Course Test Out, credit by examination, career counseling, and student development purposes. The Testing Center also administers classroom make-up tests, diagnostic academic skills tests, and a variety of admissions, certification, and licensure tests. For more information (including fee rates), contact IUPUI Testing Center, Union Building, Suite G003, 620 Union Drive, Indianapolis, IN 46202-5168; (317) 274-2620; Web site: tc.iupui.edu/testing/.

Orientation

University College, in conjunction with all of the undergraduate schools, requires all new and transfer students to attend an orientation program. The orientation program has two specially designed programs. The first is a full-day orientation for new students and transfer students who will be transferring in less than 18 credit hours. They will receive an overview of campus resources, receive information about the school/program in which they are interested, work with current IUPUI students, meet with an academic advisor, register for classes, participate in several interactive information sessions, and receive their student ID card (the JagTag). Students are required to obtain their technology account before attending orientation (see Office of Admissions materials). Technology services will be available if needed at the program. The second program offered is for transfer students bringing in more than 18 credit hours. The transfer program will offer students the opportunity to meet with their academic advisor, participate in a technology session, receive their student ID (the JagTag), and receive assistance with registration.

Students are required to pay a new student enrollment fee that is assessed to all students who are beginning their first semester in a degree-seeking program. This includes intercampus transfers and second degree-earning students. The fee is not contingent on participation in the program.

Reservations are required. For more information or to schedule an orientation, please call (317) 274-4240.

Advising

New and transfer students receive their initial academic advising during orientation. Continuing students meet with a University College advisor, who helps them chart their first few semesters and prepares them to transfer to their degree-granting schools. Students with dual admission will most likely be advised by staff or faculty from their intended schools or programs.

Once students transfer to degree-granting schools, they should meet with their school's advisors to chart the completion of required courses, discuss post-graduation careers or further educational options, and get help with academic difficulties. Students may be assigned an advisor, but if not, they should ask for one.

Preparing for Advising Sessions

Students are ultimately responsible for their own success. Students need to prepare themselves by learning what is required to earn their degrees. University College and the campus provide tools and advising that aid students in making wise choices in the types and numbers of classes to take.

Elements of an Undergraduate Degree

Basic to planning a college education, rather than just semester-by-semester picking of classes, is an understanding of what components make up a college degree. Most four-year college degrees are made up of about 40 courses. These courses generally are 3 credit hour courses, though some are 1, 2, 4, 5, and even 6 credit hour courses. Each hour of credit generally means four hours of academic work (i.e., one hour per week in class plus three hours of study time outside of class), though in some programs, especially in the sciences, there are additional credit hours for laboratory or recitation work.

Courses fall into three categories: general-education requirements, major or concentration requirements, and electives. The exact courses that may be used in each of these areas vary according to the program of study.

First-year students generally begin with a learning community, general-education courses, and introductory courses in their majors. Courses required for college degrees are often sequential (that is, they build on the content, concepts, and skills learned in lower-level courses). As a result, most schools number their courses 100, 200, 300, and 400 to indicate the order in which students should take the courses. First-year students should generally take courses in which the first number in the course number is either a 0 or 1; occasionally, first-year students might take a 200-level course.

Some courses require students to take prerequisites or lower-level courses before enrolling in the higher-level courses. Prerequisites are listed in the course descriptions in this bulletin. General-education requirements and the specific major requirements are listed in school sections of this bulletin. University College advisors also have checksheets of

requirements for the different degree programs. Electives, generally five to ten courses depending on a student's program, are usually taken during junior or senior year.

Scheduling Tools and Information

IUPUI provides a number of resources for students to conduct their work with the university. The most popular is OneStart (onestart.iu.edu). OneStart enables students to review information about themselves, including status of an admission application, status of a financial aid application (and any award), latest course schedule, book list, bursar account (fees owed or refund due), and an unofficial transcript, as well as information about a federal tax law that may result in an income tax credit tied to tuition paid in a calendar year. Students can also update address information through OneStart.

Students and the public can review course offerings for current and upcoming semesters.

OneStart also provides a significant tool for academic advising. This online system helps students and their advisors to review degree requirements and student progress toward any intended IUPUI degree or a degree at any IU campus. The online system is not intended to replace regular meetings with an academic advisor. Students, however, may wish to review and print a Degree Progress Report in preparation for an advising session. The system allows students to investigate what would happen if they changed majors or schools. In addition, this advising system provides students with online access to transcripts and degree requirements and to various special-purpose Web sites.

Students planning their schedules should also consult the degree requirements in this bulletin or the appropriate checklists provided by University College advisors. The *Registration Guide* on the Registrar web site at www.registrar.iupui.edu is published every March for summer and fall classes and in October for spring classes. It is mailed to all currently enrolled students. An earlier online version of the bulletin is available on February 1 for summer and fall classes and late September for spring classes at onestart.iu.edu. Potential students may request a copy of the schedule by calling the Enrollment Center or visiting any Indianapolis area public library.

Developmental or Refresher Course Work

If placement test results indicate that a student needs more work or a refresher in reading, writing, or mathematics, the student will be required to take these classes first. The basic skills of reading, writing, and calculating are building blocks to most other college classes. Advisors will assist students in selecting a balanced schedule with refresher courses as well as regular college classes when appropriate. In general, students will not be certified to move into their schools until they have successfully addressed any skill deficiencies they may have. Students who have been conditionally admitted to IUPUI will be required to participate in an academic support program during their second semester of enrollment.

First-Year Seminars or Learning Communities

National studies have shown that successful first-year students need five elements: an introduction to campus resources and support services, the creation of a support network (which is especially important on a commuter campus), ongoing personal interaction with faculty and staff, the development of skills and habits basic to academic achievement, and a realization of the high expectation that the campus has for each of its learners. IUPUI has developed learning communities, which include First-Year Seminar courses and are dedicated to achieving the objectives spelled out above. Often these First-Year Seminars are linked with another course so that the students in the seminar can work together across classes to learn the material and otherwise support one another. The team approach in these seminars of faculty members, librarians, advisors, and student mentors provides students with in-depth knowledge and contacts for key elements of the campus. Some students, such as honors students, take special First-Year Seminars and may be required to take more than one semester of these courses.

General-Education Requirements/Introduction to Majors

Beginning students will also be advised to start on the general-education requirements for the program(s) in which they are interested. These classes may include communication skills, science, social and behavioral sciences, arts, and humanities, depending on the school or program. Either in the first or second semester, especially if students are attending full time, they will be encouraged to enroll in the introductory course in their major or program. These are usually 100-level courses.

Undecided and Exploratory Options

Many students come to IUPUI uncertain of what they want to study, in part because they do not know all their options, and because they are unsure of their own strengths. They want to remain undecided until they explore all their options and feel more certain about their direction. "Undecided" and "exploratory" students receive special counseling to enable them to explore possible programs of study. Taking introductory courses in different fields often helps students make up their minds or determine their aptitude or interest. The advisors may urge students to go to the Career Center to investigate career options or take tests that will reflect the students' areas of interest. There also are a number of courses specifically focused on helping students make career choices. This is a healthy process. Exploring possible options early in a college career is common and usually preferable to changing direction in the junior or senior year.

E-mail as Official Communication

E-mail is considered an appropriate mechanism for official communication by Indiana University with IU students. The University reserves the right to send official communications to students by e-mail with expectation that students will receive e-mail and read these messages in a timely fashion.

Official university e-mail accounts are available for all registered students. The domains for the addresses vary according to campus (e.g., indiana.edu for IU Bloomington, iupui.edu for IUPUI Indianapolis, iun.edu for IU Northwest). Official university communication will be sent to students' official university e-mail addresses.

Students are expected to check their e-mail frequently and consistently in order to stay current with university-related communications. Students must ensure that there is sufficient space in their accounts to allow for e-mail to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems (e.g. power outages or e-mail system viruses) prevent timely delivery of, or access to, that message.

Students who choose to have their e-mail forwarded to a private (unofficial) e-mail address outside the official university 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 of e-mail forwarded to any unofficial e-mail address, and any such problems will not absolve students from responsibility to know and comply with the content of official communications sent to students' official IU e-mail address.

Faculty may assume that a student's official university e-mail account is a valid mechanism for communication with a student, although faculty should exercise caution about including sensitive data, such as grades, in an e-mail. This policy will ensure that all students will be able to comply with course requirements communicated to them by e-mail from their course instructors.

Registration

Registration for first-time students takes place in conjunction with orientation. In subsequent semesters, students register themselves online. Information about registration is available from the Office of the Registrar web site: www.registrar.iupui.edu. Information on distance education, Weekend College, and off-campus classes is also available on the CLN Web site (www.cln.iupui.edu).

Many university communications are e-mailed to all current students at their university e-mail address. Many other communications are sent to students' home and local addresses. It is vital that students keep both local and home addresses and phone numbers up to date with the university. Information can be updated at onestart.iu.edu.

Waitlisting

Occasionally, students will be turned away from a class because it is filled to capacity. Seats may open up, however, if registered students drop the class during the registration period. Through an automated waitlisting system, the first person to make a waitlist request for a class is placed at the top of the list. When a seat opens up, that person is registered automatically for the course if there are no other restrictions. For more information, check the Registrar Web site: registrar.iupui.edu.

Enrollment Permissions and Holds

An advisor's approval for a student to register does not guarantee enrollment in a particular class; it only authorizes that the student is eligible for enrollment that term. Schools may restrict enrollment in particular courses, so students should review the course descriptions in this bulletin or view course listings on the Registrar site or through OneStart to see if they fit the requirements. For instance, some courses, such as upper-division courses in business,

are open only to students officially enrolled in certain schools. Other courses may be restricted to students with sophomore, junior, senior, or graduate student status. Some courses require a student to have completed one or more courses prior to enrollment (known as "prerequisites"). Otherwise ineligible students who believe their personal preparation overrides the restrictions may seek the department's or instructor's permission to enter the class.

On occasion, students have a hold placed on their enrollment. When this occurs, they cannot register for courses because they have failed to meet some requirement of the university or school and cannot proceed until the problem is resolved. Problems that result in a hold include having a grade point average below the required level or failure to pay tuition or other fees. Students with unpaid library fines, outstanding parking tickets, or a disciplinary problem also may be placed on hold. Students can review their status on OneStart (www.onestart.iu.edu), and if they find they have such a hold, they should contact the office(s) listed to resolve the problem. For more information about holds, students may contact the department or school involved or the Office of the Registrar.

Dropping and Adding Classes

To drop a course and make a successful transition into another class, students are encouraged to drop and add before classes begin or no later than the end of first week of classes. By doing so, the student will receive no grade and pay no late drop fees. During summer school, students should drop and add during the first two days of classes. Students are allowed to drop classes, subject to the approval of their academic advisor and school restrictions, through most of the semester. Specific deadlines and procedures appear on the Registrar site at registrar.iupui.edu. Students wishing to add a course after the start of the term should do so as close to the start of the semester as possible, as instructors may refuse students admission into classes if they believe that students have already missed too much work in the new class.

During the first four weeks of regular semesters, partial refunds are given for dropped courses. Initially, students may drop classes with no signatures; then they need their advisors' and later their instructors' signatures. To drop a class in the final part of the semester, students who have a serious and documented reason, such as a serious medical problem, need all of the previous signatures plus the dean's signature. At this time, instructors have the authority to assign the grade of F if a student's work has been unsatisfactory, even if permission to withdraw has been obtained.

Students who choose to withdraw from a semester must officially drop all classes. Failing to attend class does not mean a student has dropped a class but rather will result in an F in the course(s). Failing to pay for the course(s), once registered, will result in both an F and a bill for the course. For more information on dropping and adding classes, students should see a later section in this bulletin, "Academic Policies and Procedures," or the Web site registrar.iupui.edu.

The Registration Agreement

When students register, the university reserves specific class spaces for those students and commits resources to provide the instruction that has been selected. The students, then, assume the responsibility for paying those course fees or for notifying the university if they decide not to attend. The availability of courses is subject to change. A class may be cancelled due to low enrollment or departmental staffing considerations. The department canceling 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.

Registration will not automatically be cancelled for nonpayment of fees. Students must either pay their fees or drop all of their classes by the end of the first week of classes if they do not intend to return to IUPUI for the semester. Canceling registration by the first week of classes releases class spaces in time to be available to other students. Students who decide to cancel their registration should log on to Onestart (onestart.iu.edu) Self Service, go to Student Center, click on Drop/Add Classes and proceed to drop all classes.

Nontraditional Scheduling Options

IUPUI offers numerous educational options outside the traditional classroom. These Distance Learning Delivery Systems are found at convenient locations, at times stretching over seven days and nights, and, in addition to regular course formats, are offered online, on TV, and through the U.S. mail. For more information on course and credit program options, see the IUPUI Community Learning Network at the Web site www.cln.iupui.edu.

See also information about CUE (Consortium for Urban Education), a group of Indianapolis colleges and universities that augments IUPUI's traditional on-campus courses. Students in some programs may be registered on more than one campus simultaneously. Check with either the school involved or the Office of the Registrar.

Distance Learning IUPUI's Community Learning Network (CLN) offers classes off campus year-round and on the weekends. Through television, CLN connects college-bound learners in metropolitan Indianapolis and central Indiana with the academic and technical resources at IUPUI. Lectures are delivered over public television, WFYI-TV Channel 20, Time Warner Channel 19, Comcast Cablevision Channel 39, or by videotapes purchased from the IUPUI Bookstore. Syllabi are offered online. Students interact with peers and faculty through computers, fax, telephone conferencing, and voice messaging systems. Students may complete all requirements for the School of Liberal Arts Associate of Arts and the School of Continuing Studies Associate of Arts in General Studies degrees through CLN. Each semester, new courses are offered over the Internet. Visit www.cln.iupui.edu for more information.

Online Courses Increasingly, online programs are part of the way IUPUI offers classes. Online programs use e-mail, the Internet, computer conferencing, and other Internet-based applications. Students often can complete program requirements without going to a learning center.

Off-Campus Sites In 1979, the nation's first major off-campus Learn and Shop College Credit Program began offering classes in the training rooms of major department stores in three suburban Indianapolis shopping centers and in area high schools. The program now teaches at two permanent sites: Park 100 and the Carmel Community Life and Learning Center. Students may satisfy the requirements for the School of Liberal Arts Associate of Arts degree and the School of Continuing Studies Associate of General Studies by taking courses exclusively in off-campus locations. The Weekend College Office is located in the Enrollment Center, open Saturdays and Sundays during the fall and spring semesters.

Correspondence Courses IU's Independent Study Program offers numerous credit courses through home study. Instructors and students communicate in writing, by phone, or by e-mail. Students start these courses any time and complete them at their own pace. This flexibility is especially valuable to adult learners or people with swing-shift jobs, for whom regular classes are virtually impossible to attend. These courses, however, do not count toward a full- or part-time load for the purpose of financial aid. Students need to check with their academic units to determine which, if any, correspondence courses can be used to meet requirements for their degree programs. The Independent Study Program booklet is available in most school offices and by calling (800) 334-1011. For additional information, see Independent Study Program in the School of Continuing Studies section of this bulletin or the Web site scs.indiana.edu.

Indiana College Network (ICN) This system delivers classes from seven Indiana universities and several independent colleges over satellite, intercampus television networks, the Internet, CD-ROM, or through correspondence. The ICN evolved from the earlier Indiana Higher Education Telecommunication System (IHETS), which delivered programs by satellite to 300 receiving sites. For information, visit www.icn.org.

Fees

IUPUI tuition is set annually by the Trustees of Indiana University. Current fees appear on the Bursar Web site (bursar.iupui.edu), and the rules that determine whether students are residents or nonresidents for fee purposes appear at the end of this bulletin. Under-graduate programs and most graduate/professional programs charge by the credit hour, while the Schools of Medicine and Dentistry charge a yearly flat fee.

In addition to tuition, there are some special course fees for equipment or supplies; all undergraduates are assessed technology, athletics, and student activities fees. New students are charged for orientation. The one-semester parking fee is optional, and books and supplies are additional. Various payment options are described on the Bursar Web site. See bursar.iupui.edu on the Web for more information, including current fees.

Students whose financial aid or loans have not yet arrived may qualify for automatic aid deferments through the Office of Student Financial Aid Services. Students should find out from Financial Aid whether they have received deferments, since such deferments cover fees, partially or totally. This means students are actually enrolled and must attend classes or officially withdraw. If they withdraw, their bills will be adjusted

accordingly. It is, therefore, critical that students check with the Financial Aid Office or monitor their accounts via OneStart (onestart.iu.edu) to determine whether they received deferments.

University College: Gateway to IUPUI

When undergraduates enroll at IUPUI, they enter the University College, a student-centered community focused on helping undergraduate students adjust to college life and achieve their goals. University College is a team committed to addressing student concerns. Its faculty members are IUPUI's academic leaders, its advisors are professionals who assist students in developing a plan of study based on student abilities and desires, and its student mentors are peers who help students understand how to study effectively and efficiently. The faculty, advisors, and staff of University College identify the services and other forms of assistance that IUPUI provides to help students.

Partnership for Academic Excellence

All University College students sign the Partnership for Academic Excellence to ensure that students understand and commit to those elements that the staff and faculty of IUPUI and universities around the country see as vital to success.

The Partnership for Academic Excellence stresses the importance of always attending class, completing assignments on time, and giving adequate time to out-of-class learning experiences—including reading, review time, and researching and revising written assignments. In addition, students are urged to maintain contact with their University College advisor and other staff on a regular basis to review, discuss, modify, and plan their academic program, and to work to achieve a grade of at least C (2.0 GPA) in all courses. The full text of this agreement is in the "University College" section of this bulletin.

Time on Task (Absence Policies)

Regardless of whether an explicit absence policy appears on the syllabus, students are expected to attend all classes and are responsible for completing all course work required. Unless the instructor has a different procedure for absences, when students are unable to attend class, they should contact the instructor prior to or immediately following the absence. Students should identify someone in class who is willing to share notes or discuss what was missed. Some instructors may provide videotapes of missed classes, but it is not the instructor's job to repeat a class for a student who is unable to attend class. Exams or other work missed during absences can be made up only with the approval of the instructor. Instructors may choose to count a student absent who comes late or leaves early. Discontinuing class attendance without officially dropping the class will result in the student receiving a grade of F. The student will be responsible for tuition and fees.

The Early Warning System

National research shows how important it is for students to get early feedback on their work. IUPUI faculty, therefore, send informal assessments to students' advisors through the Early Warning System.

Students who are having trouble are contacted and encouraged to rethink their study habits and seek academic assistance.

Administrative Withdrawal

In some courses, faculty indicate on the syllabus that they are participating in the administrative withdrawal program. Under this program, any student who does not attend at least 50 percent of the class meetings within the first four weeks of the term may be administratively withdrawn from the course and cannot appeal for a refund of fees. For a full description of this policy, visit registrar.iupui.edu/withdrawal-policy.html.

Learning Communities

Students enrolling in seven or more credit hours who are first-time freshmen or transfers with 17 or fewer transfer credit hours are required to enroll in a learning community during their first semester at IUPUI. Students enrolling in fewer than seven credit hours are exempt.

Students who are unable to enroll in a learning community during their entry semester will be waived from enrolling in a learning community in the following or any subsequent semester unless required for their major.

Conditionally admitted students (beginners or transfers with fewer than 17 credit hours) must enroll in a learning community their first semester and an academic support course their second semester. Students enrolling in seven or fewer hours are exempt.

Transfer Students on Probation

Transfer students admitted to University College on probation will be placed on transfer probation and are required to complete 15 credits with 2.0 cumulative GPA or higher. Students are not eligible for certification to a degree-granting school until this requirement has been met. Exceptions may be made for students with 56 or more credits attempted or by request from the school. All other probation and dismissal policies apply. (For more information, visit uc.iupui.edu/AA/pss/.)

The Learning Center/ Academic Assistance

The Learning Center, devoted to students helping students, includes the Resource Center and the Student Mentoring Program. It is on the second floor of the University College (UC) building.

Supplemental Instruction Program

The Supplemental Instruction Program provides a collaborative environment, one that builds community and strengthens academic skills. Mentors—students who have successfully completed a course and are now helping others—work with groups free of charge to improve students' understanding of difficult material in courses such as psychology, math, economics, chemistry, and biology. In addition, mentors share study skills and test-taking techniques. For more information, contact the Learning Center at (317) 274-4818.

Tutoring

The Department of Mathematical Sciences and the University Writing Center provide students with free, one-on-one tutoring. Tutoring is available for MATH 163, 164, 221, and 222 through the Department of

Mathematics. Other departments help students identify tutors who charge for their services. The Resource Center can provide additional information on the availability of tutors.

