

IPFW
ACADEMIC REGULATIONS
AND
PROCEDURES

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IPFW ACADEMIC REGULATIONS AND PROCEDURES

- * These regulations and procedures supersede all those previously in effect. Graduate students should be aware that these regulations and procedures apply primarily to undergraduates, and should consult their advisors for specific regulations for graduate students.

Attachments: Appendix A--Release of Student Information
Appendix B--Grade Appeals Policy

1.0 **DEFINITIONS.** As used herein, the terms below have the specified meanings.

1.1 **Academic record:** the IPFW cumulative record maintained by the Registrar in accordance with these academic regulations. The IPFW academic record is the sole basis upon which all questions relating to such matters as grades, graduation requirements, academic standing, and scholastic recognition are resolved. Official transcripts will continue to be produced using Indiana University and Purdue University procedures, and it is the responsibility of the IPFW Registrar to maintain consistency between the IPFW cumulative record and official transcripts.

1.2 **Credit:** the semester hour. Any reference to credits, credit hours, etc., shall be understood as referring to semester hours.

1.2.1 **Resident credit:** credit earned at IPFW or at another campus of Indiana University or Purdue University, depending on which university the student is enrolled in at IPFW.

1.2.1.1 Course credit: resident credit awarded by IPFW on the basis of a student's enrollment in and satisfactory completion of courses.

1.2.1.2 Special credit: resident credit awarded by IPFW on bases other than a student's enrollment in and satisfactory completion of courses. Special credit may be established by any of the following methods:

1.2.1.2.1 Credit by examination: credit awarded to a student on the basis of achievement on a departmental/divisional proficiency examination. (See Section 7.1)

1.2.1.2.2 Departmental/divisional credit: credit for a course offered by a department/division and awarded on the basis of substantially equivalent experience; may be granted only by the chair/director or designee of the department/division offering the course.

1.2.1.2.3 Achievement credit: credit awarded on the basis of demonstrated achievement in a nationally administered college-level examination. (See Section 7.2)

1.2.2 **Transfer credit:** nonresident credit. Transfer credits for a student entering IPFW from outside the student's university system shall be evaluated by the admissions office and accepted as transfer credit if completed at a regionally accredited institution with a grade of C or better. Designations of plus and minus that accompany these grades shall be disregarded in the evaluation of this credit.

Credit accepted as transfer credit shall be equated to IPFW course numbers (or included as an undistributed entry) and posted to the student's academic record at the time of matriculation or re-entry to IPFW. The academic-record entry shall include the name of the transfer institution, the years of attendance, and the individual courses accepted for transfer. The course-equation process is subject to adjustment upon request by the student's department chair/dean/division director, and the department/school/division determines the applicability to a student's plan of study of credit earned at other institutions and accepted by IPFW.

1.3 **Student classification:** a system for classifying students regularly admitted to IPFW:

<u>Classification</u>	<u>Credits Completed toward Degree</u>
1 (freshman)	Fewer than 30
2 (sophomore)	30-59
3 (junior)	60-89
4 (senior)	90 or more

The Registrar may establish additional classifications to serve IPFW's record-keeping needs. The Registrar will report classification codes to Indiana University and Purdue University in a manner consistent with their respective codes.

A student's classification is determined by the academic advisor, and should reflect the student's progress toward completing the curriculum in which the student is enrolled. In making this determination for a future academic session, the academic advisor should include courses and credits the student expects to complete by the time that session begins.

- 1.4 **Advanced placement:** the practice of admitting an entering student to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.
- 1.5 **Substitution:** the practice of replacing a course required in a curriculum with another course identified by the unit specifying that requirement.
- 1.6 **Excusing:** the practice of replacing a course required in a specific curriculum by an equal number of credit hours in courses not specified, as approved by the unit specifying the course requirement.
- 1.7 **Work not scheduled for a regular fall or spring semester:** regular work offered in a summer session or off-calendar, equivalent in content, contact hours, and credit value to the work of a regular semester. As these regulations apply to academic work not scheduled for a regular fall or spring semester, all deadlines and time periods are to be prorated.
- 1.8 **Beginning student:** a student enrolling in college courses for the first time, or a student who has completed a small number of credits as a nondegree student, most often while still also a high-school student.
- 1.9 **Intensive course:** a course that meets for extended class times and fewer weeks than a similar course would meet in a regular summer session.
- 1.10 **P/NP option:** an enrollment option that generally limits course grades to P and NP. The option may be used to allow the student to take the class with minimal concern for the grade that will be earned. Indiana University students who receive a grade of D or F will have this grade recorded

on official transcripts. Purdue University students who receive a grade of NP will have a grade of N recorded on official transcripts.