Resource Center

The Resource Center is a student-staffed referral service where IUPUI students can find tutors and campus resource information for courses not covered by the Student Mentor Program. Help is also available with study skills and time management, techniques for taking exams, and information about the Supplemental Instruction Program.

The Ideals Underlying an IUPUI Undergraduate Education

Principles of Undergraduate Learning

The Principles of Undergraduate Learning are the essential ingredients of the undergraduate educational experience at Indiana University–Purdue University Indianapolis. These principles form a conceptual framework for all students' general education but necessarily permeate the curriculum in the major field of study as well. Other specific expectations for IUPUI's graduates are determined by the faculty in a student's major field of study. Together, these expectations speak to what graduates of IUPUI will know and what they will be able to do upon completion of their degree.

Core Communication and Quantitative Skills

Definition: The ability of students to write, read, speak and listen, perform quantitative analysis, and use information resources and technology—the foundation skills necessary for all IUPUI students to succeed.

Outcomes: This set of skills is demonstrated, respectively, by the ability to: express ideas and facts to others effectively in a variety of written formats; comprehend, interpret, and analyze texts; communicate orally in one-on-one and group settings; solve problems that are quantitative in nature; and make efficient use of information resources and technology for personal and professional needs.

Critical Thinking

Definition: The ability of students to analyze carefully and logically information and ideas from multiple perspectives.

Outcomes: This skill is demonstrated by the ability of students to analyze complex issues and make informed decisions;   synthesize information in order to arrive at reasoned conclusions; evaluate the logic, validity, and relevance of data; solve challenging problems; and use knowledge and understanding to generate and explore new questions.

Integration and Application of Knowledge

Definition: The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

Outcomes: This skill is demonstrated by the ability of students to apply knowledge to enhance their personal lives; meet professional standards and competencies; and   further the goals of society.

Intellectual Depth, Breadth, and Adaptiveness

Definition: The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

Outcomes: Intellectual depth describes the demonstration of substantial knowledge and understanding of at least one field of study; intellectual breadth is demonstrated by the ability to compare and contrast approaches to knowledge in different disciplines; and   adaptiveness is demonstrated by the ability to modify one's approach to an issue or problem based on the contexts and requirements of particular situations.

Understanding Society and Culture

Definition: The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience, both within the United States and internationally.

Outcomes: This skill is demonstrated by the ability to compare and contrast the range of diversity and universality in human history, societies, and ways of life;   analyze and understand the interconnectedness of global and local concerns; and   operate with civility in a complex social world.

Values and Ethics

Definition: The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics.

Outcomes: A sense of values and ethics is demonstrated by the ability of students to make informed and principled choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices; and recognize the importance of aesthetics in their personal lives and in society.

Certification from University College to Degree-Granting Schools

Selecting a Major

Students who meet the regular admission criteria for IUPUI, as well as any additional school admission criteria, and who indicate the major/program that they wish to study when they apply, are granted dual admission to University College and the degree-granting school housing their major. This dual admission is offered on the conditions that students (1) are not required to take refresher courses following their placement tests; (2) are enrolled in a first-year seminar; (3) have attended orientation and have been advised; and (4) have had satisfactory midterm performance.

Other students will move to their schools during their first 56 credit hours of study, during which time students should be completing general-education requirements and other courses necessary for admission into their chosen school or program. Since these courses vary widely from one program to the next, students should refer to the University College checksheets and this bulletin to ensure that courses count toward their degree.

Additional Options Available

Double Majors

While most students complete only one major within their program of study, some schools permit students to complete two majors within a school. To do so, the student must complete the requirements for each of the two majors as well as all other school requirements for a degree. Students seeking a double major must consult advisors from each of the departments in which they propose to study. Usually, the student must receive the approval of the school advisor or school dean of students to do so.

Dual Degrees

While most students work on a single degree at a time, a student may work on what is essentially two degrees in two different schools at IUPUI simultaneously (e.g., a B.A. from Indiana University in English and a B.S. in psychology from Purdue University). Such a dual degree can be obtained by completing all requirements in the two schools for the two different degrees. Some, but not all the same, courses can be used to satisfy requirements in both schools. Working on dual degrees must be approved by the appropriate advisors and deans in both schools.

Minors

Students in many schools may take one or more minors along with their majors. Minors do not appear on the student's transcript until graduation. Students majoring in one school often can elect to complete minors in other schools.

Minors are structured programs generally of 15 to 18 credit hours, though they may require more. They are of three types: (1) departmental or single-discipline minors, (2) interdisciplinary or cross-discipline minors, and (3) thematic minors.

In most schools, only courses in which students receive at least a C (2.0) can be applied to the minor. Listings of minors available and the specific requirements for minors are described in each school's bulletin section.

Certificates

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a two- or four-year degree to complete a certificate program. In most schools, only courses in which students receive at least a C (2.0) can be applied to the certificate program, while in some schools students may be permitted to average all grades required in the certificate program. Specific requirements and grade policies can be found in the section for the school offering the certificate.

Second Undergraduate Degrees

Normally, holders of bachelor's degrees seeking further education are encouraged to enter graduate programs; in certain cases, however, students may prefer to work toward a second bachelor's degree. IUPUI strongly recommends that students discuss current requirements with an advisor before starting work on a second undergraduate degree. If admitted by a school to candidacy for a second degree, students may count credits earned in their first bachelor's degree. However, they must meet the school's requirements, including residence requirements, distribution course work, work in the major, and other requirements not fulfilled by earlier work. Some schools may specify the number of credit hours that must be taken above and beyond the credit hours from the first degree.

Changing Units

University College's goal is to launch students on a successful college career. Once the transition from high school to college, or from workplace to college, has occurred, University College focuses on moving students into their degree-granting programs and schools. The faculty require that, at minimum, students must successfully complete a learning community course, be enrolled in or eligible to enroll in W131, be enrolled in or be eligible to enroll in MATH 111, attain a minimum GPA of 2.0, and complete 12 credit hours in order to certify to a degree-granting school. Many schools have more requirements. Refresher courses do not count toward students' degrees but do count toward the students' standing as full- or part-time degree-seeking students for financial aid and insurance purposes.

Students on probation must fulfill their contractual agreements and achieve a minimum cumulative GPA of 2.0 to be removed from probationary status. When students meet the admission requirements for their degree-granting school requirements, they are eligible for certification to that school. Students remain in University College until they (1) meet the conditions for admission into their desired school; or (2) earn too many credit hours to remain in University College. (See the section below titled "The 56 Credit Hour Rule.")

Admission into Degree-Granting Programs from University College

Some schools accept all students with a minimum GPA of 2.0 or other specified GPA. In such schools, students can change schools or programs using an Office of the Registrar IUPUI School Record Change Form. To be sure that they are eligible to transfer, students should consult the school recorder.

Other schools require both a set GPA and the completion of a set of specific courses with a specific GPA. In such schools, it is more difficult to determine a student's eligibility. Such schools often have a formal application.

Admission into Capped (Limited Enrollment) Programs

Admission to IUPUI schools is often competitive. Schools may limit their applicant pool to students with a specified minimum GPA, and if selected for application, students may be asked to take part in an interview as part of the admission process. It is important for students to fully understand the entrance requirements of the school or program in which they hope to enroll. Students who are not accepted after one or two tries should work with an advisor to select an alternate program of study.

The 56 Credit Hour Rule

IUPUI encourages students to explore a variety of majors, but after accumulating about 26 credit hours, students should select a degree program. Once a student has completed 56 credit hours (or has 56 credit hours of transfer credit), he or she will be granted 24 credit hours to complete the requirements to be accepted into a degree program or apply to the General Studies degree program. The 56 credit hour rule may be waived for students pursuing academic programs that require the completion of more than 80 credit hours for admission.

Procedures for Changing Schools/Programs at IUPUI

To transfer from one IUPUI school to another, students should contact the recorder of the school to which they wish to transfer to find out if they have met the necessary requirements. University College students should contact the UC recorder. Acceptance by the new school requires the approval of the appropriate school dean.

Students may also wish to change majors within a school, for instance, changing from criminal justice to urban affairs in the School of Public and Environmental Affairs (SPEA) or from chemistry to biology in the School of Science. Again, students should contact their school's recorder to determine their eligibility and consider the consequences of such a change.

Change of IU Campus

IU students who want to enroll at another Indiana University campus on a temporary or permanent basis should initiate the process by visiting enroll.iupui.edu. More information on enrollment at another IU campus, including any restrictions and deadlines, can be found on the site. To enroll at another Purdue University campus, students should contact the Office of Admissions at the appropriate Purdue campus.

Students considering permanent transfers should remember that degree requirements vary on different campuses, whether at IU or Purdue. Transferring may require a year or more of additional full-time study, especially if the transfer is made in the junior or senior year.

Student Responsibilities

The faculty and Trustees of Indiana (and Purdue) University vote to confer the degree on students upon successful completion of their course of study. Students are responsible for understanding all requirements and completing them by the time they graduate. Advisors, directors, deans, and faculty gladly help students understand school requirements; however, each student is responsible for fulfilling the requirements. Students may refer to this bulletin, OneStart (onestart.iu.edu), and school advisors and recorders to find out about their personal progress toward a degree.

Similarly, students are responsible for informing IUPUI of any changes in their name, address, phone number, and other relevant data. Students should use OneStart (onestart.iu.edu) to change information online, or provide it directly to the Office of the Registrar. Likewise, students are responsible for initiating and confirming the success of late drops or late adds. Failure to properly drop a course could result in an F in that course and responsibility for tuition and fees. Similarly, all registration or add procedures must be followed, or students risk not receiving credit for a course that was improperly added.

Students should also be familiar with the rules of appropriate academic behavior, which are based on three major premises: (1) The free exchange of ideas is critical to university life, and therefore civility within the academic community must be ensured; (2) ideas are as much property as are houses, cars, CDs, and wallets, and therefore, another person's ideas cannot be used without permission and acknowledgment of the idea's true owner; and finally, (3) knowledge and

wisdom are truly the result of contributions of individuals and societies past and present from around the world, and therefore, diversity is seen as a desired, even crucial, component of any intellectual community. These concepts lead to rules and regulations that are found in the *Code of Student Rights, Responsibilities, and Conduct.* A brief summary of some key elements of the Code appear in a later section of this bulletin. Students are expected to be familiar with the basics of the *Code*.

Students who register for classes engage in a registration agreement with IUPUI. When students register, the university reserves specific class spaces for those students and commits resources to provide the instruction that has been selected. The students, then, assume the responsibility for paying those course fees or for notifying the university if they decide not to attend. The availability of courses is subject to change. A class may be cancelled because of low enrollment or departmental staffing considerations. The department canceling 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.

Registration will not automatically be cancelled for nonpayment of fees. Students must either pay their fees or drop all of their classes by the end of the first week of classes if they do not intend to return to IUPUI for the semester. Canceling registration by the first week of classes releases class spaces in time to be available to other students. Students who decide to cancel their registration should log on to Onestart (www.onestart.iu.edu) Self Service, click on Drop/Add Classes and proceed to drop all classes.

Graduation Requirements

Applying for Graduation

Candidates for graduation initiate the certification process by filing an Intent to Graduate form with the recorder of their school at least one year prior to their expected graduation date. Purdue degree candidates must register for CAND 991. Details concerning the application deadlines of specific schools and any additional requirements related to graduation are available from the recorder or the school sections of this bulletin.

Completion of Degree Requirements

When students contact the recorder about graduation, they should double-check that they in fact will have completed graduation requirements. The "My Degree Progress" option in the self-service area in OneStart shows what courses students still need to take and whether all transfer work has been entered. Some schools perform degree audits either when students file for graduation or at the beginning of their senior year. Students should go over audits with their advisors to make sure they are accurate and contact the school recorder with questions. Common mistakes that result in students' failure to graduate are unacceptable grades and not registering for necessary courses, dropping them during the last semester, or otherwise failing to complete required courses. Students may

graduate with incompletes on their record, provided they are not for required courses. Residency requirements also affect graduation eligibility. For more information visit registrar.iupui.edu.

Required Grade Point Average

In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their major to graduate. Most schools also require grades of C or higher in major courses. Students should familiarize themselves with the policies of their program.

Academic Policies and Procedures

Grading System

A+ Through F

Faculty have the responsibility for evaluating a student's performance and assigning a grade for the course. They select grades from the list below and have the discretion of using plus and minus grades. The registrar will use the following numerical equivalencies in computing a grade point average (GPA):

Grade		Points
A+	=	4.0 Highest Passing Grade
A	=	4.0
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 Lowest Passing Grade
F	=	0.0 Failing Grade
P	=	Pass
S	=	Satisfactory
I	=	Incomplete
R	=	Deferred Grade
NC	=	Course taken as Audit (No Credit)
NR	=	Grade not yet received in Office of Registrar
NY	=	Special program enrollment for which credit earned will be recorded when completed. Typically used for Study Abroad
W	=	Withdrew after the first week of classes. Grade will appear on transcript

Grades of I and IX (Incompletes)

A grade of I (Incomplete) may be assigned by an instructor when exceptional circumstances, such as illness, prevent students from finishing all work required in a course. The grade of I will be awarded only if the work is mostly complete, and of passing quality.

The faculty member will set a specific date (up to one year) by which all unfinished work must be completed. Upon submission of the completed work, the faculty member files a Removal of Incomplete form with the Office of the Registrar. Students are instructed to check online at onestart.iu.edu for the new grade and the updated cumulative GPA. A grade of I that has not been removed within one calendar year

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

The faculty member is not required to give the student a year to finish the work. The instructor has the right to set an earlier deadline if deemed appropriate.

If students have to retake the course in order to remove the Incomplete, they should not re-enroll in the course. Instead, they should make arrangements with the original instructor and any new instructor to sit in on a portion of or the entire course as required by the instructor(s). In all cases, the original instructor is responsible for assigning the final grade. If he or she is unavailable or no longer with the university, the student should consult with the chair of the department in which the course is offered. If after receiving an Incomplete, students wish to withdraw from the course, they must follow the official IUPUI procedures for withdrawal.

Students should understand that sitting in on a course or otherwise making up the Incomplete does not count as part of the full- or part-time course load for financial aid purposes or for loan deferments.

Grades of P/F (Pass/Fail) at the Undergraduate Level

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

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

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

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

The student must turn in the signed Pass/Fail forms to the Office of Registrar by the deadline specified in the *Registration Guide*.

Grades of S/F (Satisfactory/Fail)

Certain courses are taught on an S (Satisfactory) or F (Fail) basis. Everyone in the course receives either S or F grades, and individuals do not have the option of receiving A+ through D– grades. Courses graded on an S/F basis usually carry a footnote to that effect in the *Registration Guide*.

A grade of S does not affect the GPA; a grade of F does. Most other universities do not accept S grades for credit should a student transfer.

Grades of R (Deferred)

The grade of R (Deferred Grade) will be applied when the student's work only can be evaluated after two or more semesters. The grade of R is appropriate in thesis and research courses in which the student's work is evaluated only when the thesis or research is done. It may also be used at the end of the first of a two-term course or a course that overlaps two terms if the course is approved as a Deferred Grade course.

Grade Appeals

Each degree-granting unit has policies and procedures for handling student appeals regarding academic decisions such as grades. If students believe they were given an incorrect grade, they should contact the instructor first and then the director or chair of the unit offering the course. If that proves unsatisfactory, the student should contact the unit regarding the process for appealing the grade in question. All schools at IUPUI use a common petition for grade appeals. *Note that all appeals for a change of grade for an undergraduate student must be filed within five years of the end of the course; some schools have shorter deadlines.* See school sections for additional information or see the registrar's Web site at registrar.iupui.edu for the appeal form.

Repeating Courses

If a student repeats a course, it will only be counted once toward graduation or electives in the major, though the grades will be calculated in the GPA. Exceptions are variable topics courses, internships, or some other courses that can be taken more than once for credit. Courses repeated under the grade replacement policy may be excluded from the GPA. See the individual school's section of this bulletin to determine any restrictions on use of grade replacement.

Semester and Cumulative Grade Point Average (GPA)

Only courses with grades of A+ through D– and F are used in calculating grade point averages (GPA). P and S grades are passing grades in completed courses, but they are not used in the calculation of a GPA.

To calculate a semester GPA, take the value (or quality points) for each grade and multiply it by the number of credits. For example, a 3 credit course (3.0 hours) with the grade of A (4.0 quality points) equals 12 GPA points. (The grade of A equals 4 quality points multiplied by 3 credit hours.) Add all GPA points together and then divide by the total number of GPA credit hours completed.

Example:

3 credit A	3 credits x 4.0 pts.	= 12.0 pts.
3 credit B	3 credits x 2.7 pts.	= 8.1 pts.
2 credit C	2 credits x 2.0 pts.	= 4.0 pts.
2 credit F	2 credits x 0.0 pts.	= 0.0 pts.
2 credit S	not used in calculation	
2 credit I	not used in calculation	
3 credit W	not used in calculation	

10 credits	= 24.1 pts.

24.1 points ÷ 10 cr. = 2.41 GPA

Cumulative GPA is calculated by combining the credits for all the semesters taken at IUPUI or an IU campus and dividing that number into the total number of credits earned in courses with grades of A+ through F. Courses taken at other non–IU institutions are not used in calculating the IU GPA.

Credit hours passed is the number of IU course credit hours completed with a passing grade (A+ through D–, S, P) at the level indicated (undergraduate, graduate, or cumulative). Any credit hours earned as a transfer student from outside the IU system are recorded on the transcript as transfer credit hours. IU credit hours passed and transfer credit hours are added together to determine a student's class level.

Up to three sets of GPA statistics may appear on a student transcript:

IU GPA reflects the student's GPA according to standard university-wide rules and includes an evaluation of all coursework completed, respective of student's major. The semester IU GPA, as well as a cumulative-to-date IU GPA, are calculated at the end of each semester. The overall IU GPA summary statistics are reflected at the end of each student career level.

Student program GPA is calculated according to the rules determined by the student's academic program at the time. This GPA is subject to change whenever the student changes program (major). The cumulative Program GPA statistics are based on the student's last active program at that career level.

In some cases, schools calculate a degree GPA, which may vary slightly from the IU or program GPA as it appears in the summary portion of a student's transcript or degree progress report. This variation is due to differences in program requirements, especially when students are earning Purdue degrees.

The degree GPA for IUPUI students pursuing Purdue degrees offered by the Schools of Engineering and Technology; Science; and the Tourism, Convention, and Event Management Programs will be calculated using the Purdue University grading policy. Courses taken at any IU or Purdue campus and included in the student's program of study will be used in calculating the final GPA at the time the degree is awarded.

Undergraduate Class Standing

0–25 credit hours	= Freshman
26–55 credit hours	= Sophomore
56–85 credit hours	= Junior
86 or more credit hours	= Senior

In some schools, a student's class level is determined by where the student is in his or her program and not by the simple total of all credit hours. This is especially

true if the student has changed majors and moved into a program where a significant number of credit hours previously taken will not apply toward the new major.

Semester Credit Hour Load

To be considered a full-time undergraduate student by the university for the fall, spring, and summer terms, a student must register for a minimum of 12 credit hours each term. These numbers are the university's definition of full-time status for undergraduates seeking financial aid. Some degree programs require more than 12 credits per term.

In general, undergraduate students may take no more than 18 credits in the fall or spring terms and no more than 14 credits in a summer term. Superior students may exceed these limits with written permission from the dean addressed to the Office of the Registrar. Some academic programs require more credits as a matter of course, but schools may further limit the number of credits for students who have performed poorly in past semesters.

Graduate students must take at least 8 credit hours to be full time in the fall, spring, and summer terms.

University College probationary students will be limited to a maximum of 12 credit hours per regular semester and urged not to take more than 6 credit hours per summer term. Other schools limit probationary or re-admitted students until they have established good academic records

Academic Probation

Students are placed on probation any time their IU cumulative GPA falls below their school's or program's GPA of good standing. Individual schools and programs vary in their policies. See the sections in individual programs for further information on probation.

Dismissal

Students may be dismissed from their school or program if they fail to meet academic or professional standards. The student will be informed of the dismissal in writing by the school's dean or the dean's campus representative.

Some factors considered when students are dismissed are failure to maintain a minimum GPA of 2.0 (IUPUI's GPA of good standing) or the school's GPA of good standing after being placed on probation, a lack of progress toward the degree requirements in the judgment of the faculty, or a lack of acceptable ethical or professional behavior. Dismissed students are required to sit out for at least one semester following their first dismissal, and at least one full year following their second dismissal in most schools. See individual programs for more information about dismissal and readmission. Individual departments/schools may refuse to readmit students on the basis of their academic records.

Students already enrolled in and even attending classes will be administratively dropped from those classes and their money returned if they are dismissed.

Readmission

Any student who has been dismissed from an IUPUI school or its equivalent on another IU campus (or Purdue campus for students in the Schools of Science and Engineering and Technology) must petition for readmission. Some schools also require students

dismissed from other institutions to petition for admission. Each petition is considered individually, and a decision is made based on the student's academic history and personal circumstances. Students must explain why they were dismissed and how they expect to deal with potential problems. A Petition for Readmission form may be obtained in school offices.

Schools will notify students of their readmission status. Students may be approved for readmission, approved for a conditional readmission (e.g., for part-time but not full-time study), or denied readmission.

Students who have been dismissed but can show compelling evidence that they have corrected the problem may be allowed to return to school without delay. Petitioning for readmission between the fall and spring semesters may not be possible, however, if the school requires that the petition go to a faculty committee. Check with the recorder of individual schools to determine the school's policy.

Grade Replacement Policy

The IUPUI Grade Replacement Policy (formerly known as the FX policy) was revised effective fall 1996. This policy allows approved undergraduate students seeking their first degree to repeat courses—a maximum of 15 credit hours, subject to school/division approval—in order to improve poor grades, including grades of F. If a student earns the same or a higher grade after repeating the course, only the second grade will be counted in the cumulative GPA. Replacement does not happen automatically, so students must notify the school recorder that the course has been taken a second time and that they wish to exercise this option. Certain restrictions apply, and the grade replacement policy may not be honored by some schools when considering admission to the school or in computing graduation honors. For more information, students should contact their school/division.

The 15 credit hour limit includes any course(s) previously replaced using the FX policy. A student may exercise the Grade Replacement Policy no more than two times for a single course, and once invoked, a student may not reverse the grade replacement granted in a particular course. The replaced grade will be excluded from the IU cumulative GPA, but the course and the replaced grade will remain on the student's academic record with a notation indicating that the grade exists but is excluded from the cumulative GPA. The use of the forgiveness policy does not preclude a student from using grade replacement for course work taken subsequent to re-enrollment as defined by the forgiveness policy.

To use the grade replacement procedure for a course originally taken on another IU campus, that campus must be willing to place the replacement flag on the course at IUPUI's request.

Not all IUPUI units accept the general policy as stated above. If a student changes programs, schools, or campuses to a program that does not recognize the Grade Replacement Policy, the original grades will once again be averaged into the student's GPA.

This policy is not available for graduate students or students seeking any second undergraduate degree. For a copy of this policy, visit the Office of the Registrar's Web site (registrar.iupui.edu/replace.html).

Auditing a Course

Students may audit a course, which means they can attend the course for no credit. The audited course will appear on the student's transcript with a grade of NC (no credit). The student must discuss course work expectations with the instructor, and it is up to the instructor to approve the student's request to audit the course.

Audited courses do not apply toward any academic degree and do not count as part of a student's full- or part-time load for purposes of financial aid or for loan deferments.

The tuition for an audited course is the same as that for a credit course. IU employees should note that courses taken on an audit basis are not covered by the Fee Courtesy benefit.

Students considering this option should discuss it carefully with their academic advisor to see if this is the best choice or if another grading option, such as the Pass/Fail option, may be more appropriate.

In some cases, schools do not allow students to register for a class for credit after taking it on an audit basis. Students should consult their school recorder about this, especially before auditing a required course.

Students must pick up the audit forms from their school or division, secure the appropriate signatures, and submit the form to the Office of the Registrar by the deadline specified: visit registrar.iupui.edu/auditcrs.html.

Once invoked, the student may not reverse the "no credit" status for the course.

Forgiveness Policy

IUPUI's Forgiveness Policy has established an effective way to encourage capable, mature undergraduate students to return to college even though they may have done poorly during earlier attempts at Indiana University. This policy does not cover graduate students or students seeking a second undergraduate degree.

The Forgiveness Policy is not available to students in all schools. A student granted forgiveness in one unit might have that forgiveness revoked upon transferring to another IUPUI school.

The general campus policy appears below. Students should contact school recorders to determine whether or not this option is available and appropriate for them.

The spirit of the Forgiveness Policy is to provide the same fresh start to former IU students accorded to students transferring from other universities. The policy applies only to former IU students who have worked on a first undergraduate degree but who have not attended any college for a minimum of three years. Each IUPUI school can grant forgiveness, but other schools may refuse to accept the forgiveness policy when students change schools. Schools do not have to consider forgiveness for purposes of admission, granting of honors, or meeting the minimum GPA required for conferral of degrees.

Students must invoke this policy upon application for admission to a degree-granting school or submit a notification of intent to petition for academic forgiveness if not yet accepted by a school.

If the forgiveness petition is accepted, all courses previously taken will remain on the transcript, but only courses with grades of A+, A, A–, B+, B, B–, C+, C, P, and S may be counted toward degree requirements, though these grades will not count in the student's GPA. In effect, the student will start with a cumulative GPA of 0.0, after which all the rules of academic probation and dismissal will apply. Forgiveness may be invoked only once, and it does not preclude a student from using other grade replacement options available for course work taken after forgiveness is granted. Forgiveness is available only for courses taken at Indiana University.

Visit the registrar's Web site (registrar.iupui.edu/forgive.html) to see the entire policy.

Dropping or Adding Classes (Schedule Adjustments)

Students can make changes in their schedule (commonly known as drop and add) from the time of their initial registration up through the last day of the first week of the semester online via onestart.iu.edu. Drops after the first week of class require a student's advisor's approval, and adds require that both the advisor and the instructor of the class approve the late add. Students receiving financial aid should be aware that dropping a course may change the amount of aid for which a student is eligible and may require that the student repay some of the money already received.

Students must drop classes officially; stopping attendance in a class, or never attending the class or simply not paying for the class do not cause the student to be dropped from the class(s). After the middle of the semester, students need both the advisor's and instructor's approvals in order to drop a class. In the final quarter of the semester, classes can be dropped only with the approval of the dean of the student's school. Such late withdrawals are usually approved only if illness or emergencies are involved. Students enrolled through University College typically are required to have the instructor's approval to drop a course beginning the first day of the term. The advisor's approval also is required.

Dropping and Adding classes is done using an electronic form (eDrop/eAdd), which are routed for appropriate approval through IU workflow.

While withdrawals do not change a student's GPA, more than 10 withdrawals without well-documented medical or other serious reasons will trigger the federal government's definition of "not making academic progress" and may result in the loss of eligibility for certain types of aid.

Refunds for Dropped Courses

Refunds are determined by the date the drop activity. For electronic drop/add processing which begins as of the second week of classes, the date the student initiates the request is used as the drop date if all approvals are secured.

Refunds are based on the following schedule:

Courses Scheduled for 9–16 Weeks

For withdrawal during:

1st week of classes—100% of course fees
2nd week of classes—75% of course fees
3rd week of classes—50% of course fees
4th week of classes—25% of course fees
5th week of classes and after—*No refund*

For courses scheduled for fewer than nine weeks, see the bursar's refund section on the Bursar homepage (www.bursar.iupui.edu) for the specific semester.

Check the Bursar website for exact refund dates. After the fourth week, if you decide not to attend a class, don't just walk away from the class without officially withdrawing from the class or from the university; you will receive an F in any undropped classes. The Office of the Bursar does not withdraw students from classes simply for failure to pay fees.

Every student must officially withdraw from a class before a refund may be considered. If students do not withdraw, they will be awarded a grade of F, and they will be required to pay for the course before they can register for additional courses in future semesters.

Confidentiality and Access to Student Records

IUPUI, in compliance with the Family Educational Rights and Privacy Act (FERPA), provides that, with the exception of directory information, all student records are confidential and available only to the student.

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

Access

Students have the right to inspect and review their 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.

Students also have the right to request amendment of contents of their education records that they believe are 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.

Right to File a Complaint

Students have 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.

Confidentiality and Disclosure

Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that 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, 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 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 online at registrar.iupui.edu/confiden.html or from the Office of the Registrar.

Public information at IUPUI is limited to:

- Name
- University E-mail Address
- Major Field of Study
- Dates of Attendance
- Admission or Enrollment Status
- Campus
- School or Division
- Class Standing
- Degrees and Awards
- Activities
- Sports and Athletic Information

Parental Access to Student Records

Under the Family Educational Rights and Privacy Act, parental access to student records may be granted if the student is under 21 years of age and the parent certifies in writing that the student is a dependent as defined by the Internal Revenue Service (IRS). In the case of divorce, either parent (custodial or noncustodial) has access to the record of a dependent student. This exception is rarely used, but is available if deemed necessary. Instead, students are encouraged to use the third party access service available to them.

Third Party Access

Release Information from Your Student Records to a Third Party

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and the University Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to your parents, your spouse, a sponsor, etc. While University officials are prohibited from releasing your confidential information, you may, at your discretion, grant permission to a third party to portions of your record via Self Service in OneStart. Please visit the third party access web site for more information http://registrar.iupui.edu/third-party/.

Availability of Public Information

Certain student information maintained in the Office of the Registrar is considered public. The complete list is available on the Registrar Web site at registrar.iupui.edu/confiden.html. The university maintains an online address book that allows a user to find a limited set of information for an individual student by searching on a student's name or university network ID. The address book displays the student's school, major, class standing, and, if available, the student's e-mail address.

IUPUI uses a course management system called Oncourse. Through Oncourse, all students enrolled in a class will see the names of their classmates unless a student has filed a Restraint of Release of Student Information form in the Office of the Registrar (see below). The list of names is available only to the instructor and those enrolled in the specific class and does not provide a student's complete course schedule. In Oncourse, only the student's name is available to classmates and will not be available to anyone outside of the university. Only the name will appear unless the individual student releases additional information to fellow classmates through use of the Oncourse profile system. See the Oncourse Student Guide for additional information.

Restraint of Release of Student Information Form

If you do not want any or some information about you released to any person other than IUPUI faculty or staff, complete a Restraint of Release of Student Information form and return it to the IUPUI Office of the Registrar. A confidentiality flag will be added to your record by the Office of the Registrar. This restrainer will also block all information from appearing in the online address book or to classmates in Oncourse.

To remove the restraint, complete a Removal of the Restraint of Release of Student Information form and return it to the IUPUI Office of the Registrar.

These forms are available on the registrar homepage at registrar.iupui.edu/confiden.html or may be obtained in the Office of the Registrar.

Disclosures

From time to time, IUPUI is served with a subpoena for portions of a student's record. In these cases, IUPUI writes to the student or the student's attorney (if known) to inform them that unless the student provides IUPUI with notification that the student will attempt to quash the subpoena, IUPUI will provide the information requested, even if the student has placed a restriction on his or her record.

Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry of University Police.

For additional questions regarding the policy on the release of student information, contact the Office of the Registrar. For a full copy of the university policy on student records, see Appendix 4 in the *Code of Student Rights, Responsibilities, and Conduct*.

IUPUI does not provide lists of students or an individual student's address or phone number to outside businesses, agencies, students, or other parties.

IUPUI does provide phone numbers in emergency situations and only following consultation with University Police. However, because IUPUI participates in federal programs, we are required by federal law to make available to military recruiters the name, address, age, and prior military service status of all students at IUPUI.

The university sponsors an Affinity credit card to IU students and alumni. A small portion of each charge is paid to the university, giving students and alumni the opportunity to demonstrate their support of the university. A list of students is provided to the vendor each year for purposes of solicitation for this credit card only. Under the terms of the contract, the vendor may not share the list of students or alumni with other vendors. Names of students who have filed a Restraint of Release of Student Information form will not appear on this list.

Zachary's Law

The state of Indiana maintains a registry of individuals who have been convicted of sex offenses committed against minors. As a number of degree programs and specific courses either prepare students to work with minors or place them in contact with minors as a part of the course, enrollment in those courses or programs is not available to anyone who appears on the Sex Offender Registry. Consult individual school sections to see if appearance on the registry will be a barrier to enrollment. For more information, visit registrar.iupui.edu/zachary.html.

Technology Access, Security, and Use

Indiana University has a rich information technology environment, and while some personal use of computers, networks, and telecommunications systems is permitted, access to these resources is provided primarily in support of academics, research, administration, and other university activities. Access to such an environment comes with responsibilities.

Use for personal commercial gain is not permitted under any circumstances, so students may not use IU resources to support a private business.

Students are responsible for ensuring that their personal computers are secure and free from viruses and other malicious programs. Information about security and related issues can be found at the Web site of the University Information Technology Security Office (www.itso.iu.edu).

Illegal acts will be reported to the appropriate law enforcement agency. Such acts include but are not limited to harassment, threats, pyramid schemes, trafficking in child pornography, and computer trespass or tampering.

Many common uses of computers, photocopiers, and other technologies can result in violation of copyright law. Downloading or distributing whole copies of copyrighted material for personal use or entertainment without explicit permission from the copyright owner is most certainly illegal. Copyright law applies to materials such as music, movies, games, or other software in both digital and analog format. File sharing applications are not illegal, but many of the files being shared through such applications are illegal copies being distributed by users who do not have permission to share them.

While Indiana University does not actively search for instances of copyright violation, the university is obligated to investigate complaints of illegal activities or inappropriate use taking place on the IU network. Copyright holders regularly notify IU of infringing activity using the procedures outlined in the Digital Millennium Copyright Act (DMCA) of 1998. When IU receives such a complaint, the university is legally required to take action to remove the offending material from the IU network. More information is available in the IU Knowledge Base (kb.iu.edu).

Those who commit an infringement may be held personally liable under the law; those who commit the infringement with university-owned resources also violate university policy and could face disciplinary actions. Students must make the effort to understand the copyright law that protects books, computer software, Web sites, multimedia files such as movies and music, and other works. Remember that a work need not include any copyright notice or other indication of copyright to have automatic legal protection. Copying short excerpts of works for limited distribution and access may be "fair use" and not an infringement. Students are responsible for learning about fair use and its application to their projects. Information about copyright and fair use can be found at the Copyright Management Center site (www.iupui.edu/~copyinfo).

If the University receives any report of violations of law or policy perpetrated by any member of the IU community using IU resources, that report will be investigated and reported to the appropriate law enforcement and/or university office for possible action. Students should visit the Web pages of the University Information Technology Policy Office (www.itpo.iu.edu) to learn more about Indiana University information technology appropriate use policies, and the services of the Policy Office.

IU Policies on Equal Opportunity/ Affirmative Action

Indiana University–Purdue University Indianapolis pledges to continue its commitment to achieving equal opportunity within the university and throughout American society. Specifically, our policy at IUPUI prohibits discrimination based on arbitrary considerations such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status. IUPUI will make every effort to recruit, hire, promote, educate, and provide services to persons based solely on their individual qualifications. Further, we will take affirmative action to overcome the discriminatory effects of traditional practices with regard to people with disabilities, minorities, women, and Vietnam-era veterans.

Our institutional ethic demands that we foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. Therefore, IUPUI does not tolerate discriminatory harassment or intimidation of students, employees, or guests of the university, and responds to complaints of such treatment, providing proper remediation when harassment is determined to have occurred.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of university services, programs, or activities. Reasonable accommodations shall be afforded to the known physical or mental limitations of otherwise qualified individuals.

Questions, concerns, or complaints regarding IUPUI policy and practice with respect to discrimination or harassment may be directed to Kim Kirkland, Affirmative Action Officer, Administration Building 127. Voice: (317) 274-2306, TDD: (317) 278-2200, e-mail: kirkland@iupui.edu.

Special Academic Opportunities

Special Credit Opportunities (Waivers and Credit)

Special credit policies and procedures vary with individual schools.

Special credit may be awarded to degree-seeking IUPUI students who possess, by previous education or experience, a background in a discipline represented by an IUPUI program. The categories under which students are awarded credit are (1) credit by credentials, (2) credit by experience, and (3) credit by examination. Each school and many disciplines have different policies that define how these mechanisms apply to students seeking credit.

Not all schools accept special credit, and special credit does not transfer to IUPUI from other universities. Changing schools at IUPUI may result in special credit awards not being used to meet degree requirements of the new school.

Students who establish eligibility for special credit must apply for the credit in the course department. The credit will be awarded at the following fee rate: no credit hour fee for freshmen who apply for special credit during the first three consecutive semesters after entering the university, and   a nominal fee per credit hour for undergraduate transfer students if they apply during the first semester after entering the university. The nominal fee per credit hour also applies to students receiving special language credit for lower-level language courses, following the satisfactory completion of a higher-level course. Students who do not qualify for the above will pay the standard fee per credit hour at the appropriate resident or nonresident rate currently in place. Visit registrar.iupui.edu/specred.html for more information.

Special Credit for Military Service

Some IUPUI schools grant college credit for military course work. Eligible students should submit a copy of their DD214 or DD295 form or military transcripts to the Office of Admissions, Campus Center, CE 260. Students should check with their schools for more information.

Advanced Placement (AP) Credit

The College Board Advanced Placement (AP) tests are offered by participating high schools. IUPUI encourages high schools and their students to participate in the AP program and awards college credit at no charge in all subjects to students who receive scores of 4 or 5. Some departments give credit for scores of 3 as well. Contact the Office of Admissions to receive an informational brochure or visit enroll.iupui.edu.

CLEP Credit

The College Board College-Level Examination Program (CLEP) is also recognized by IUPUI, and it is available to both current high school students and to students who have already graduated from high school. The same brochure mentioned above shows how CLEP credit is handled. Information is also available at enroll.iupui.edu.

DANTES Credit

The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test (DSST) is a subject-matter examination in college and technical subjects. Contact the Office of Admissions for information on the IUPUI policy for acceptance of DANTES credit. Information is also available at enroll.iupui.edu.

International Baccalaureate Exams

For those students participating in the International Baccalaureate exams, IUPUI grants college credits for all higher-level subject exams with scores of 4 or higher.

Departmental or School Proficiency Examinations

Many departments/programs award special credit to students who have demonstrated skills and/or knowledge equivalent to that taught in a given course. Some departments allow students to take a comprehensive final to show such competencies. Such special credit is normally indicated with a grade of S, although some departments may award a grade of A if a student's performance on a departmental examination clearly merits it. In some cases, students will be charged a fee for the special credit. Consult the departments and programs about such tests, and see the *Registration Guide* for more information on the fees.

Special Credit for English W131

Some students are eligible to apply for special credit for English W131 *Elementary Composition I.* This option is open to students who have taken the IUPUI English placement test and placed into honors (English W140), and to transfer students whose previous institutions waived composition requirements without awarding credit. Eligible students can get more information about the special credit portfolio requirements from the English Department's Writing Program office, CA 343. Students who are eligible to submit special credit portfolios should be aware that credit is not always awarded; portfolios are evaluated by a faculty committee that determines whether credit should be awarded based on the essays submitted in the portfolio.

Special Credit for Foreign Languages

Students who have previously studied a foreign language may receive special credit by taking a placement examination and completing the course into which they were placed with a grade of C or higher. The student may then apply for credit for the lower-division courses that was skipped. Students seeking such special language credit through the credentialing process described above must file an application for special credit and pay a nominal fee per credit hour for the additional credits. See the Department of Foreign Languages and Cultures in Cavanaugh Hall 408, and your home school for additional information.

There are restrictions for international students who are taking courses in their native language. They may earn credit at the 300 level but not at a lesser level.

Self-Acquired Competency Credit (Experiential Learning)

Credit may be granted in some schools for experience acquired outside of normal college courses. Credit may be available for course-specific learning or for non-course-specific learning within a discipline. Faculty will evaluate the experience and determine whether and how much credit should be awarded. Students may be asked to prepare a portfolio, take examinations, or document their learning in other suitable ways so that the faculty can make a judgment. While General Studies accepts up to 15 credit hours for the Associate and up to 30 for the Bachelor of General Studies, most schools either do not accept such credit or limit the number of acceptable credits to 12 credit hours toward a degree. If a student changes schools within IUPUI, self-acquired competency credit awarded by one school may not count in the new school.

Consortium for Urban Education (CUE)

IUPUI is a member of the Consortium for Urban Education (CUE), Indianapolis. Through CUE, an IUPUI student can enroll in and receive credit for courses not offered by IUPUI but available at another member college. An IUPUI student registered in such courses is subject to IUPUI's fees and payment procedures. Visit registrar.iupui.edu/cue.html for more information.