- 1.11 **Grade-point averages:** all reports and calculations of grade-point averages described in these regulations will be based on what is known as the "4-point" system, with grades of A equated to 4 points and other grades scaled accordingly. [Note: Prior to Summer 1993, Purdue University transcripts and related records were based on a "6-point" system, with grades of A equated to 6 points and other grades scaled accordingly (F equated to 2 points). Subsequent Purdue University records use the 4-point system described in these regulations.]

2.0 **ADMISSION.** University requirements for admission are established by the trustees. Program-specific admission requirements in addition to those established by the trustees may be imposed by schools, divisions, and departments. Any such requirements shall become effective when published in the IPFW BULLETIN or its supplement.

- 2.1 **Regular admission of a nondegree student.** Any student admitted in nondegree status may apply for regular admission. Nondegree admission is limited to a maximum of 24 credits; thereafter, a student may register only after applying for and being granted regular admission; exceptions are granted by the Registrar upon the recommendation of the student's advising unit. Any student who is denied regular admission shall be notified of the reasons for this decision; any student who is granted regular admission shall be notified of which courses taken in the nondegree status may be applied to satisfy degree requirements.

2.2 **Admission of a student transferring between institutions or IPFW programs**

2.2.1 A transfer student or a re-entering student who has not enrolled at IPFW during the previous twelve months shall:

2.2.1.1 Designate the intended curriculum on the re-entry or transfer-admission form.

2.2.1.2 Submit the completed form to the admissions office for evaluation.

2.2.2 Any other student who wishes to transfer from one program to another at IPFW shall:

2.2.2.1 Prepare the prescribed transfer-request form.

2.2.2.2 Secure the approval of the school/division to which the transfer is proposed.

2.2.2.3 Submit the completed request form to the Registrar's office. The Registrar shall notify the admissions office whenever such a transfer will also change the student's university affiliation, and the admissions office shall then transfer all previous IPFW credits to the records system of the student's new university.

- 2.3 **Credit transfer for a student transferring between IPFW programs.** When a student transfers from one degree or certificate program to another, the school/division to which the student is transferring shall promptly report to the Registrar the status of every course previously taken. Each completed course, regardless of the grade received, shall be classified into one of the following two categories:

2.3.1 Courses which are required for, or applicable to, the student's new curriculum or which are substantially equivalent to, and are acceptable as, substitutes for such required courses.

2.3.2 Courses not applicable to the program to which the student is transferring. The grade in any course which can satisfy a degree requirement, other than a free elective, may not be removed from the graduation GPA.

2.4 **Application of credit for students who re-enter IPFW.** At the time a student is accepted for campus transfer, re-entry, or readmission after not having attended IPFW or any other campus of Indiana University or Purdue University for five or more calendar years, the IPFW academic unit by which the student is accepted may report to the Registrar each GPA-applicable course on the student's academic record in which the grade earned cannot be counted toward graduation or degree credits because it is considered to be of less than passing quality.

As recommended by the student's academic unit, the Registrar will exclude grades earned in these courses from the calculation of the student's graduation GPA. However, both these courses and the grades earned therein will remain on the student's academic record.

This option can be employed only once per student, and an appropriate notation of this transaction shall be made on the student's academic record.

3.0 REGISTRATION AND COURSE ASSIGNMENT

3.1 **Procedures.** Registration for courses shall be accomplished in accordance with procedures prescribed by the Registrar.

3.2 **Placement procedures.** Students should complete the following procedures as soon as possible after admission to IPFW. Students completing these procedures shall be notified of the test results and their implications in a timely fashion.

3.2.1 **English.** A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at IPFW only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level English course.

3.2.2 **Mathematics.** A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at IPFW only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level mathematics course.

Students who place into developmental mathematics must complete the appropriate developmental course(s) in their first twenty-four credits of IPFW course work, with the exception of developmental mathematics for those students enrolled in a certificate or associate degree program that does not require mathematics.

3.2.3 **Reading.** A regularly admitted beginning student is allowed to register for classes only after submitting one of the following:

- (1) SAT test score above 450 on the verbal test;
- (2) ACT test score above 19 on the individual reading test;
- (3) Scoring above the lowest 15 percentile (determined by national norms) on the IPFW placement test.

Students who do not meet at least one of these requirements will be required to complete a reading course as specified by the Department of English and Linguistics and

approved by the College of Arts and Sciences during one of the student's first two enrollment periods.

- 3.2.4 Foreign language. A student who has studied a foreign language before entering IPFW should take a foreign-language placement examination before continuing study in that language.
- 3.2.5 English-as-a-Second-Language¹. Prior to Admission, the Admissions Office shall determine which prospective undergraduate students have a native language other than English. All such students who do not have transfer credit for an English composition course that carries credit toward graduation shall be identified as ESL students and shall be required to submit scores on the TOEFL or an equivalent test approved by the Department of English and Linguistics..