Honors Program

The IUPUI Undergraduate Honors Program: Philosophy and Requirements

The IUPUI Undergraduate Honors Program, housed in University College, challenges students to strengthen and enrich their university education. The program raises student academic achievement and increases intellectual vitality throughout the campus, the Indianapolis community, the state, and beyond. The Honors Program accomplishes this by being highly inclusive and offering students a number of different access points. Unlike most traditional honors programs, IUPUI's program accommodates the educational needs of beginning traditional and nontraditional students, returning students, and part-time students, while consistently maintaining an emphasis on academic excellence.

Participation in Honors

The Honors Program is available to students at all levels of university study. All qualified undergraduates, including entering freshmen, may take courses offered through the Honors Program. Students receive permission to register for honors work based on merit criteria, which stress aptitude, motivation, and past attainment.

The Honors Program recognizes that motivation, enthusiasm, and interest are often equally important indicators of success as numerical criteria. This flexibility assures that honors opportunities are available to all interested students.

Freshmen

Entering freshmen are automatically invited to participate in the Honors Program when they (1) have a minimum combined SAT mathematics, critical reading, and written score of 1800 or ACT composite score of 26 (2) will graduate in the upper 10 percent of their high school class; and (3) have maintained a grade point average (GPA) of 3.5 or higher in challenging, academic course work. Entering students who have been unconditionally admitted to University College are eligible to participate in honors courses.

Honors learning communities address the needs and interests of honors students and are available to qualifying full-time entering honors students. Since all new full-time freshmen are required to participate in a learning, insofar as is possible, honors students will be placed in an honors learning community.

Transfer Admission

Transfer students who have completed at least 12 transferable credit hours at their previous institution with an overall GPA of 3.2 or higher are encouraged to apply to the Honors Program.

Continuing IUPUI Student Admission

Freshmen and sophomores who are already enrolled at IUPUI are invited to apply to the Honors Program once they have completed at least 12 credit hours of nonremedial course work with a GPA of 3.2 or higher.

Current IUPUI juniors who are interested in applying should have a GPA of 3.3 or higher and have completed at least 9 credit hours of honors course work previously.

Honors Students and Bachelor's Degrees

The Honors Program offers students the opportunity not only to take honors courses, but also to earn honors credit that can lead to completing their degree "with honors." Completion of the Honors Notation signifies that the student has performed at an exceptional level and has been exposed to the principles of undergraduate learning as well as to interdisciplinary course work.

Students may earn a General Honors Notation by completing the following prescribed program of honors study. This notation signifies that the student has performed in an outstanding manner across a broad spectrum of study in diverse fields of the arts and sciences. When successfully completed, the General Honors Notation is listed on the student's IUPUI transcript. Students who graduate with a degree from Indiana University may have the notation also listed on their diploma. Purdue University does not provide this option on its diplomas.

Requirements to graduate with the General Honors Notation, students must:

Complete 18 credit hours of honors credits:
- 9 credit hours must be completed in regular Honors course work.
- The remaining 9 credit hours may be completed with some combination of course work, independent research, culture studies, etc., as noted under "Credit Options" below.

Maintain the following grade requirements:
- A GPA of 3.3 in all university course work completed.
- A GPA of 3.3 in all Honors course work completed.
- To count for credit toward the Honors Notation, a grade of B or higher must be obtained in the course (i.e., courses in which a grade of B- or lower is received will not count toward the 18 hour credit requirement).
- Submit an Application for Honors Notation by the second week of the semester in which the student will graduate.

Credit Options

Honors courses form the common academic core.
- A minimum of 9 credit hours are required.
- Choose from honors-designated courses (H399, H499) and other honors-approved courses (e.g., "S" prefix courses).

"H" Option courses enable students to design an Honors experience in selected courses with individual faculty.
- Up to 9 credit hours of H Option credit will count toward the notation.
- Application for "H" Option credit is required after consultation with the course instructor.

Research course work provides students with valuable research experience as well as excellent preparation for graduate or professional study.
- Up to 6 crredit hours of H399 Honors Independent Research will count toward the notation.
- Up to 6 credit hours of H499 Honors Senior Thesis/Project will count toward the notation.
- Students normally pursue a research emphasis that is related to their chosen major or that may serve as their capstone experience.
- Students may receive financial support through the Undergraduate Research Opportunities Program.

Graduate course work enables students to become familiar with graduate education while delving further into their major field.
- Up to 6 credit hours of approved graduate course work will count toward the notation.

Community service offers valuable professional experience and enables students to give back to communities while examining how their academic programs intersect with the world at large.
- Up to 3 hours of community service "equivalent credits"* will count toward the notation.
- For each 30 hours of approved service, students will earn 1 "credit equivalent" upon completion of a six- to ten-page reflection paper on the significance of this service to their academic growth.
- Service learning course work is also available under regularly offered Honors Courses.

International Experiences and Culture Studies develop informed, empathic, and globally experienced leaders.
- Up to 6 credits will count toward the notation for participation in an approved study abroad program.
- Three "equivalent credits"* can be earned by completing four semesters of a foreign language (including American Sign Language).
- Three "equivalent credits"* can be earned by completing two semesters of non-Hhonors courses that focus on cultures other than those of Western Europe. Courses may be selected from a list of qualified courses available online or in the Honors Program Office. Students must choose two courses in the same cultural sphere. Note: Courses used in this way may not be double-counted for another Honors category.

*Equivalent credits are not counted toward official degree requirements but are granted toward qualification for the General Honors Notation. They are internal to the Honors Program only and are not included in official credit hour calculations by the Office of the Registrar.

Honors Associate Notation

Candidates for the Honors Associate Notation must complete the 9 credit hours of Honors work as outlined above. Six of these credit hours should be in Honors-designated courses. Students must also complete all regular associate degree requirements with a minimum overall GPA of 3.3 and at least a 3.3 GPA in honors courses.

Departmental or School Honors Programs

In addition to the General Honors Program that is open to all qualified students, there are currently honors programs in nine departments, each with its own requirements: Departments of Biology, Chemistry, Communication Studies, French, Geology, German, Philosophy, Political Science, and Psychology. Honors degrees also are offered by the Kelley School of Business, the School of Nursing, and the School of Public and Environmental Affairs. For information on the requirements for these programs, see each school's section in this bulletin.

Honors House

Honors House is located in the Campus River Walk Apartments and is open to Honors-eligible students. A full-time resident assistant, who serves as a mentor, guide, and resource person for residents, lives on site and assists in program development and implementation as well as meeting the individual needs of each resident.

Honors programming is offered throughout the year and creates excellent opportunities for Honors students and faculty to interact. Regular weekly and monthly events help build a stronger sense of community and supplement classroom activities. Students create their own Honors House Student Council that oversee's House activities and provides direction for the future growth and development of Honors House. The Honors Program maintains an office on site to provide academic advising, administrative assistance, and special program support for Honors House residents.

Honors Club

The Honors Club is dedicated to uniting people interested in maximizing their educational opportunities. The club provides social, educational, and community service opportunities for the student body and faculty that enhance the learning environment at IUPUI and in the community. Membership is open to all university students, faculty, and staff. Monthly meetings, along with specially planned activities, offer students, faculty, and staff numerous opportunities for enhancing their educational endeavors. Students should e-mail their interest in joining the club to honors@iupui.edu.

Bepko Scholars and Fellows Program

The Bepko Scholars and Fellows Program is a comprehensive undergraduate and graduate scholarship program that aims to develop engaged scholars—students who view service and learning as keys not only to personal growth, but also to the growth and vitality of the communities in which they live.

Students begin as Bepko Scholars their freshman year. An enriched and integrated liberal arts curriculum supplements the in-depth training they receive within their majors. Scholars have access to the full range of state-of-the-art facilities available at IUPUI while faculty committed to undergraduate teaching serve as mentors. Supplemental programming–including access to distinguished state, national, and international leaders as well as conversations with civic and nongovernmental organizations–supplements classroom activities. Opportunities for study abroad and internships as well as intensive preparation for graduate and professional school admission are provided.

An integral part of the program is service learning. Scholars are expected to become actively engaged in service endeavors: from volunteering with local organizations to research with public service offices, scholars are involved in a large variety of civic activities.

When scholars remain at IUPUI for their graduate or professional studies, they become Bepko Fellows. Fellows continue their civic engagement activities and serve as mentors for new scholars. Colloquia and seminars supplement their extensive graduate training.

Admission to the program is highly selective, with approximately 20 scholars admitted each year. Students must apply as freshmen (transfer and graduate students are not eligible for this award) and for the fall semester—awards are not available to students who begin their studies in the spring or summer.

To be eligible for consideration, students must present excellent academic credentials, have a demonstrated commitment to community service, and clear objectives for both their undergraduate and graduate degree program. Students must apply by December 1.

The scholarship provides full tuition and fees at the Indiana resident rate as well as books for four years of undergraduate study. On-campus housing expenses are also provided for the freshmen year. When scholars become fellows at IUPUI, the program will provide $5,000 in tuition support for up to four years of graduate or professional study. Further information and application instructions are available at www.BepkoScholars.iupui.edu.

School Honors

Dean's List

All schools recognize outstanding academic achievement through the undergraduate Dean's List. Each school's requirements may vary for full- and part-time students but are based on students' work for one regular semester. Students should check their own school's materials in this bulletin for more information.

Graduation with Distinction

In the Indiana University schools, students in the top 10 percent of their class are awarded bachelor's degrees with three levels of distinction: distinction; high distinction; and highest distinction. The level of distinction is determined by the overall Indiana University GPA, and the specific minimum GPA requirements are determined each year by the individual schools. Students must have taken 60 graded credit hours at Indiana University. The level of distinction is printed on both the final transcript and the diploma. At commencement ceremonies, these graduates wear cream and/or crimson cords, depending on the level of distinction.

In the Purdue schools, students receiving Purdue degrees receive high and highest distinction, while geology students who receive IU degrees may be awarded distinction, high distinction, and highest distinction. To be eligible, candidates must complete all their degree programs' requirements and meet the following conditions: (1) a minimum of 65 credit hours of course work from Purdue University or Indiana University applicable to the graduation index (degree grade point average) must be on record; (2) the minimum graduation index for distinction (Purdue and IU degrees) shall be no less than the 90th percentile of the graduation indexes of all the graduates in the school for the spring semester, provided that the index is at least 3.30. The minimum graduation indexes determined for the spring semester for graduation with distinction, high distinction, and highest distinction shall be applied for graduation with those respective levels of distinction for the subsequent summer sessions and fall semester. At Commencement ceremonies, these graduates wear black and/or gold cords.

Consult the sections for the School of Engineering and Technology and the School of Science for more information.

University College Honoraries

University College sponsors two freshman honoraries, Alpha Lambda Delta and Phi Eta Sigma. Students from any unit of the university are eligible for membership in these honoraries if they earn a minimum GPA of 3.5 in their first semester or first year of college, are registered as full-time students, and are pursuing a four-year degree. University College also sponsors Alpha Sigma Lambda, a national honorary for part-time adult students.

Discipline-Based Honoraries

Many professions and disciplines at IUPUI have chapters of the undergraduate national honoraries associated with their field of study and regularly induct outstanding students majoring in their fields into these organizations.

Undergraduate Research Programs

IUPUI has established the campuswide Undergraduate Research Opportunities Program (UROP) to encourage and recognize undergraduates who participate in research and other creative projects with faculty in all disciplines, including music and art. This program provides students with connections to faculty research projects across campus and urges undergraduates to participate in research as early as possible. An annual Undergraduate Research Symposium is held each year to showcase student work. Students may apply for grant support for their projects and travel money to facilitate their participation in professional meetings within their discipline. Formal research credits may be earned toward graduation. Further information may be obtained from the UROP director, Kathryn Wilson, Science Building, LD 222; e-mail kjwilson@iupui.edu; telephone (317) 278-1028.

Service Learning Classes

Service learning is a course-based educational experience. Students in a service learning class participate in an organized service activity in the community. Through reflecting on their community experience, students gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility.

For example, students in a writing course may complete a writing project for a not-for-profit agency as part of their course work, or students in environmental science may participate in a wetlands planting project. Students in an introductory psychology course may read with children in a local elementary school, or sociology students may work with community organizations to reduce crime.

Service learning provides an opportunity for students to be actively involved in the learning process. Service experiences help to clarify career goals and develop personal competencies and leadership skills. A variety of service learning courses are offered at IUPUI, and a list can be found in the class offerings on the registrar web site: registrar.iupui.edu under "Service Learning" or by contacting the Center for Service and Learning, University College, UC3116, (317) 278-2662 or visit csl.iupui.edu.

Reserve Officers' Training Corps (ROTC)

Army ROTC

A very active Army ROTC Program is available to all qualified students. Army ROTC is the primary source of the commissioned officers that lead our nation's army. Upon graduation from college and commissioning as a second lieutenant in the Army, an ROTC graduate is guaranteed employment and gains valuable life experiences while serving in one of our country's most prestigious professions. A young second lieutenant routinely commands 30 or more personnel. In the corporate world it would take decades for an individual to reach that level of responsibility. It is for this reason that ROTC graduates

are so valued in the Armed Forces as well as in Fortune 500 Companies after they complete military service. Army ROTC at IUPUI, referred to as "the best leadership course in America," will prepare the qualified student for these challenges.

Students may enroll in the ROTC program on a voluntary or exploratory basis during the first two years. Books, tuition, and supplies are provided free of charge. Elective credit hours are awarded for the freshman and sophomore classes. Students do not incur any military obligation until enrollment in the third-year course, or upon accepting an ROTC scholarship.

Four-, three-, and two-year scholarships are awarded on a merit basis. Scholarships will pay 100 percent of tuition, as well as $900 annually toward books, laboratory, graduation, and educational fees. A $2,000–$4,000 tax-free stipend is paid each year the scholarship is in effect, based upon the student's class standing.

Advanced placement is available to veterans and members of the Army Reserve or National Guard. Non-scholarship third-year students also receive a $3,000–$4,000 tax-free stipend per year. In most cases, active reservists and veterans receiving the GI Bill may participate in the ROTC program with no loss of benefits. Army ROTC is also offered to transfer and graduate students. Completion of the program leads to a commission as a second lieutenant in the Army, Army Reserve, or Army National Guard. For more information about the Army ROTC, call (317) 274-2691, send e-mail to goarmy@iupui.edu, or visit the Web site www.iupui.edu/~armyrotc.

Air Force ROTC

Eligible and qualified men and women may elect to earn credits leading to a commission as a second lieutenant in the United States Air Force through a program located on the Bloomington campus. Credits earned in the Air Force ROTC may be applied toward the required number of credit hours for graduation. For more information on the Air Force ROTC, call (812) 855-0917.

IUPUI Internship Program

The IUPUI Internship Program is a self-directed program designed to help students obtain professional work experience related to their field of study. The Internship Program teaches students how to conduct effective internship job searches, monitors certain credit-earning internships, and assists students throughout the internship experience.

Internship positions may be full or part time, paid or unpaid, credit earning or noncredit. Academic credit may be offered at the discretion of the participating school or department. Credit-earning internships are similar to traditional courses in that documentation such as term papers will be required adding credit to a student's transcript.

In order to participate in the IUPUI Internship Program, students must meet the following eligibility requirements: (1) current enrollment in a degree or certificate program at IUPUI; (2) at least sophomore status; (3) cumulative GPA of 2.5 or higher; and (4) complete one full semester at IUPUI before the start of the internship. In addition, credit-earning internships are subject to the eligibility requirements of their academic department.

For more information regarding the IUPUI Internship Program, stop by the IUPUI Career Center at Business/Spea 2010 or call (317) 274-2554. Information is also provided on the IUPUI Career Center's Web site at www.career.iupui.edu. It is expected that interested students attend one of the frequently scheduled Internship Orientations for specific information regarding internships.

Study Abroad Programs

IUPUI Study Abroad Opportunities

IUPUI currently operates more than 45 programs throughout the world, including such places as Australia, China, Croatia, UK, Germany, Greece, France, Kenya, Mexico, and Poland. The schools and departments that offer such programs include Engineering and Technology, Business, Art, Liberal Arts, Science, Social Work, Law, Tourism and Convention Management, Nursing, Dentistry, and Medicine.

For study abroad advising, please contact:
Office of International Affairs, ES 2126
(317) 274-2081, abroad@iupui.edu
www.international.iupui.edu.

The office also provides information on scholarships and financial aid.

Indiana University Study Abroad Programs

IUPUI students are eligible to participate in international study programs run by Indiana University. Both IU and Purdue majors may apply for IU programs overseas. The IU programs include full academic year, semester programs, and a wide variety of summer programs for students wishing to study abroad. At present, there are over 80 opportunities for studying abroad through Indiana University.

Participants receive regular Indiana University credit, not transfer credit. 6 credit hours are customary for summer programs, 15-16 credit hours in semester programs, and 30-32 in the academic year programs. Students may apply for financial aid or a number of attractive scholarships.

Detailed information can be found on the Web site of IU Overseas Study (www.indiana.edu/~overseas) or by contacting the Office of International Affairs, (317) 274-2081.

Requirements for Admission for Undergraduates— School of Education

Admission to the School of Education

New students indicating education as their academic program choice and education majors transferring to IUPUI from other colleges and universities with less than 56 credit hours are admitted to University College or are dually admitted to the University College and the School of Education. Those students not dually admitted to the School of Education may request that their files be moved to the School of Education once they have completed at least 12 credit hours and have a 2.5 overall GPA or higher.

Note: Admission to the school does not guarantee admission to Teacher Education.

Admission to the Teacher Education Program

Admission to the Teacher Education Program is separate from admission to the School of Education. All students wishing to obtain teaching certification must apply for admission to the Teacher Education Program before enrolling in advanced professional education courses. Applicaton deadlines are February 7 for fall admission and October 10 for spring admission. Application forms can be found at the School of Education Web site. Admission to the Teacher Education Program is highly competitive, and not all students meeting the minimum requirements may be admitted.

Note: Admission to the Teacher Education program does not guarantee licensure by the state of Indiana.

See the "School of Education" section of this bulletin for more information.

Pre-Professional Programs

Pre-Medical Program

Students planning to apply to medical school must choose a degree program in addition to taking courses that fulfill the admission requirements for their chosen medical school. While many opt to complete their degrees with science majors, other fields of specialization are acceptable. Freshmen should declare their chosen major and seek advising for their degree requirements from the advisor in their major department. IUPUI also offers health professions advising in the School of Science and the School of Liberal Arts. Pre-medical students should consult the health professions advisor in their school once they have completed the 10 credit hours of biology and 10 credit hours of inorganic chemistry required for medical school in order to plan the timing for the MCAT test and the admission process to medical school.

Pre-Dental, Pre-Veterinary, and Pre-Optometry Programs

Admission to professional schools is highly competitive. The pre-professional student is therefore urged to elect a degree program rather than fulfilling the minimum requirements of these schools. Students who choose pre-dental, pre-veterinary medicine, and pre-optometry are usually placed in the Department of Biology, where pre-professional advising is available. Pre-dental students are also encouraged to meet with the health professions advisor in the School of Science to plan for the testing and admission process required by dental schools. Refer to the "Department of Biology" section of this bulletin for the required courses for the Indiana University School of Optometry and Purdue University School of Veterinary Medicine.

Graduate students holding non-science degrees who are electing courses in the School of Science to prepare for medical or dental school are also invited to use the health professions advising service for help with the admission process.

Pre-Pharmacy Program

The pre-pharmacy program at IUPUI consists of approximately 70-90 credit hours of course work required to apply to pharmacy school. Students declaring pre-pharmacy upon admission to IUPUI are assigned to the Department of Biology, where pre-pharmacy advising is available. After completion of the required courses for admission, students apply to the pharmacy school of their choice. Refer to the "Department of Biology" section of this bulletin for required courses to apply to the pharmacy program at the Purdue School of Pharmacy and Pharmacal Sciences.

Pre-Occupational Therapy Program

Admission to the Master of Science in Occupational Therapy (M.S.O.T.) Program requires completion of a bachelor's degree and stated prerequisite courses. The M.S.O.T. program does not have a preference regarding the major area of study for the bachelor's degree as long as prerequisite courses are completed. The minimum GPA required to apply to the MSOT program will be a 3.0 (out of a 4.0) cumulative. Applicants are required to obtain some knowledge of occupational therapy through twelve observation hours in three occupational therapy settings before submitting an application.

Pre-Physical Therapy Program

Admission to the Doctor of Physical Therapy (D.P.T.) Program requires completion of a bachelor's degree and stated prerequisite courses. The D.P.T. program does not have a preference regarding the major area of study for the bachelor's degree as long as prerequisite courses are completed. The minimum GPA required to apply to the D.P.T. program is a 3.2 (out of 4.0) cumulative average and a 3.2 in prerequisite courses. In addition to prerequisite course work, students must also have documented voluntary or paid experiences in a variety (two or more) of physical therapy settings. The supervisors of these experiences, who must be licensed physical therapists, will submit a reference form to the admissions committee. Applicants will also be required to submit a written statement of personal values. Students are urged to apply as soon as eligible, as the admission process is competitive and selective, and program capacity is limited.

Pre-Law Program

While law schools do not require a specific undergraduate major or a specific set of undergraduate courses as prerequisites for admission, they do urge students to take additional writing and public speaking courses, as well as courses involving research and analysis. The Department of Political Science in the School of Liberal Arts and SPEA provide pre-law advising and a series of courses related to the law and government that are attractive to students interested in the study of the law. Other schools also offer courses of relevance to students considering the study of the law.

Commitment to Writing

Writing Across the Curriculum/ Office of Campus Writing

Writing is so central to learning and communicating information, knowledge, and understanding to others that it is a part of the curriculum in all undergraduate schools at IUPUI. In addition to the core writing program situated in the Department of English and the University Writing Center located in Cavanaugh Hall, IUPUI has an Office of Campus Writing located in the Office of Professional Development in the University Library. It provides support for courses that require a significant writing component; assesses the overall quality and quantity of writing done by students at IUPUI; and correlates the expectations of faculty, the accomplishments of students, and the needs of employers in the community with respect to written communication. The Office of Campus Writing offers workshops throughout the year for faculty who wish to integrate writing more effectively into their courses. For more information, call (317) 278-1846.

The University Writing Centers

"Because writers need readers."

Cavanaugh 427	(317) 274-2049
Tutoring sessions by appointment	
MTWR	9 a.m.-7 p.m.
FS	9 a.m.-3 p.m.
University Library 2125	(317) 278-8642
MT	10 a.m.-5:30 p.m.
WR	10 a.m.-3 p.m.
Walk-in appointments available	

What Are the University Writing Centers?

They are places where students can go for help with writing assignments and projects. The UWCs offers students opportunities to work one-on-one with experienced readers and writers. All UWC services are free to IUPUI undergraduate and graduate students, faculty, and staff.

Students often visit the UWCs for the first time while enrolled in freshman composition courses (W131, W131, W132, W231, and ESL W001 and W131, for example). However, the UWCs welcome students who write in any discipline (political science, psychology, engineering, physical education, etc.) or for any purpose (course papers, resumes, scholarship applications, graduate school statements, etc.).

Undergraduates may schedule up to four 30-minutes appointments a week. Graduate students and ESL students may schedule up to four 1-hour appointments a week.

What Is the UWC's Attitude toward Students?

It's very positive. Tutors don't label writers "good" or "bad." UWC tutors have learned that writing proficiency is based on experience. Like most skills, successful writing requires practice. With practice, most students can learn the skills they need to write effectively in college. With experience, writing usually becomes easier for them.

UWC tutors believe writing is a *process*. Few writers draft effective college papers in one sitting. Most go through stages as they write–they study assignment sheets, gather ideas, do some pre-writing or talk out their ideas with someone, experiment with what they have to say in early drafts–*revise, revise, revise*–then edit and proofread their work. Tutors are trained to talk with students at any stage in this process.

What Kind of Writers Go to the UWC?

The UWCs helps all kinds of writers. UWC tutors work with inexperienced writers, offering support to those students as they practice the skills they need to become effective college writers. They also work with experienced writers (even faculty and staff writers), acting as practice audiences for experienced writers who have learned the value of trying out their ideas on readers as they draft and prepare projects for course work or publication.

How Do the UWC Go about Helping Writers?

Tutors focus on individual writers and their concerns. They work *with* students to help them understand assignments and brainstorm ideas, to discover and narrow topics, to support ideas with appropriate evidence, to see ways to revise drafts, and to plan, organize, and document long or short research papers.

For many writers, the hardest part of writing is getting ideas out of their heads and onto paper. UWC tutors ask questions and invite writers to talk about their writing projects. This conversation helps students clarify ideas and present them on paper. Tutors do not, however, do writers' work for them. They work hard at helping writers learn strategies for helping themselves.

What Other Services Do the UWC Offer?

The IUPUI community can contact the University Writing Center hotline at writectr@iupui.edu or by dialing (317) 274-3000 during the Cavanaugh Hall UWC hours.

The hotline is useful for writers who need quick answers to questions about spelling, documentation, usage, and/or punctuation.

Tutors also visit classes to talk about the University Writing Centers' services and work with faculty to present workshops about writing-related issues. Interested faculty may contact Tere Molinder Hogue tmhogue@iupui.edu for additional information.

The UWCs' Web site offers information about the centers' services and has an array of handouts that can be downloaded from www.iupui.edu/%7Ewritectr/.

Guidelines for Students and Other Writers who Visit the University Writing Centers

Schedule an appointment in Cavanaugh 427; walk-in at University College 2104. Both UWCs get busy during peak times of the day (10a.m.-3p.m.) and during the weeks before midterms and final exams when everyone has course papers and portfolios due. To make sure you can get an appointment at a time that is convenient for you, call for an appointment (317) 274-2049 and reserve an appointment in advance. Or walk in at UC 2104.

Plan ahead. Visit one of the writing centers several days before your writing project is due so that you have time to continue working on your writing project. Don't wait until the last minute!

Come prepared. Tutors help best when you help them understand your writing project. Bring assignments sheets, class notes, instructor comments, scholarship application printouts, etc.

Bring a draft in progress. Tutors can help you see ways to revise your draft. No draft yet? Tutors can talk with you to help you understand assignments or to help you get started.

Bring realistic expectations. The UWCs are not one-stop fix-it shops, and tutors won't do your work for you. Most writers continue working on writing projects after they leave the centers. Some students and writers schedule more than one appointment per writing project.

Come in while response from tutors can help! UWC tutors specialize in helping students see ways to clarify ideas and improve drafts. Tutors can offer only limited help on the day papers are due.

Come ready to work with tutors Don't expect tutors to give you all the answers. The most valuable tutoring sessions happen when students and tutors work *together* to improve a piece of writing.

Graduate and Professional Programs

Students can earn an Indiana University graduate or professional degree, an Indiana University Graduate School graduate degree, or a Purdue University Graduate School degree on the IUPUI campus.

A few of the degrees offered at IUPUI are offered in conjunction with either the Bloomington or West Lafayette campus and may require work on one of these two campuses. For specific information about a degree program on the IUPUI campus, please contact the school or department offering the degree or see http://www.iupui.edu/~iuihome/graddegrees.php

Students are strongly encouraged to apply online and must navigate to the online application through the informational materials provided on each department's Web site to obtain the most program-specific information. The following bulletin pages provide general information about various programs on the IUPUI campus. Please see the "IUPUI Graduate Office" section of this bulletin or see the Graduate Office website at http://www.iupui.edu/~gradoff/ for additional information and resources.

Purdue Graduate Programs in Engineering

The Purdue School of Engineering and Technology offers graduate degrees in four areas: Biomedical Engineering (the Doctor of Philosophy [Ph.D.] and the Master of Science [M.S.Bm.E.]); Electrical and Computer Engineering (the Master of Science [M.S.], the Master of Science in Engineering [M.S.E.], and the Master of Science in Electrical and Computer Engineering [M.S.E.C.E.]; Mechanical Engineering (the Master of Science [M.S.], the Master of Science in Engineering [M.S.E.], and the Master of Science in Mechanical Engineering [M.S.M.E.]).

Another degree program, leading to the Master of Science in Industrial Engineering (M.S.I.E.), is administered with approval of the School of Industrial Engineering at Purdue University, West Lafayette.

Qualified students may be authorized to pursue the Ph.D. degree in electrical engineering or mechanical engineering at IUPUI; these programs are administered with the respective approval of the School of Electrical Engineering and the School of Mechanical Engineering at Purdue University, West Lafayette. Students are usually expected to complete the M.S.E.E. or M.S.M.E. before pursuing the Ph.D. degree.

Graduate courses are usually offered in the evenings to meet the needs of part-time students employed in the Indianapolis area, as well as traditional students who are preparing for careers in research-directed areas.

For more information, call (317) 278-4960 or visit www.engr.iupui.edu.

Admission Policies and Procedures Purdue Graduate Programs in Engineering

To be considered for admission into the graduate engineering programs mentioned above, an applicant ideally should have graduated from an engineering program accredited by ABET, the Accreditation Board for Engineering and Technology, Inc. The final undergraduate grade point average should be at least 3.0 (out of 4.0) or equivalent as shown on the official transcript.

All applicants are encouraged to take the General Aptitude Test of the Graduate Record Examination (GRE), but all international applicants are required to take the GRE. Information about the GRE can be viewed at www.gre.org. Students whose native language is not English are required to take the TOEFL (Test of English as a Foreign Language) and earn a score of 550 (paper-based test) or 213 (computer-based test). Information about the TOEFL can be viewed at www.toefl.org. and can also be obtained from the Office of International Affairs, Education/Social Work Bldg 2126; telephone (317) 274-7000.

Graduates from non-ABET-accredited programs and others who do not meet the above requirements may be considered for admission to the Master of Science degree program or for admission to the Master of Science in Engineering program. Candidates must be graduates of fully accredited (e.g., by the North Central Association of Colleges and Secondary Schools, or comparable accrediting agency) four-year programs, including four-year technology programs. Formal admission to either the M.S. or the M.S.E. programs

requires departmental approval as well as the completion of the following requirements:

1. Graduating grade point average (GPA) of at least 3.0 (on a scale of 4.0) or equivalent from an accredited bachelor's degree program with a strong emphasis in engineering, mathematics, or the physical sciences.

2. Completion of the engineering calculus sequence:

   MATH 163 and MATH 164 Integrated Calculus and Analytic Geometry I and II (10 cr.)

   MATH 261 Multivariate Calculus (4 cr.)

   MATH 262 Linear Algebra and Differential Equations (4 cr.)

3. Completion of a number of undergraduate courses in electrical or mechanical engineering, or equivalent course work, depending on the specialty of the student. Equivalence of courses is determined by the graduate committees of the respective engineering programs. For more information, see the graduate program handbooks of the respective programs.

Admission as a Regular Graduate Student

Applications for admission may be obtained by writing to the Office of Graduate Engineering Programs, or to either the Department of Electrical and Computer Engineering or the Department of Mechanical Engineering at the Purdue School of Engineering and Technology. Address: 723 W. Michigan St., IUPUI, Indianapolis, IN 46202-5132; telephone (317) 278-4960. Electronic application is available on the school's Web site: www.engr.iupui.edu.

International students should allow at least six months for the processing of their applications. Students residing in the United States should apply at least three months before the beginning of the semester in which they wish to enroll. Applicants will be formally advised of the final admission decision by the dean of the Graduate School, Purdue University, West Lafayette.

Admission as a Graduate Nondegree Student

This classification is intended for those who want to pursue study beyond the bachelor's degree but who do not have specific degree objectives. It is not intended to be a form of probationary admission to a regular degree program. It is possible for a student registered in this classification to apply for admission to the Graduate School as a regular graduate student. However, if admitted as a regular graduate student, an individual may apply no more than 12 credit hours earned as a temporary graduate student to an advanced degree program. The grade for each course involved must be at least a B.

Students who have already earned 12 credit hours under the temporary classification will not be able to count toward their degree programs the credit earned during the semester in which acceptance as a regular graduate student is pending, unless admission is approved before the end of that semester. Furthermore, credit earned in courses taken while admission is pending may be applied to the advanced degree only if those courses are appropriate to the degree program and acceptable to both the School of Engineering and Technology and the Graduate School. No more than 12 hours of credit resulting from a combination of excess undergraduate credit and credit earned in

postbaccalaureate status may be applied toward an advanced degree. Students should consult their advisors for further guidance.

Students interested in the Graduate Nondegree program and planning to enroll in graduate courses or a combination of graduate and undergraduate courses may apply online by visiting www.iupui.edu/~resgrad..

Undergraduate and Transfer Credit

Course credits earned while an undergraduate at IUPUI or other regionally accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the bachelor's degree. Such credits must be certified as available for graduate credit by the institution from which the student received the bachelor's degree, and they will be accepted only if all of the following conditions are met: (1) the student had senior standing when taking the course, (2) the student received a grade of B or higher, (3) the course was designated as a graduate course, and (4) the course was taken at the graduate level.

No more than 12 hours of credit resulting from a combination of excess undergraduate credit and credit earned in postbaccalaureate status may be applied toward any advanced degree. Any additional conditions under which excess undergraduate credit may be used for graduate credit will be determined by the School of Engineering and Technology.

Credits earned for graduate study at other universities may be applied toward an advanced degree as transfer credit, subject to the following restrictions: (1) A student must have earned a grade of B or higher in any graduate course whose credit hours are to be transferred; (2) course work used to satisfy the requirements of one master's degree may not be used on the plan of study for another master's degree; and (3) course work from one (and only one) master's degree may be used on the plan of study for a doctoral degree. Any additional conditions under which credit transfers may be made will be determined by the School of Engineering and Technology.

Graduate Degree Requirements in the Purdue School of Engineering

To earn a master's degree, students must satisfy the following requirements:

1. Students must maintain regular graduate student standing.

2. All regular students are required to demonstrate acceptable proficiency in English composition before a plan of study may be filed or an advanced degree obtained. If the necessary substantiation of English proficiency as outlined below is contained in the application, English clearance will be given automatically upon acceptance into a degree program. If substantiation is lacking on the application, the student is expected to satisfy this requirement during the first term of enrollment.

   A student whose first language is English may meet the English requirement in any of three ways:
   a. by receiving a grade of B or higher in all undergraduate courses in English composition;
   b. by submitting an official record from the Educational Testing Service, showing a scaled score of 600 or higher on the verbal portion of the GRE aptitude test;
   c. by passing the English proficiency examination administered by the English department at IUPUI. For further ESL test registration and course and program information, contact the ESL program, (317) 274-2188, Cavanaugh Hall 301, or contact esl@iupui.edu. Those students with deficiencies are required to take an English composition or communications course within the first year of graduate study.

   A student whose first language is not English—and who has scored higher than 550 (paper-based test) or 213 (computer-based test) on the TOEFL—may meet the English proficiency requirement by successfully passing the English proficiency examination administered by IUPUI's Department of English. Those students with deficiencies are required to take an English composition or communications course within the first year of graduate study (ENG W131, TCM 460, or equivalent).

   Nonnative speakers of English who are U.S. citizens or permanent residents and who hold a bachelor's degree or a higher degree from a non-U.S. institution or from an institution in a country where English is not the predominant language may meet the English proficiency requirement by successfully passing the English proficiency examination administered by IUPUI's Department of English.

3. Students must file a plan of study appropriate to meet their needs in their chosen field of study. A tentative plan should be drawn up by the student and the graduate advisor in advance of registration for the first semester of graduate work. The formal plan of study must be filed as soon as possible thereafter but before the completion of 15 credit hours toward graduation. Students who have not filed a plan of study before the completion of 15 credit hours may not be allowed to register for the following term. The plan of study must be approved by the advisory committee and the Graduate School. The English requirement must be fulfilled before the plan of study can be filed.

4. Students must meet credit, grade, and index requirements. The number of required credit hours varies between 30 and 33 among the master's degree programs offered at IUPUI. Only grades of A, B, or C are acceptable in fulfilling Graduate School requirements for any plan of study. An advisory committee may require a grade of B or higher in certain courses. Pass/Fail grades are not acceptable in fulfilling degree requirements. Incomplete course grades must be cleared by the twelfth week of the second semester after the session in which the Incomplete was awarded. All graduate students are expected to maintain a minimum cumulative grade point average of 3.0 out of a possible 4.0. Students who do not have a cumulative GPA of 3.0 are considered under probation. Those students who are on probation are required to take additional graduate courses, as required by their respective graduate committees, before they are permitted to graduate.

5. Students must pass the required oral and written examinations. A final examining committee, usually the advisory committee, is appointed for each master's degree candidate. The committee must certify to the Graduate School either that the student has passed the required examination or that the committee is satisfied with the accomplishment of the student as based on a committee conference.

This bulletin lists each program's the admission requirements, curricula, graduation requirements, and course descriptions that were in effect at the time of printing. Course content and curricula may be changed to reflect the needs of business, industry, and government. Students are responsible for obtaining the latest course and curriculum information from their academic advisors.

Graduate Programs in the School of Science

Purdue Master of Science degrees are offered in biology, chemistry, computer science, mathematics, physics, and psychology. An Indiana University Master of Science degree is offered in geology. Departments in the School of Science strive to provide programs that serve the state and surrounding community, and students should consult their departments for any new programs or program emphases. Master's programs are at least 30 credit hours (some programs require more) and may be either non-thesis or thesis degrees. A Purdue Ph.D. is offered in clinical rehabilitation psychology. Purdue Ph.D. degrees, with all the work completed at IUPUI, are offered through West Lafayette in all departments except geology. For further information on Ph.D. programs, consult the "School of Science" section of this bulletin.

General Admission Requirements

Students seeking graduate degrees in the School of Science will be admitted as degree-seeking graduate students if they meet the following general qualifications:

1. They ordinarily will be expected to hold a baccalaureate degree from a college or university of recognized standing.

2. They must submit an official transcript from each college or university attended. Other evidence of academic accomplishment and aspirations may be required by some departments. Three letters of recommendation are required.

3. For unconditional admission to a degree program, a B or higher average in prior study is required. Individual departments may set higher grade requirements and may require the submission of additional evidence of academic performance.

4. A minimal score of 79 on the internet-based TOEFL (Test of English as a Foreign Language), 213 on the computer-based TOEFL), or 550 on the paper-based TOEFL is required for all international applicants whose native language is not English. Some departments may have higher standards. Applicants may substitute the IUPUI English as a Second Language (ESL) Placement Examination for the TOEFL in some circumstances, with the approval of the International Office and the Graduate Office. A brochure about this test is available from the Office of International Affairs, ES 2126, or online from the Educational Testing Service (http://www.ets.org/portal/site/ets/menuitem.).

5. All graduate students who are nonnative speakers of English who are being offered positions that involve direct student contact are required to take the Speaking Proficiency English Assessment Kit (SPEAK) Test administered by the English as a Second Language (ESL) Program. Students must receive a score of at least 40 to be approved for direct student contact. Departments can provide further information about this test.

Graduate Record Exams

All degree-seeking applicants are encouraged to take the Graduate Record Examination (GRE). Most programs in the School of Science require this examination. Specific GRE score requirements are specified by each department.

General Requirements for Degree Completion

Once a student is admitted to a graduate degree program in the School of Science, there are several general requirements to complete a degree.

1. Each student must file a plan of study that includes a primary area and may include a related area or areas that are chosen on the basis of the student's interests and needs. A tentative plan of study should be drawn up in advance of registration for the first semester of graduate work. The student and the individual graduate advisor should prepare this plan. The formal plan of study should be submitted as soon as possible and before the final semester.

2. Only grades of A+ to C are acceptable in fulfilling Graduate School requirements in any plan of study. An advisory committee or department may require higher performance than C in certain courses. A grade of "Pass" is not acceptable. Specific cumulative grade point average requirements, if any, are up to the individual departments.

3. Students must complete the credit hours of work required, which may vary by department. Students must meet the Graduate School's resident study requirements.

4. Students must fulfill departmental requirements regarding oral and written examinations. The Graduate School has no general requirement for oral and written examinations for the non-thesis master's degree. In any department, a final examination may be waived if the student meets the minimum requirements of the department. In any event, a final examining committee is appointed for each candidate for the master's degree. The committee must certify to the Graduate School either that the student has passed the required examinations of the department in which the major graduate study has been taken or that the committee is satisfied with the accomplishment of the student as based on a committee conference. Ph.D. programs all require qualifying examinations early in the course of study. After the student has completed most of the formal study to the satisfaction of the advisory committee, the student becomes eligible to take the preliminary examination. The results of these written and oral examinations are reported to the Graduate School by the examining committee with an appropriate recommendation for the student's admission to candidacy, continued preparatory study, or discontinuation. All Ph.D. programs require a Ph.D. thesis.

Other regulations or requirements may be found in the Purdue and Indiana University Graduate School bulletins and in the section of this bulletin for the School of Science.