ESL students shall be admitted with the condition that they achieve appropriate competency levels in English composition.

Based upon TOEFL or equivalent test scores, the Department of English and Linguistics shall determine which ESL students need ESL instruction. Students who are found to be exempt from ESL course requirements shall be subject to the regular English placement-testing and course-completion requirements described in these regulations. Other ESL students shall:

- 3.2.5.1 Be admitted only to the Mastodon Advising Center unless they score the equivalent of 550 or above on the TOEFL and meet the admission requirements of a degree-granting academic unit. Students admitted in this fashion to the Mastodon Advising Center shall not be eligible for admission to another academic unit until they have completed ESL-related requirements.
- 3.2.5.2 Enroll in the appropriate ESL course each semester until the requirement is satisfied.
- 3.2.5.3 Complete the prescribed series of ESL courses within their first 36 credits at IPFW.

The Mastodon Advising Center shall have authority to alter any student's registration if the provisions of Sections 3.2.5.2 and 3.2.5.3 are not being met.

¹ This section applies to undergraduate students only. As noted in the *Graduate Programs Bulletin*, graduate applicants must follow university-specific requirements to demonstrate competency in English.

3.3 **Academic load.** The following maximums apply to student enrollment:

- 3.3.1 Absolute limit in any academic session or intensive course: A student may never enroll for more than 1.5 credits per week.
- 3.3.2 Limit with special permission: A student's academic load shall exceed 18 semester hours (8 semester hours in a summer session) only under unusual circumstances and with special permission of the academic advisor.

3.4 **Assignment to intensive courses.** No student will be permitted to register in two intensive courses at the same time.

- 3.5 **Course prerequisites and corequisites.** When registering, a student must satisfy all course prerequisites and corequisites or secure the permission of the instructor. On an instructor's request, the Registrar may remove any student who has not satisfied prerequisites or corequisites.
- 3.6 **Auditing.** A student ineligible for readmission by reason of having been dropped from IPFW for scholastic or other reasons is ineligible to attend classes as an auditor; any other student may enroll as an auditor by completing regular registration and enrollment procedures, noting "Auditor" on the registration card. Determination of allowable load is in accordance with the credits assigned to the courses involved.

An auditor does not receive academic credit, but is assigned a grade of W or NC in the course. An auditor may later be allowed to take an examination for credit, under the usual rules, in courses audited. (see Section 7.1)

- 3.7 **Initial registration.** A student's initial registration shall occur according to the timetables for registration established for each academic term as published in the Schedule of Classes. An academic advisor's approval is required for all students who register at the Registrar's Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. School/division policy determines whether an academic advisor's approval is required for other students. A completed registration form with appropriate signatures must be submitted to the Registrar's Office or the student's department.
- 3.8 **Schedule Revisions.** A student may make schedule revisions in accordance with the following policies. The student must submit the completed schedule revision form with appropriate signatures to the Registrar's Office or the student's department. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester.

3.8.1 Course additions. A student may add a course after the initial registration on the schedule revision form. An academic advisor's approval is required for all students who add courses at the Registrar's Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. Additional restrictions are described below:

<u>Weeks</u>	<u>Restrictions</u>
Up through the 1st week of classes	College/School/Division policy determines whether an academic advisor's approval is required.
2 through 4	College/School/Division policy determines whether an academic advisor's approval is required. The instructor must approve.
5 through 9	College/School/Division policy determines whether an academic advisor's approval is required. The instructor and the student's dean or division director must approve. Approval will normally be given only when extenuating circumstances are involved.
10 and following	Courses may not normally be added during this time.

3.8.2 Course drops (cancellations of registration). A student may drop a course, subject to the time limits below and the restrictions described in this section and in section 3.9 by presenting a request at the Registrar's Office, the student's department, or through self-service in the online registration system.

<u>Weeks</u>	<u>Restrictions</u>
First week of classes (or equivalent, based on course length. See chart below.)	College/School/Division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.
2 through 9	College/School/Division policy determines whether an academic advisor's approval is required. Course is recorded with grade of W on the student record.
10 through 16	Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on the student record.

The following table displays the point in time a withdraw grade will be recorded on the permanent record, based on course length.

Number of Weeks the course meets	Course Drop without Withdraw Grade	Withdraw Grade Recorded
9 or more	Days 1-7	Day 8 and thereafter
3 to 8	Days 1-3	Day 4 and thereafter
2	Days 1-2	Day 3 and thereafter
1 or Less	Day 1	Day 2 and thereafter

Day 1 of a course is the first day of the term or part of term. All calendar days are counted, including weekends.