Graduate Nondegree Status

A student who has previously earned a bachelor's degree may enroll in graduate courses without submitting a formal application as a degree-seeking student. Application as a graduate nondegree student is, however, required and may be accomplished through the IUPUI Graduate Office, Union Building 207; phone (317) 274-1577, or preferably online by visiting www.iupui.edu/~resgrad. A maximum of 12 credit hours of courses completed as a graduate nondegree student may be used in completing the requirements of a Purdue degree upon acceptance as a degree-seeking student and upon departmental approval.

Financial Support

All departments in the School of Science offer some financial support available in the form of tuition-refund assistantships, associate faculty positions, fellowships, and stipends from local industry.

Industrial and Business Co-op Programs

Several departments in the School of Science have co-op programs associated with their degrees. In co-op programs, research is conducted at the university and at a local industrial laboratory or business. The project is usually the result of a collaborative arrangement between a faculty member and an industrial scientist or a business firm. These programs provide workplace experience and an opportunity to participate in research applied to special industry and business needs.

Geology Graduate Program

Consult the Indiana University Graduate School and the Department of Geology within the School of Science section of this bulletin for information about this IU program. A maximum of 9 credit hours of course work completed as a graduate nondegree student may be used in completing the requirements of a degree upon acceptance as a degree-seeking student and upon departmental approval.

Indiana University Graduate Programs

The Indiana University Graduate School is represented on the IUPUI campus by the IUPUI Graduate Office. There are two categories of admission to the University Graduate School:

1. admission to pursue a degree
2. admission to take courses in a specific school, department, or program as a special student

Undergraduate Requirements (All Admission Categories)

The Indiana University Graduate School will consider applications from students holding bachelor's degrees from accredited four-year collegiate institutions. Students from unaccredited institutions may be admitted as special students for one semester; if their records are satisfactory and their department, program, or school recommends them, they will then be given full standing. Ordinarily, a minimum grade point average of 3.0 in an undergraduate major is required for admission to the Indiana University

Graduate School. Students may be admitted with deficiencies as graduate nondegree students (GND) or as special students (see below).

Indiana University Bachelor's Degree Candidates

Candidates for bachelor's degrees at Indiana University may apply for conditional admission to the Indiana University Graduate School and may enroll for graduate credit for that portion of their program not required for completion of the bachelor's degree, provided:

1. they are within one semester of meeting bachelor's degree requirements. If the bachelor's degree is not completed within that semester, graduate credit earned may not be counted toward an advanced degree.

2. the total course load does not exceed that ordinarily taken by a full-time graduate student.

3. the courses taken for graduate credit are authorized to carry such credit. (In certain instances, graduate credit is allowed for undergraduate courses.)

Special Students

Students who have applied but have not been admitted to a degree program but who intend to study primarily in one department may be admitted by that department with the approval of the dean of the Indiana University Graduate School as special students. They must apply to a department just as degree students do and should indicate their desired status. After 12 credit hours in a single department, special students must either be accepted into a degree program or change to nondegree status.

Visiting/Transient Students

Visiting students in good standing in any accredited graduate school who wish to enroll for one semester or summer session and who plan to return thereafter to their former institution may be admitted as visiting/transient students if their enrollment can be accommodated. Visiting/transient students should register as graduate nondegree students. Information and IU University Graduate School bulletins may be obtained from the IUPUI Graduate Office, Union Building 518; (317) 274-1577. Material restricted to the programs offered on the IUPUI campus can be found in this bulletin. Nondegree applications are available from the Enrollment Center or the Graduate Office. Nondegree students are advised by the graduate nondegree counselor in the IUPUI Graduate Office.

Application to Indiana University Graduate Degree Programs

PProspective graduate students, including graduates of Indiana University, must make formal application to a department, which will forward its recommendation to the dean. Online applications are normally sent to the departments for consideration within two working days, but the review and approval process may take several weeks; paper applications take much longer to process and are discouraged. Students should navigate to the online application through the informational materials provided on each department's Web site to obtain the most program-specific information. It is recommended that applications be made well before the following dates:

Semester of Matriculation	*Deadline for Application*
Fall	February 15
Spring	September 1
Summer	January 1

All applications must be accompanied by two complete transcripts of previous college and university course work and should be submitted directly to the department in which the student wishes to work. Indiana University graduates should ask the registrar to send unofficial copies of their transcripts to that department.

Admission (except for visiting and continuing graduate nondegree students) is made to a particular department for a specific degree, and no student shall be permitted to work toward a degree without first having been admitted. Students who want to change departments should contact their department to initiate the change in departments. Requests for change of degree status must be approved by the department and approved by the dean of the Indiana University Graduate School.

Following the notice of admission to the Indiana University Graduate School, an applicant normally has two calendar years in which to enroll. Supplementary transcripts of any additional academic course work undertaken during that period are required, and a department may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be cancelled. If the applicant fails to enroll within two years, a completely new application is required.

Graduate Record Examinations

Applicants may be required to take the Graduate Record Examination General Test, Subject Test, or both (see the department or school sections of this bulletin). Information concerning these examinations may be obtained from the Graduate Record Examinations Educational Testing Service,(www.gre.org).

For additional information about the IU Graduate School programs, financial support, academic regulations, and specific courses, consult the specific departments and the IU Graduate School section in this bulletin and its separate bulletin.

Graduate Nondegree Students

The Graduate Non-Degree (GND) Program is for applicants with a bachelor's degree or higher degree, who wish to enroll in graduate courses only or a combination of graduate and undergraduate courses in the same semester. All Graduate Non-Degree students pay graduate tuition rates. Graduate course work in Medicine, Dentistry, Law, Business, Informatics, Education, Library and Information Science, Nursing, and Social Work is typically not available to GND students.

Since GND students are not eligible to take graduate courses in several graduate programs, before you apply to any program, please contact the graduate department in which your interest lies to determine your best admission and course options. All GND applicants should consult the online materials and use the online application at www.iupui.edu/%7Eresgrad/grad/non/gnd-menu.htm.

For those who have a bachelor's degree and wish to enroll in undergraduate courses only, please complete the undergraduate admissions visiting student application (www.enroll.iupui.edu/visiting.shtml.)

Students who are initially admitted as nondegree students, but who later wish to obtain a graduate degree, must make formal application for admission to a departmental degree program. Once admitted, the department may recommend to the dean of the Indiana University Graduate School that credit earned as a nondegree student be applied to degree requirements. Students should be aware that certain departments and schools specifically prohibit course work taken under nondegree status from counting toward a degree after a student has been admitted to a degree program.

Housing

Residential Housing is managed by the Office of Housing and Residence Life. Options for on-campus living include the following:

- Ball Residence Hall, Living Your Freshman Experience (or LYFE) is a first-year residential learning community. Ball Hall is a traditional residence hall for men and women housing students in single, double, and triple rooms. Ball is dedicated to the housing and development of first-year students by cultivating a residential community that significantly contributes to the students' overall learning objectives.

- The Campus Apartments on the River Walk are new, apartment-style one-, two-, and four-bedroom **fully furnished units**. Within the Campus Apartment environment, there are seven living/learning communities: Kelley, Herron, Women in Sciences, Purdue, Graduate Professional, Honors, and the International House.

- Graduate Town Homes at IUPUI, 12 one-and two-bedroom, two-story units, feature private individual entrances. All units are furnished with a full-size bed, desk, chair, chest of drawers, sofa, armchair, kitchen dinette and chairs, and a washer/dryer.

Admission to the university does not guarantee campus housing accommodations. Students must file a separate application for housing in order to reserve space and should apply as soon as they decide to attend IUPUI. Assignments are made based on the date of receipt of the application and an application fee. Applications for housing may be made even before admission to the university. Accommodations are available for students with disabilities.

In addition, short-term/conference housing is available during the months of June and July, offering a variety of room types at competitive prices.

For additional information, contact the IUPUI Office of Housing and Residence Life at (317) 274-7200 or 1-800-631-3974 or visit the Web site at www.housing.iupui.edu.

Parking and Transportation

Parking on the campus of IUPUI is monitored by either having a parking permit or by paying a daily visitor rate.

Faculty, staff, and students may purchase permits online at www.parking.iupui.edu or by visiting the Parking and Transportation Services office located at 1004 W. Vermont Street. All available parking options and fees can be found on the Parking Services website.

Parking regulations are strictly enforced 24 hours a day, seven days a week, and can be found on the IUPUI Web site. Students who believe they have received a parking citation unfairly may complete an appeal form at the Parking and Transportation Services office. Parking fines may be paid either online or mailed to the parking office.

Parking and Transportation Services runs shuttle buses continuously between buildings on campus from 6:30 a.m-10 p.m. and another route runs from the off-campus parking site to campus. The shuttle system operates year round Monday through Friday, with the exception of recognized university holidays. Several Indygo bus routes also serve the campus. Indygo route listings can be obtained on the Web site www.indygo.net/routes.

For more information on parking and campus shuttles, please visit the Parking and Transportation Services Web site at www.parking.iupui.edu.

A special "brag" license plate with the IUPUI emblem is available from the Bureau of Motor Vehicles. It is necessary to secure a stamped authorization form from the IUPUI Office of Alumni Relations. A $25 tax-deductible fee is payable at the time the application form is submitted. This fee is used for scholarships for IUPUI students. That fee is waived for currently enrolled students and members of the Senior Academy. Contact the Alumni Office at (317) 274-8828. For an online application, visit the Alumni Relations Web site (www.iupui.edu/~alumrels/license plate.html).

Center for Young Children

After many years of planning, the IUPUI Center for Young Children moved into its new building at 321 Limestone Street in the fall of 2000. The center's focus is on preschool children from age two through kindergarten, with full-day and half-day programs. It is also available for school-age children through age 12 during the summer. The center is licensed by the State of Indiana and is accredited by the National Association for the Education of Young Children (NAEYC). It is known throughout the state for its excellent care and developmentally appropriate curriculum in a warm and attentive environment. Classrooms are clustered into neighborhoods around indoor play parks to give the feeling of several smaller centers. It serves the children of faculty, staff, and students on a year-round basis, closing for the major holidays, winter break, and spring break. Some financial help is available for Pell Grant-eligible students. There is a waiting list, and spaces are filled from this list. For more information or to arrange to visit the center, call (317) 274-3508. Additional information can be found at www.childcare.iupui.edu.

Counseling and Psychological Services (CAPS)

The professionally trained counselors of IUPUI Counseling and Psychological Services provide mental health services to students experiencing a wide range of personal concerns. Such concerns may include, but are not limited to, test anxiety, study skills, relationship concerns, anxiety, depression, grief/loss, or trauma. Services are confidential, available to all IUPUI students, and provided at a minimal fee. The office provides services weekdays 9 a.m. – 5 p.m., with selected evening hours by appointment only. Assessments for learning disabilities and attention deficit disorder are available on a fee-for-service basis. CAPS records are not a part of any academic or university record. No information is released from CAPS without the written consent of the client, except as mandated by law. For information, call (317) 274-2548; e-mail capsindy@iupui.edu, or visit the Web site at www.life.iupui.edu/caps.

Career Exploration and Job Placement (IUPUI Career Center)

IUPUI Career Center

The Career Center is an extremely valuable resource when considering and developing career options, especially for exploratory students. The center's primary purpose is to aid students in developing, evaluating, and effectively implementing a sound career- planning strategy.

Tools provided to assist in this process are occupational information and employment trends and workshops on choosing a major and on career decision-making, as well as career counseling.

In addition, the center provides a computerized career guidance program and various self-assessment inventories to aid students with career planning and selection. The Myers Briggs Type Indicator, the Strong Interest Inventory, Discover Guidance System, and the Self-Directed Search can be significant aids in the process of vocational choice, and are available to all interested students, alumni, staff, and faculty.

Senior placement services include career counseling; professional development programming on a variety of job search topics including mock interviews, resume writing, networking, etiquette, and many more; job fairs, on-campus interviewing, and job postings. The Career Center provides the latest technology to IUPUI students and alumni through JagJobs, which provides online listings for internships, as well as senior/alumni employment opportunities. On-campus interview schedules are also posted via JagJobs. The Career Center sponsors several large job fairs throughout the fall and spring semesters, including the Indiana Multicultural Job Fair and the Indiana Collegiate Job Fair. A list of all job fairs can be found by visiting www.career.iupui.edu/jobfairscc.html.

For additional information about Career Center programs and services, see the Web site: www.career.iupui.edu, or visit the Career Center, Business/SPEA Building 2010, (317) 274-2554.

Career Resource Library

This specialized library in the IUPUI Career Center is open to anyone who wants to explore hundreds of career options through print and online materials. Resources include a large assortment of books, pamphlets, periodicals, and audiovisual materials, all containing career and occupational information for both traditional and nontraditional careers. While materials are not circulated, the library can be used whenever the center is open.

IUPUI Student Employment: JOBS Program

The Student Employment Office is located in Business/SPEA 2010. It provides comprehensive employment information for IUPUI students, including an online job posting Web site, JagJobs. JagJobs lists positions for students on and off campus and specifies both Work-Study and Student Jobs (non Work-Study) that are available. Student Jobs and Work-Study positions are non-degreed, usually part-time positions that are available to students to help offset some of the costs of education. Students who have registered for classes at IUPUI and have an e-mail account may obtain instructions and enter JagJobs by clicking on the Students and Alumni link and then the Student Employment link on the Career Center Web site at www.career.iupui.edu. Personal service is also provided in BS 2010.

To obtain Work-Study status, students must have received a Work-Study award from the IUPUI Office of Student Financial Aid Services, Campus Center, CE 250A, after submitting the Free Application for Federal Student Aid (FAFSA). Recipients of Work-Study awards must obtain Authorization/Payroll paperwork from the Student Employment Office before applying for any position.

For additional job search information, contact the assistant director of student employment at (317) 274-0862, the student employment coordinator at (317) 274-3083, or the student services representative at (317) 274-4577.

Work-Study Student Employment Program

The Student Employment Office provides employment information for IUPUI students with Work-Study awards. Work-Study jobs are available on campus and in the Indianapolis community for nonprofit organizations. Work-Study jobs are posted on the JagJobs Web site: www.career.iupui.edu/ and on the Work Study bulletin board located outside the Career Center and Student Employment Office in Business/SPEA 2010.

To obtain Work-Study status, students must have received a Work-Study award from the IUPUI Office of Student Financial Aid Services, Campus Center, CE 250A, after submitting the Free Application for Federal Student Aid (FAFSA). Recipients of Work-Study awards must obtain Authorization/Payroll paperwork from the Student Employment Office before applying for any position.

New Work-Study participants are encouraged to attend Work-Study Orientation, which is publicized in conjunction with Financial Aid award announcements.

The Student Employment Office conducts the orientation session. Most Work-Study students receive $6 to $9 per hour or more, paid directly to them in a bi-weekly paycheck. To provide maximum financial benefit, Social Security tax is not withheld, and earnings do not diminish other financial aid awards currently or in the future.

For more information, contact the assistant director of student employment at (317) 274-0862, the student employment coordinator at (317) 274-3083; or the student services representative at (317) 274-4577.

IUPUI Health Services

IUPUI Health Services is available to provide primary medical care services to all students enrolled at IUPUI. The medical staff includes physicians with specialties in internal medicine and in pulmonary (lung) disease and an experienced nurse practitioner. Services include acute care visits, treatment for asthma, ADHD, anxiety and depression, physical exams, vaccinations, travel immunizations, sexually transmitted disease testing and counseling, pregnancy testing, birth control and gynecological exams. Services are provided on a fee-for-service basis. IUPUI Health Services is located on the first floor of Coleman Hall. For appointments, call (317) 274-8214.

Other Health Services

Both the Wishard Emergency Room and the University Hospital Emergency Room are open 24/7 to see patients with medical emergencies.

For psychological assistance, see "Counseling and Psychological Services (CAPS)" elsewhere in this bulletin.

Tobacco-free IUPUI: All eight IU campuses are now smoke-free. There is help for yourself and others to quit. Find resources and the policy at: www.iupui.edu/~nosmoke.

Health Insurance Programs

Health insurance is required and automatically provided for graduate students who are fellowship recipients with semester funding of $2,787 or more and all student academic appointees (SAAs) at .375 FTE or higher. Students will be provided with insurance brochures by their academic departments.

For more information about the insurance policy and coverages, call (317) 278-1159 or 1-800-767-0700. International students with questions about the mandatory policy for international students should call the Office of International Affairs, (317) 274-7000. Graduate students should direct any insurance concerns to the Graduate Office, (317) 274-4023

All undergraduates taking 6 or more credit hours and graduate students enrolled in 3 or more credit hours are eligible to participate in a voluntary student health insurance program. Health insurance is mandatory for all international students in F or J visa status, who are automatically enrolled and billed for the insurance premium.

Adaptive Educational Services (AES)

IUPUI is committed to helping students with disabilities achieve their goals by augmenting their existing strengths and abilities. Adaptive Educational Services (AES) provides a range of services based on the documented needs of qualified students with disabilities that meet the requirements of the American Disabilities Act (ADA) and the Rehabilitation Act of 1973. AES facilitates tests that require extended time, provides interpreters, maintains special equipment in the library, provides online software, coordinates financial support and service through Indiana Vocational Rehabilitation, assists in registration, provides note takers, works with faculty to make reasonable modifications of programs and courses for students with disabilities, upholds academic standards, and maintains legally appropriate confidentiality for students with disabilities. AES supports the Disability Awareness Council (DAC) and provides informational workshops around campus to increase the awareness of the ADA and the university's responsibilities toward students with disabilities. Visit the Web site, life.iupui.edu/aes, or call (317) 274-3241 or TTY (317) 278-2050.

There are TTY phones available on campus as well as Relay Indiana:

Request for TTY information; (317) 274-9400

Campus TTY operator: (317) 274-4644

Affirmative Action Office: (317) 278-2200

Campus Police: (317) 274-1387

Riley Hospital Emergency Service: (317) 278-3323

American Sign Language and English Interpreting Program: (317) 274-1410

Associate Faculty Office, Cavanaugh Hall 313: (317) 274-2072

Public TTYs are available at several banks of public phones, including those in Cavanaugh Hall across from the bookstore.

Veterans Affairs

Individuals wishing to use veterans' benefits should notify the veterans affairs (VA) representative in the Office of the Registrar, Campus Center, 250, (317) 278-9163, after filing a DD214 form with the Office of Admissions. Visit the VA Web site, registrar.iupui.edu/va.html.

Office of International Affairs

Engaging the world through education and partnership, the Office of International Affairs supports all international activities at IUPUI, including student recruitment, admissions, and services; visa services for faculty and staff; research and partnerships; International House programming; study abroad; the Global Crossroads; the IU Center for South East Asia; and curriculum and campus internationalization.

The Office provides the following services to IUPUI students:

- Information and opportunities for students to study overseas while earning credit toward their degree, as well as financial resources to assist with program costs.
- Cross-cultural living/learning experiences at the International House
- Admission processing for all international students and U.S. citizens and residents with overseas education credentials
- Student visa documentation for international students and advising on nonimmigrant visa regulations, employment authorization, university procedures, housing, and adjustment to life in Indiana
- Orientation activities for all incoming international students and others with international educational backgrounds

To obtain information about the Office of International Affairs, visit or contact the office at the Education/Social Work Building 2126.
Phone:(317) 274-7000
Fax: (317) 278-2213
E-mail: oia@iupui.edu
Web: www.international.iupui.edu

Office of the Dean of Students

Guided by a theoretical framework of student development, the mission of the Office of the Dean of Students is to support IUPUI's educational mission and goals by maintaining a campus community conducive to a positive learning environment. The services offered are developed to protect the rights of all students to learn without interference, to provide interventions for resolving conflict, and to enable students to achieve success in their intellectual and personal development. The Dean of Students is the chief judicial officer for issues related to the Code of Student Rights, Responsibilities, and Conduct. For more information, contact the Office of Dean of Students in the Campus Center, Suite 350, call (317) 274-4431 or visit www.life.iupui.edu.

Office of Student Rights, Responsibilities, and Conduct (SRRC)

As an extension of the Dean's Office, the Office of Student Rights, Responsibilities, and Conduct is charged with working with students, faculty, staff, and administrators to promote ethical behavior and civility. This office investigates and adjudicates reports against students involved in alleged violations of the Student Code. All students should be familiar with the Code and can obtain a copy from their department or school, or the SRRC Office. For more information, contact the Office of Student Rights, Responsibilities, and Conduct in the Campus Center, Suite 350, call (317) 274-4431, or visit http:rights.iupui.edu

The Student Advocate

The student advocate provides impartial, objective, and confidential assistance to students, faculty/staff, and parents with specific complaints, questions, or conflicts involving students. The student advocate also makes referrals to on-campus and community resources, explains university policies and procedures, and helps to solve other problems that affect our students. For more information, contact the Office of the Student Advocate on the third floor of the Campus Center, Suite 350, call (317) 278-7594, or visit www.life.iupui.edu.

Campus and Community Life

The Office of Campus and Community Life (CCL) adds value to students' collegiate experience by providing multiple opportunities for students to become involved in extra- and co-curricular activities. CCL strives to:

- help students connect to each other and the campus in meaningful ways, i.e., to promote a sense of belonging for students;
- provide programming and opportunities for students to cultivate leadership skills; and
- promote diversity as a value for the campus and campus community.

For more information, contact the Office of Campus and Community Life, University College 002, (317) 274-3931, or visit the Web site, life.iupui.edu/ccl..

Co-Curricular Opportunities and Activities

Undergraduate Student Assembly (USA)

The Undergraduate Student Assembly (USA) is the voice of undergraduate students and a vehicle for positive improvements in student life on campus. The USA is composed of the Senate and the House of Organizations. The USA student body provides leadership experience and a communication network to channel the concerns and ideas of students to the most appropriate offices and individuals for action. Each school is represented by a senator, while both campus and school/program organizations may send a representative to the House of Organizations. Each spring, the USA conducts elections to select seven officers. Four—president, vice president, secretary, and comptroller—are elected by undergraduate students at large. The other three—speaker of the house, co-secretary, and co-comptroller—are elected by the house.

School Councils

Each undergraduate school has some form of student group, usually a student council, that represents the students in the school, determines how student activity funds are spent, and plans student activities in the school.

IUPUI Clubs and Organizations

IUPUI has over 160 student clubs and organizations representing a broad range of student interests and academic majors. Many of these groups are related to a career or field of study, while others are faith-based, focused on diversity, recreation, service, or special interests. Being involved in a club or organization allows students opportunities to meet other students and faculty/staff, to put classroom skills into practice,

to serve in leadership positions, and to prepare for life experiences in a global society. Members of IUPUI clubs gather socially, engage in activities related to their fields of study, and participate in service projects, either for the campus or for the outlying community. Becoming involved in a club or organization is a great way for students to connect to the campus. A complete listing of currently active clubs and organizations may be obtained online at life.iupui.edu/ccl.

Student Activities Programming Board (SAPB)

SAPB is dedicated to planning campuswide activities that meet the diverse interests of the IUPUI community. Students can have fun while meeting new people and gaining leadership and organizational skills. Students have the opportunity to choose and present programming for other students, such as hosting speakers, showing films, or planning dances, or outings, and other events just for fun.

Sagamore and Literary Publications

The *Sagamore* is the free, award-winning IUPUI weekly student newspaper, published each Monday during the school year. It features club events and campus activities, as well as advertising. The paper is available in Campus Center, Cavanaugh Hall, University College, the University Library, the Union Building, and other main locations. For more information, contact the *Sagamore* at (317) 274- 2954.

Genesis and *Fine Print* are two publications devoted to the creative work produced by IUPUI students. For more information, contact the Department of English at (317) 274-3824 or consult its Web site at www.iupui.edu/~english.

Greek Life

IUPUI is home to social fraternities and sororities, each affiliated with a national organization. These respective chapters provide a unique experience in campus life that embraces many aspects of student development. At IUPUI, fraternities and sororities emphasize scholarship, leadership, philanthropic service, and social development.

In addition to those organizations chartered on campus, a number of IUPUI students belong to city-wide chapters of National Pan-Hellenic Council (NPHC) organizations. Area representatives for these groups can be contacted through Campus and Community Life (CCL).

Intramural and Recreational Sports

Recreational sports are open to both women and men and include aerobics, aquatics, cross-country, swimming, and golf. Intramural sports include badminton, basketball, flag football, racquetball, softball, tennis, and volleyball. The School of Physical Education and Tourism Management facility provides space for both informal recreation and league play. Lockers are assigned in the Natatorium with sport passes and an additional minimal fee. The sports pass allows students to use the swimming pools (three Olympic-size pools), the world-class track stadium, the handball and racquet courts, the outdoor basketball courts, the weight room, aerobics rooms, and the Polaris room. Students also may check out equipment. Passes can be purchased by students, staff, and faculty at the Natatorium (NT) Service Desk, lower level; phone (317) 274-3518 for more information.

The department supports a comprehensive wellness program. Students may obtain general wellness information as well as fee-based services such as body fat testing, health risk appraisals, and diet analysis. For more information, contact Intramural and Recreational Sports is in the Physical Education Building 043, (317) 274-2824.

Cultural Enrichment

IUPUI students celebrate diversity and heritage that highlight the multicultural fabric of our society. This is accomplished, largely, through the programming coordinated by the Cultural Enrichment Programming Committee and many of the campus cultural organizations, including the Black Student Union, Chinese Culture Club, International Club, and student associations representing African, Arab, Asian/Pacific-American, Brazilian, Indian, Iranian, Latino, Pakistani, and Turkish students. These groups address academic and social needs of students, develop positive racial identity, encourage participation and leadership, and promote civility. Through thematic program months such as Latin American Heritage Month, Native American History Month, Black History Month, and Women's History Month, the multicultural student groups have encouraged the IUPUI community to celebrate our differences and establish new traditions.

CCL has taken a leadership role in establishing a Diversity Awareness Resource Team (DART). This team of dedicated students, faculty, and staff offer the campus an internationally recognized prejudice reduction model to promote diversity as a value as well as respect for all on campus. DART training/expertise can be requested at (317) 274-3931.

Graduate Student Organization

The Graduate Student Organization (GSO) provides the graduate and professional students of IUPUI with an official and representative student government. It gives these students a voice in matters pertaining to the affairs and planning of the university, thereby enhancing their involvement with the campus. GSO works to improve the quality of graduate and professional student life. Members of GSO are elected or appointed from each academic school with a graduate or professional degree program and from the continuing nondegree students registered in the Graduate School. GSO meets monthly and sponsors the Educational Enhancement Grant to support graduate and professional students in research, training, and participation in professional conferences.

Student Photo ID Cards—Your IUPUI Jagtag

The IUPUI Jagtag is your official identification card throughout your college years. The IUPUI Jagtag is free to all enrolled students on the IUPUI campus and is required for all first-time students at IUPUI.

One of the most popular characteristics of your Jagtag is the debit feature. The card is very similar to a bank card; you and eligible family members can make deposits to your account anytime to enable you to make purchases in a variety of locations on campus, from books to food outlets to making copies! Visit our Web site at www.jagtag.iupui.edu for a complete listing of participating businesses. Another great benefit to your IUPUI Jagtag are Jagperks. Simply show your Jagtag at participating businesses throughout Indianapolis and enjoy discounts and special offers. For a complete listing of Jagperks merchants, visit www.jagperks.iupui.edu.

Jagtags are available through Campus Card Services. Locations and hours of operations (subject to change) are:

Campus Card Main Office
 Campus Center, Suite #217
 Monday - Friday, 8:00 am - 4:45, Check website
 for extended hours

There is a $20 replacement fee for a lost ID card, name change, or photo change.

Please contact our offices at (317) 274-5177 for further information. Students must present proof of identity and student status to obtain an IUPUI Jagtag.

Campus Resources

IUPUI Libraries

IUPUI has five distinct libraries that work together to support students, faculty, and the broader community. The University Library, located in the center of the campus, supports course work and faculty and student research and covers a wide range of academic disciplines, from liberal arts to science, engineering, and technology. This collection contains over 600,000 volumes and 4,500 subscriptions to current periodicals. The library has more than 600 general and graduate study carrels, 30 group-study rooms, and class and meeting rooms, including a 100-seat auditorium.

The dental, art, law, and medical libraries contain specialized collections reflecting their respective curricula and are located at the School of Dentistry, Herron School of Art and Design, the School of Law, and the School of Medicine. Although all libraries are open to every student, undergraduates tend to use the resources available at the University Library. The IU Catalog system (IUCAT) is available at all campus libraries. An interlibrary loan service connects the IUPUI libraries with the university libraries at Bloomington and West Lafayette, as well as other libraries throughout the country.

The University Library information system hosts more than 200 computer workstations enabling patrons to search for information through one of the most extensive and sophisticated online research systems in the country. The system provides access to resources such as library catalogs from around the world, bibliographic databases, full-text and numeric databases, cable television, and the Internet. Word

processing and other electronic applications are also available on these machines, combined with file storage on the university main system for use by students. Access to many of these resources is provided from computer stations campuswide, plus a wireless laptop service.

The hours for the campus libraries are subject to change, particularly during the summer sessions and when classes are not in session. Because lending policies and procedures vary slightly among the different libraries, students should consult with personnel at the main desk of each library before checking out books and other materials.

University Library (UL)
(317) 274-8278
www.ulib.iupui.edu

School of Dentistry Library (DS)
(317) 274-7204
www.iusd.iupui.edu/Depts/Lib/

Herron School of Art and Design Library (MB)
(317) 920-2433
www.ulib.iupui.edu/herron/

School of Law—Ruth Lilly Library (IH)
(317) 274-4028
www.iulaw.indy.indiana.edu/library/library/htm

Ruth Lilly Medical Library (IB)
(317) 274-7182
www.medlib.iupui.edu/

Computers on Campus

University Information Technology Services (UITS)

University Information Technology Services (UITS) at Indiana University, with offices on the Bloomington and Indianapolis campuses, is responsible for the continued development of a modern information technology environment throughout the university in support of IU's vision of excellence in research, teaching, outreach, and lifelong learning.

The environment that UITS provides consists of tools and services that support the academic and administrative work of the university. Computing tools include central computing services and hundreds of Internet-connected workstations, all equipped with current software and accessible to members of the IUPUI community. Connecting these resources is a high-speed network that links computers of many types and sizes in a complex, interactive web.

The Support Center

More than a help desk, the UITS Support Center is the central location for accessing the myriad of services offered by UITS. Support is available via the Web, telephone, e-mail, chat, and on a walk-in basis.

- information about creating accounts, choosing good passwords, setting mail-forwarding, and more
- online request forms for many of the services administered by UITS, such as making media equipment reservations and adding privileges to a network account
- student guides, such as the UITS Computer Guide, which contains information for students who are thinking of buying a personal computer

- information about educational computing opportunities, such as the hands-on classes offered by the UITS IT Training and Education Program as well as online tutorials
- documentation, such as the IU Knowledge Base (KB), an award-winning, searchable database with thousands of entries on a wide range of topics related to computing at Indiana University
- the Computing Question Form for asking questions via the Web

Students who can't find answers in the Support Center Web pages should visit the Support Center or call (317) 274-HELP (4357). When classes are in session, the Support Center is open Monday through Thursday, 8 a.m. to 10 p.m.; Friday, 8 a.m. to 5 p.m.; and Saturday, 9 a.m. to 5 p.m. Telephone assistance is available 24 hours a day, seven days a week, with limited support on the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

Student Technology Centers and Consulting

Student Technology Centers (STCs) are located in several buildings on campus. These facilities, which support both Intel- and Macintosh-based platforms, are open and staffed with consultants many hours each week, including a 24-hour STC. A wide variety of software and media equipment is available in the STCs, giving students convenient access to popular computer applications, the Internet, and audiovisual technologies. Many STCs are funded and managed cooperatively with individual schools. Several schools and departments have private learning centers for their students' use. For more information about the Student Technology Centers and consulting, visit www.iupui.edu/~stc/.

UITS IT Training and Education

Each semester, the UITS IT Training and Education program offers hands-on classes on topics such as electronic mail, word processing, databases, spreadsheets, Web development, and more. STEPS noncredit classes are free for students. These classes provide beginning and in-depth instruction on subjects of special interest and importance to students in their academic work. Students do not need to register, but they must show their student ID to the STEPS class instructor. Visit the online schedule at ittraining.iu.edu. Paper copies of the schedule are available at the UITS Support Center (IT 129) and the Student Technology Centers. Students may also call the IT Training and Education program at (317) 274-7383 or e-mail ittraining@iupui.edu.

Student Network ID and ADS Domain Account

The Network ID gives students access to the computer systems maintained by UITS at IUPUI. With a Network ID, students can create various computer accounts, change the passwords for their accounts, dial into the IUPUI network from off campus, choose their preferred e-mail address (the address that corresponds to the account where they want to receive their messages), and more. With an ADS Domain account, students can log into Student Technology Center computers, as well as use Oncourse, IU's online course environment (oncourse.iu.edu).

Students who don't have a Network ID should see the IU Accounts Management Service page at itaccounts.iu.edu. On the first screen, select the options "Student" and "Create my first IU computing accounts and passwords." From there, the student will be asked to review and agree with the guidelines for appropriate use of IU accounts. Students will then identify themselves with their last name, birth date, and the last four digits of their IU student ID number. To receive a student ID number, students should contact the Office of the Registrar in the Campus Center. For other information about the Network ID, students should call the UITS Support Center at (317) 274-HELP (4357).

IUware and License Agreement Software

The IUware CD provides a convenient way for students to get essential software on their personal computers. This CD includes communications programs, Web browsers, virus protection, and other useful applications, such as a new PPP Wizard for Windows, which simplifies the process of setting up a modem to dial into the UITS modem pools. The IUware CD is available at campus bookstores. For more information or a list of the contents for Windows and Macintosh, visit www.indiana.edu/~dsl/software/iuwarecd/. See IUware online at iuware.iu.edu.

IU has several Software License Agreements with different software companies, including Microsoft. These Software License Agreements allow IU to distribute software at a discounted, educational price. Due to their large size, applications such as Microsoft Office, Windows operating systems, FrontPage, and Visual Studio are not included on the IUware CD. However, they may be purchased separately, and many applications may also be downloaded from IUware Online at iuware.iu.edu.

The IUware and License Agreement Software CDs are available at the IUPUI Bookstore (the Campus Center location). Please note that purchase requires proof of affiliation with the university, as well as agreement to abide by the terms and conditions of the license agreement. For more about the IUware CD and the License Agreement Software available at IUPUI, visit www.indiana.edu/~slicense/.

Bookstores

The bookstore handles textbooks for the IUPUI academic community; for a schedule of operating hours please see web site http://iupui.bncollege.com/

Indiana University-Purdue University Indianapolis Bookstore

IUPUI Campus Center
420 University Boulevard
Indianapolis, IN 46202
(317)278-2665

Textbook information can be obtained and ordered from the bookstores, Web site, http://iupui.bncollege.com/

IUPU Columbus Bookstore

CO 156A, 4601 Central Avenue
(812) 348-7225

(Textbooks for all courses at the Columbus Center)

Office of the Bursar

The Office of the Bursar collects payments for student fees, orders refund checks, and applies financial aid credits. The Office of the Bursar also accepts authorizations for sponsor billings from qualifying governmental and corporate agencies. For more information visit bursar.iupui.edu.

Art Galleries and Museums

The campus itself contains the Herron Gallery, the Cultural Arts Gallery located inside the Campus Center, and the National Art Museum of Sports.

The Herron Gallery

The Herron Gallery is a nonprofit visual art gallery that provides the community; local high school students; and IUPUI students, faculty, and staff with firsthand exposure to contemporary works of art created by regional, national, and international artists. The 3,200-square-foot gallery is committed to a program of eight to ten exhibits each year that explore all areas of visual artistic expression. The gallery also holds annual student, senior, and faculty exhibits. Each year's exhibit schedule is coordinated with the school's lecture series to provide a broader understanding of the works. In addition, workshops are conducted by visiting/exhibiting artists to give students the opportunity to work directly with recognized professionals. Call for current gallery hours and an exhibition schedule, (317) 920-2420.

The IUPUI Cultural Arts Gallery

Created in 1997, the IUPUI Cultural Arts Gallery showcases art produced by, or of interest to, students of IUPUI, while contributing significantly to the cultural vitality of the university. Through education, exhibits, and events, the gallery supports a community of learning that encourages appreciation and respect for all forms of the arts and the total range of cultures that produce them.

The gallery operates within the Division of Student Life as a unit of the Campus Center. The Cultural Arts Gallery is located on the second floor of the Campus Center in room 240. Offering six to seven exhibitions a year, the gallery showcases contemporary artists, as well as student artists working in a variety of formats. In addition to exhibits, the gallery also holds lectures and other performing arts events to create additional opportunities to expand the educational experience for all IUPUI students.

The National Art Museum of Sports

The National Art Museum of Sports contains nearly 200 paintings, sculptures, and works on paper from the nation's largest collection of fine art devoted to sports and is located at the University Place Conference Center and Hotel, (317) 274-2339.

Other Community Resources

In addition, Indianapolis has numerous museums, historical homes, and sites including the State Museum, the Eiteljorg Museum of American Indians and Western Art, the Indianapolis Museum of Art, Conner Prairie (a living history museum), the Indiana Historical Society, and the Children's Museum of Indianapolis. A number of these institutions border the IUPUI campus as part of White River State Park.

The Center for Service and Learning

The mission of the Center for Service and Learning (CSL) is to make service an integral and distinctive aspect of the educational culture of IUPUI. As a metropolitan campus, IUPUI is well positioned to involve students, faculty, and staff in service to the local community. Fostering an ethic of service and civic participation in students who will be today's and tomorrow's leaders and volunteers makes the center and its programs one of IUPUI's important bridges into the community. The CSL includes four offices: the Office of Service Learning, the Office of Community Service, the Office of Neighborhood Partnerships, and the Office of Community Work-Study.

Office of Service Learning

The Office of Service Learning (OSL) promotes both curricular and co-curricular service opportunities. Service learning involves students in community service as part of a specific course; students reflect on their experiences in order to gain further understanding of course content, a greater appreciation of the discipline, and an enhanced sense of civic responsibility. For listings of classes with a service learning component, check the *Registration Guide* under "Service Learning" or check in at the center's Web site csl.iupui.edu.

The OSL coordinates the Sam Jones Community Service Scholarship Program to recognize incoming and continuing students for their outstanding involvement in community/campus service and academic achievement. Freshman Service Scholars ($2,500) and Community Service Scholars ($3,500) enroll in a service learning class, volunteer in the community, participate in campuswide service activities, and become leaders who engage other students in community service.

Office of Community Service

The Office of Community Service (OCS) supports the active involvement of students, faculty, and staff in community service activities. This office organizes campuswide service days, including the United Way Day of Caring in September, family sponsorship during the holiday season, the Dr. Martin Luther King Jr. Day of Service project in January, and Into the Parks each spring. The OCS also coordinates a spring and fall Volunteer Fair where community agencies come to campus to recruit volunteers. OCS maintains an updated list of volunteer opportunities with community agencies and hosts a spring recognition event for all campus volunteers. In addition, the staff works with student groups interested in one-time service projects, helps students seeking mini-grants to support specific service projects, and sponsors service-oriented Alternative Spring Break trips.

Office of Neighborhood Partnerships

The Office of Neighborhood Partnerships (ONP) plays a vital role in building campus-community partnerships. ONP engages faculty, staff, and students in addressing issues and concerns facing neighborhoods surrounding the IUPUI campus by linking them with community-based organizations, schools, and government agencies. ONP has developed a long-term partnerships between IUPUI and the near-westside community of WESCO. Resources and expertise from the campus and community are brought together to address education, health, environment, and economic issues.

Office of Community Work-Study

The Office of Community Work-Study (OCWS) involves students in the community through Federal Work-Study employment. Through these placements, students have the opportunity to integrate career exploration and educational experiences with meaningful employment. OCWS coordinates two tutoring programs, America Reads and America Counts. In these programs, IUPUI Work-Study students earn $8.50 per hour tutoring elementary and middle school students at community sites and/or IPS schools. OCWS also coordinates The Community Works, a program that places IUPUI Work-Study students in community service positions at government and nonprofit agencies. For information on these programs, call (317) 278-3655.

The Center for Service and Learning is located in the University College Building. For more information, call (317) 278-2662 or visit csl.iupui.edu.

Indiana Campus Compact (ICC)

The Indiana Campus Compact (ICC) is a consortium of 28 colleges and universities, both public and private, throughout the state, working to cultivate in students a lifelong commitment to community service and to strengthen the positive role institutions of higher education can take in their communities and in the state. Starting as a loose confederation of six institutions, ICC is one of the strongest state compacts in the nation and works closely with the National Campus Compact office, a consortium of more than 800 colleges and universities. ICC provides mini-grants to students to design and implement service projects, coordinates the statewide Indiana Reading Corps/Work-Study Program, and offers curriculum development funds for faculty. Students interested in service leadership opportunities can become involved with a variety of committees and programs. ICC is located on the IUPUI campus, at University Conference Center, Suite 200, (317) 274-6500 or on the Web at www.indianacampuscompact.org.

IUPUI Alumni Association(s) and Student Organization for Alumni Relations (SOAR)

Graduates from the Indianapolis campus become alumni of Indiana or Purdue University and are invited to become dues-paying members of the respective alumni associations of those institutions. Members receive a variety of benefits, some of which include the alumni magazine, travel opportunities, career services, and an online alumni directory. In addition, members can participate in a variety of social or service programs. For more information on these programs and the associations, contact the Office of Alumni Relations at (317) 274-8828 or visit www.alumni.iupui.edu.

The Student Organization for Alumni Relations (SOAR) is open to all students and is coordinated through the Office of Alumni Relations. Members of this organization serve as the official student ambassadors for the campus, and they stage activities such as the Career Exploration program, the Top 100 IUPUI Students program, and the Big Growl Spirit Week and banner contest.

Special Campus Events: IUPUI's Traditions

Intercollegiate Athletics—Division I

n the fall of 1998, IUPUI moved into Division I of the National Collegiate Athletic Association. The Jaguars men's and women's programs joined the Mid-Continent Conference and have performed with distinction. The 2002–03 men's basketball team won the Mid-Con Conference title and competed in the NCAA tournament. Our Jaguar mascot retains the school colors of red and gold complemented by black and white. Before moving to Division I, IUPUI was a member of the National Collegiate Athletic Association's (NCAA) Division II. Even before that, IUPUI was a member of the National Association of Intercollegiate Athletics (NAIA) and won 32 state and regional championships, reaching the Sweet Sixteen in men's basketball (1989–90) and the Final Four in women's basketball (1990-91), and finished second nationally in women's volleyball (1991–92). Beginning in 1983, the women's softball team made nine consecutive appearances in the NAIA National Tournament, finishing as high as third on three occasions.

IUPUI's student athletes are proud of two well-established traditions: their above-average academic records and their record of service. Members of the basketball teams serve as mentors and tutors for elementary school children in two Indianapolis elementary schools, while members of the women's tennis team have conducted clinics for urban youth, introducing them to the game of tennis. In addition, women's basketball and softball players serve as mentors at the Indianapolis Hawthorne Center.

Team IUPUI

Every fall and spring semester in the first week of classes, students come to campus to find information booths strategically located on campus and in key buildings. Volunteers from across the campus make up Team IUPUI, and they're available to tell new students how to get to class buildings and answer questions. Besides dispensing information, the group offers a hearty welcome to new and old members of the IUPUI community.

Getting News and Information

To improve communications—a challenge for any large and complex organization that is especially critical for a commuter campus—the chancellor, many deans, and the president of the Undergraduate Student Assembly annually present a status report for their constituents. They describe what happened in the previous year along with goals for the upcoming year. The campus also has dozens of print publications from schools, offices, centers, and programs, as well as the weekly student paper, the *Sagamore,* which includes an extensive listing of student activities. Other timely information sources are *JagNews,* a daily news release distributed by e-mail, and periodic town meetings to discuss campus issues of importance to students, faculty, and staff. Information about the university is also available on the Web at www.iupui.edu.

Explore IUPUI and Campus Day

Students, parents, family members, and friends are invited to visit IUPUI twice a year, in the fall and spring. These events feature booths hosted by various schools, centers, programs, and facilities at IUPUI available to students who enroll. Special mini-information sessions on various programs, on financial aid, and on how to select a major are also offered. One-on-one advising, tours of IUPUI's nationally renowned University Library, and tours of the facilities are available. More information about Explore IUPUI and Campus Day, and other special events such as open houses geared specifically to graduate programs, may be found at enroll.iupui.edu.

United Way Day of Caring

In the fall, IUPUI joins a community-wide effort to provide United Way agencies with teams of students, faculty, and staff to complete one-day service projects. Service projects vary from year to year, depending upon the needs of the agencies. Typical projects include painting and general cleanup, mailings and special events, and hosting youth groups. In 2000, more than 200 people from IUPUI participated, and each year, more and more students turn out for this fun and satisfying day of community service. Jaguar athletic teams, student organizations, departments, and individuals can sign up by calling the Center for Service and Learning at (317) 278-2662 by September 1.

Martin Luther King Jr. Day

IUPUI faculty, students, and staff have shared a tradition with the Indianapolis community since 1970, honoring the memory of slain civil rights leader Martin Luther King Jr. with a day of activities. The day, an official campus holiday, includes a number of events throughout the day, capped by the annual Martin Luther King dinner, the longest-running celebration honoring King in Indianapolis. The dinner attracts sell-out crowds to commemorate King's goals and dreams and to hear nationally renowned speakers. Past speakers include the famed American poet Maya Angelou; Benjamin Hooks, former director of the NAACP; former Congresswoman Shirley Chisholm; Hollywood actor and director Bill Duke; nationally syndicated columnist William Raspberry; and the scholar Henry Louis Gates. The Black Student Union presents awards to outstanding faculty and students at the dinner.

IUPUI joins a national effort to honor Dr. Martin Luther King Jr. by making this national holiday a day on rather than a day off. Since classes are not in session, students, faculty, and staff participate in a half-day service project in the local community. A kick-off breakfast is followed by team service projects that may include painting and general clean-up, assisting with a youth basketball clinic, or preparing a low-income home for renovation. Students and student groups may also apply for mini-grants to fund special service projects to honor Dr. Martin Luther King Jr.

Student Activities Fair, Volunteer Fair, and Ice Cream Social

The annual Student Activities Fair is held at the beginning of each fall semester in the University College courtyard. Nearly 100 student organizations use this fair to distribute information, advertise programs, and meet students interested in becoming involved in campus life. A second part of the fair is the annual Ice Cream Social. Over 90 distinguished dippers serve ice cream to the IUPUI campus community for a mere 25 cents a scoop. This event has become a long-lasting and favorite tradition on campus. In conjunction, the Center for Service Learning hosts a Volunteer Fair for students, faculty, and staff to learn more about volunteer activities in the local community. A variety of agency representatives provide program information and a list of ways that volunteers can become involved.

IUPUI Spring Celebration Dance

Since 1987, IUPUI has held an annual spring dance sponsored by the Student Activities Programming Board. This dance, often held in the famous Indiana Ballroom, brings together students, staff, faculty, and alumni for an evening of fun and dancing.

Student Activities Honors Reception

The Undergraduate Student Assembly, in cooperation with Campus and Community Life, sponsors the Student Activities Honors Reception each year in April. This event, originating in 1973, recognizes students, faculty, administrators, and staff members who have had an outstanding year as leaders, or who have given of themselves on behalf of the students. Many of the awards given commemorate previous IUPUI administrators such as William L. Garrett, a former assistant dean for student services; Lola L. Lohse, a former dean of the School of Physical Education; and Howard G. Schaller, former executive dean and dean of the faculties, who were themselves committed to students and student activities.

Job Fairs

Job fairs bring together a large number of recruiters representing a variety of firms to meet with students and alumni in order to fill current or anticipated

employment opportunities. Participation in job and career fairs is an excellent way to enhance career awareness and the job search process. The Career Center sponsors several job fairs during the academic year, including the Indiana Collegiate Job Fair, the Indiana Multicultural Job Fair, InRoute, College Talent Recruitment Day, Teacher Candidate Interview Day, and the Student Employment Internship Fair.

Graduation

IUPUI's schools assemble at the Convention Center for Commencement exercises. Present on the stage are many Indiana and Purdue University trustees, the presidents of both Universities, and the Chancellor of IUPUI. Honorary degrees are awarded to distinguished individuals during the ceremony, and degrees are conferred ranging from associate to professional degrees. The IU and PU Alumni Associations induct their graduates into their respective associations and provide them with an introductory membership. In addition, individual schools hold separate recognition ceremonies before and after the Commencement ceremony.

Bookmarks

Since 1991, IUPUI's Bookmarks program has brought together students, faculty, staff, and even community readers to discuss a series of books including nonfiction, fiction, poetry, and plays. Titles are chosen each year through ballots available campuswide. From September through April, the five to seven Bookmarks titles are the focus of a variety of talks, films (if the books have been made into movies), and panel discussions. All the programs are free to the public.

International Holiday Celebration and Related Events

For over a decade, students, faculty, staff, community members, and family members have attended the Holiday Celebration, sponsored by student foreign language clubs and the Department of Foreign Languages and Cultures. At the Holiday Celebration students and their families enjoy foods from over 30 cultures, sing carols and traditional songs in at least 10 languages, and break a piñata. Early in the spring, a combined Mardi Gras/Fasching/Carnaval party brings together European, Creole, and South American traditions in an evening of costumes, music, food, and fun. Throughout the year, students participate in events such as international movie nights, lecture series, field trips to art museums, festivals, concerts, restaurants, and dances. The International Dinner series hosted by the Department of Tourism, Conventions, and Event Management, the weekly Culture Hour hosted by the IUPUI International House and International Club, Foreign Language Awareness Week activities, the Model United Nations and Model European Union conferences, and Great Decisions discussion groups are some of the other internationally focused events. Students may also choose to participate in international activities through community organizations such as the Max Kade German-American Center and Turners Athenaeum, El Centro Hispano and La Tertulia, the Alliance Francais, and the International Center of Indianapolis, whose activities are frequently announced in classes and posted on bulletin boards.

The Moving Company at IUPUI

The Moving Company, IUPUI's dance company, has been in existence since 1986. Its styles include jazz, modern, ballet, and tap. Currently, the company gives an informal concert in the fall and a formal performance in the spring at the Madame Walker Theater, and other performances as time and funding permit. In addition, students perform at a regional American College Dance Festival once a year and host the annual Student Choreography Concert, which is open to all IUPUI students for participation. Any enrolled graduate, professional, or undergraduate IUPUI student with experience in dance can audition in the first week of each semester. For more information visit http://www.iupui.edu/~movingco/

Code of Student Rights, Responsibilities, and Conduct

Indiana University has adopted a code that applies, with only minor differences, to students on all Indiana University campuses. The code, which is available in the Office of the Dean of Students and in all school offices, spells out what constitutes unacceptable behavior and the procedures to be followed when there are alleged cases of misconduct. The dean of students also has some very brief pamphlets on key areas of the code. What follows is not the code but rather abbreviated and paraphrased statements on key elements of the code: academic and personal misconduct as well as a section on what students should do if they believe that other students, faculty, or staff have violated their rights. The code also explains the procedures employed and how students may appeal decisions. For more information, consult the *Code of Student Rights, Responsibilities, and Conduct* as well as brochures located in the Office of the Dean of Students. For an online copy of the code, visit www.life.iupui.edu/dos/code.htm.

A. Academic Misconduct

The university may discipline a student for academic misconduct, which is defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, the following:

1. Cheating
   a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized such assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
   b. A student must not use another person as a substitute in the taking of an examination or quiz.
   c. A student must not steal examinations or other course materials.
   d. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term

paper companies or from files of papers prepared by other persons.
   e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's own individual work.
   f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
   h. A student must not alter a grade or score in any way.

2. Fabrication
   A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism
   A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:
   a. Quotes another person's actual words, either oral or written;
   b. Paraphrases another person's words, either oral or written;
   c. Uses another person's idea, opinion, or theory; or
   d. Borrows facts, statistics, or other material, unless the information is common knowledge.

4. Interference
   a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules
   A student must not violate course rules as contained in a course syllabus or other information provided to the student.

6. Facilitating Academic Dishonesty
   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

B. Personal Misconduct on University Property

The university may discipline a student for the following acts of personal misconduct which occur on university property:

1. Dishonest conduct including, but not limited to, false accusation of misconduct; forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.

2. Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university property; or transmitting such a report to an official or an official agency.

3. Release of access codes for university computer and duplicating systems and other university equipment to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.

4. Lewd, indecent, or obscene conduct.

5. Disorderly conduct which interferes with teaching, research, administration, or other university or university-authorized activity.

6. Actions which endanger the student, the university community, or the academic process.

7. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.

8. Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.

9. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others.

10. Damage to or destruction of university property or of property on university premises belonging to others.

11. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.

12. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.

13. Possession of firearms or other weapons on university property contrary to law; possession or display of any firearm on university property frequented by the public, except, in the course of an authorized activity, possession of weapons in residence halls on university property in violation of residence hall rules; and intentional possession on university property of a dangerous article or substance as a potential weapon.

14. Acting with violence; and aiding, encouraging, or participating in a riot.

15. Sexual harassment, as defined in section I.A.3 (above) of this code.

16. Harassment based on sexual orientation, as defined in section I.A.4 (above) of this code.

17. Racial harassment, as defined in section I.A.5 (above) of this code.

18. Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

19. Physical abuse of any person, including the following:
    a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
    b. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or
    c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

20. Verbal abuse of another person, including the following:
    a. An express or implied threat to:
       (1) Interfere with an individual's personal safety, academic efforts, employment, or participation in university sponsored activities; or
       (2) Injure that person, or damage his or her property; and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
    b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

21. Unauthorized possession or use of alcoholic beverages.
    a. The following actions are prohibited by Indiana University:
       (1) Use or possession of alcoholic beverages on university property, or in the course of a university activity or student organization activity, contrary to law;
       (2) Use or possession of alcoholic beverages in any undergraduate residence supervised by the university, including fraternity and sorority houses;
       (3) Use or conspicuous possession of alcoholic beverages in or on any property of the university frequented by the public, except in areas specifically designated by the chief administrative officer of the campus.
    b. The possession or use of alcoholic beverages is not forbidden in the following areas of the university unless otherwise prohibited by law:
       (1) In designated graduate housing and residence hall buildings designated as restricted to students who are twenty-one years of age or older, including residence rooms and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
       (2) In designated undergraduate residences supervised by the university when temporary permission is granted by the Dean of Students for events at which persons twenty-one years of age or older may lawfully possess and use alcoholic beverages.
       (3) In designated family housing, including residence rooms, apartments, and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
       (4) In Union Buildings, including guest rooms and certain other areas specifically approved by the chief administrative officer of the campus.
       (5) In other areas, such as private offices and faculty lounges, not accessible to the public and specifically approved by the chief administrative officer of the campus.
    c. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of university regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to discipline.

22. Unauthorized possession or use of illegal drugs.
    a. The following actions are prohibited by Indiana University:
       (1) Use or possession of any drug or controlled substance, or of drug paraphernalia, on university property or in the course of a university activity or student organization activity, contrary to law. It is not a violation of university regulations for students to possess such drugs or controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances.
       (2) Use of university facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.
       (3) Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia to Indiana University students, whether or not such sale, gift, or transfer occurs on university property or in the course of a university activity or student organization activity.
    b. The term "controlled substance" is defined in Indiana law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.

23. Violation of other published university regulations, policies, or rules.

24. A violation of any Indiana or federal criminal law.

C. Personal Misconduct Not on University Property

The university may discipline a student for acts of personal misconduct on or off university property. Acts of personal misconduct that are not committed on university property but arise from university activities that are being conducted off the university campus, or if the misconduct undermines the security of the university community or the integrity of the education

process are also subject to disciplinary action. Examples of this kind of personal misconduct are:

1. Altering academic transcripts
2. Arson
3. Battery
4. Drug trafficking
5. Forgery
6. Fraud
7. Harassment of a student
8. Hazing
9. Rape
10. Sexual Assault
11. Trafficking in term papers
12. Unauthorized use of a computer off the campus to obtain access to information on campus
13. Participation in group violence

D. Complaints Against Faculty, Staff, and Students

When a student believes that any of his or her rights, as defined in Part I of the *Code of Student Rights, Responsibilities, and Conduct* have been violated by another student or by a member of the university faculty, administration, staff, or a student organization, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person or organization involved.

If the problem is not resolved to the complainant's satisfaction by contacting the person(s) involved, personnel in the Dean of Students Office or other appropriate persons can be consulted about options for resolution of the problem.

E. Disruptive Conduct

IUPUI strives to maintain a spirit of civility in a community in which diversity is welcomed. Every student, staff, and faculty member plays a significant role in promoting an environment that is conducive to academic excellence by fostering a climate of civility and mutual respect. In all circumstances it is expected that everyone will act with respect for one another. Difference of opinion and dissent are ordinarily thought of as disagreement or debate. They are not "disruptive conduct" as long as they do not impinge upon the rights of others or interfere with the teaching/learning process in an academic setting. As a community which values the uniqueness of people, behavior which is thought of as "different" or "unusual" is not "disruptive behavior" unless it infringes upon the rights of others or seriously interferes with the teaching/learning process in an academic setting.

The IUPUI instructional program is based on the premise that students enrolled at IUPUI are entitled to receive instruction free from interference by other students. When students are admitted to IUPUI, they accept the responsibility to conform to all IUPUI rules and regulations. Students are expected to comply by conducting themselves in an orderly and cooperative manner.

Further information can be obtained in the *Code of Student Rights, Responsibilities, and Conduct*.

Emergency Preparedness – IU Notify

Indiana University wants you to be ready for anything. In the event of a disaster or emergency, this Web site (http://www.indianauniversity.info/) will contain regularly updated news, instructions, and information.

You will need to know what to do and what actions the university is taking in the following types of situations:

- Explosion
- Severe Weather
- Fire
- Shooter
- Terrorist Attack
- Biohazard

In addition to the IU site, IUPUI has a local emergency site dedicated to keeping you informed of weather emergencies, class cancellations, or other campus emergencies. The IUPUI Emergency Preparedness homepage is www.iupui.edu/~prepared.

During critical situations, IU faculty, staff, and students will receive information and instructions directly through IU-Notify, an integrated e-mail, voice mail, and text messaging system. Keep your contact information up-to-date on OneStart (onestart.iu.edu) to ensure you will be notified. **Please note:** Once you have logged in to OneStart, click the black "Notifications" tab at the top of the window. In the left side of the window, click on "IU-Notify." From there, you can update your address, phone numbers, text number, etc.

If this isn't an emergency and you have a specific question regarding your personal safety and security, send an e-mail to prepare@indiana.edu.

Safety

IUPUI employs 20 full-time sworn police officers. The full-time and student police officers are certified as law enforcement officers by the Indiana Law Enforcement Training Board and meet the same standards as other law enforcement officers in Indiana. In compliance with the Federal Campus Security Act, IUPUI produces a pamphlet titled "Safety at IUPUI." It contains information, policies, and statistics regarding safety, security, crime, law enforcement, sexual assault, and drug and alcohol programs at IUPUI. The pamphlet is available on the Web at www.police.iupui.edu/safety.html. Hard copies are available from the IUPUI Police, 1232 W. Michigan Street, Indianapolis, IN 46202; (317) 274-2058.

You may contact the police for any reason at (317) 274-7911.

Escort Service

The University provides safety escorts twenty-four hours a day. These are available by calling 274-SAFE (274-7233). Between 6:00 p.m. and 2:00 a.m. a special vehicle is provided for this service by Parking Services. At all other times IUPUI police and security officers provide escorts on foot and by vehicle for persons concerned about their personal safety.

Safety Hazards

For all non-emergency health and safety hazards, including chemical, biological, physical, and environmental hazards, contact the Department of Environmental Health and Safety, Union Building, UN 043, (317) 274-2005; for emergency health and safety hazards call (317) 274-7911.

For public safety hazards such as traffic, security, or criminal activity, call the IUPUI Police, (317) 274-7911.

For further information, consult the *Emergency Procedures Handbook,* which should be available at all reference desks from the Department of Environmental Health and Safety and on the Web at www.police.iupui.edu/e-procedure. Topics include medical emergencies, chemical spills, hazardous gas leaks, weather emergencies, earthquakes, bomb threats, fire, and evacuation of persons with disabilities.

Emergency phones are available in parking garages and outside on campus; the latter normally have blue lights. Some emergency phones also are found in the hallways of some buildings. All emergency phones are identified by the word "EMERGENCY" and connect directly to the IUPUI Public Safety Dispatch Center, (317) 274-7911..

Drug-Free Environment

IUPUI supports a drug-free university, which means that persons on campus are expected to be free of the influence of controlled substances or alcohol. Persons on campus must not use, manufacture, distribute, dispense, or possess such substances on university property or in the course of university activities.

IUPUI Police Cadet Program

The IUPUI Police Department has a comprehensive and unique law enforcement training program that has produced highly qualified and educated law enforcement professionals. The program allows cadets to attend school full time and work in paid positions in a law enforcement agency. Students graduate with their college degree, their police officer certification from the Indiana Law Enforcement Training Board, and field experience. For information about qualifications and specific elements of the program, either call (317) 274-2058 or visit the Web site www.police.iupui.edu/cadet.