The opportunity to drop a class is restricted as specified below:

- 3.8.2.1 Alleged academic dishonesty. Students will not be permitted to drop a class in which there is an allegation of academic dishonesty.
- 3.8.2.2 Late-term drops related to academic performance. After the ninth week (or equivalent), students will not be permitted to drop a class due to poor academic performance in the class.
- 3.8.2.3 Late-term drops unrelated to academic performance. After the ninth week (or equivalent), and with the approval of the student's academic advisor and the student's dean/division director, a student may drop a course when the reason for requesting the drop is unrelated to the student's academic performance in the course.
- 3.8.2.4 Post-term drops. After the end of the sixteenth week, a course may be dropped only by following the procedure for a change of grade (see Section 6.6).

- 3.8.3 Change of P/NP option. A student may change the P/NP option for a course prior to the end of the fourth week of an academic session by obtaining the signature of the academic advisor next to the appropriate notation on the schedule-revision form.
- 3.8.4 Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit may occur only during the first four weeks; a change from credit to audit may occur only during the first nine weeks. Changes of auditing status require the signature of the course instructor or academic advisor next to the appropriate notation on the schedule-revision form.
- 3.9 **Withdrawal from the university.** Withdrawal from the university is normally accomplished by withdrawing from each course in which the student was enrolled. Special circumstances which can affect the withdrawal are specified below.
- 3.9.1 **Withdrawal for military service.** Any student called to active military duty may present a copy of their military service orders and (a) withdraw from all courses and receive a 100% refund of tuition and fees at any time during the semester through the end of final examinations or (b) with the permission of each instructor, receive an Incomplete or final grade in the courses taken. Such requests and documentation may be presented by the student or other responsible party who has the student's permission to make the request. Refunds of fees will not be made if the student receives a grade and credit for the course, and all refunds will be adjusted as required by financial aid regulations. If a withdrawal is processed after the fourth week of classes, the grade of W will be assigned.
- 3.9.2 **Withdrawal for personal circumstances.** Students who seek to withdraw from IPFW after the ninth week of classes, based on personal circumstances, should contact the Dean of Students for guidance about the process.
- 3.10 **Attendance.** Every student is expected to attend every meeting of the classes for which the student is enrolled. Work missed during absences may be made up with the instructor's permission. At the beginning of the academic session, each instructor shall make a clear statement to all students regarding the instructor's policy for handling absences. Any student who discontinues class attendance and does not meet course requirements shall receive a grade of F for unauthorized withdrawal.
- 3.10.1 Students who must report their class attendance in order to satisfy requirements of financial-aid sponsors are obligated to present the sponsor's certification form to each instructor.
- 3.10.2 Each instructor will certify that student's attendance by completing the form.
- 3.10.3 Unless a prior agreement has been made by the instructor with the student, no instructor will be obligated to certify student attendance for more than the most recent class.

A student may not attend any class before completing official registration procedures, after withdrawing from the class, or after the registration has been canceled. An instructor who discovers an unregistered student in a class should discuss the problem with the student and notify the Registrar's Office if the problem is not promptly resolved.

4.0 **ACADEMIC HONESTY**

4.1 **Definitions**

- 4.1.1 Cheating: dishonesty of any kind with respect to examinations or course assignments, or alteration of records.
- 4.1.2 Plagiarism: a form of cheating in which the work of someone else is offered as one's own. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from printed sources, speeches, or the work of other students.

4.2 Policy

- 4.2.1 Student's responsibilities. Academic honesty is expected of all students. The student is responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.
- 4.2.2 Instructor's responsibilities. The instructor is responsible for fostering the intellectual honesty as well as the intellectual development of students, and should apply methods of teaching, examination, and assignments which discourage student dishonesty. If necessary, the instructor should explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course.

The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly to prevent repeated offenses and to ensure equity.

4.3 Procedures

- 4.3.1 Initial decision. An instructor who has evidence of cheating shall initiate the process of determining the student's guilt or innocence and the penalty, if any, to be imposed. An instructor shall make initial findings only after informing the student, during an informal conference held within 10 days of discovering the alleged cheating, of charges and evidence, and allowing the student to present a defense. The instructor may assign a grade of Incomplete to any student whose case cannot be resolved before the course grades are due in the Registrar's Office.
- 4.3.2 Reporting. During the period in which the student is permitted to drop courses, the instructor shall inform the Registrar promptly of any allegation of cheating, so that an accused student will not be permitted to withdraw from the course. The instructor who makes an initial finding that academic dishonesty has been practiced shall impose an academic sanction. Then, within 10 class days, the instructor shall supply a written report to the student, the chair of the student's department, the dean or director of the student's school or division, and the dean of students. This report shall summarize the evidence and the penalties assessed.
- 4.3.3 Appeal. If a student's course grade is affected by the penalty, the student has the right to appeal the penalty imposed by an instructor through the IPFW grade appeals system. (See Appendix B).

5.0 FINAL EXAMINATIONS AND INSTRUCTORS' GRADE REPORTS

- 5.1 **Penultimate week**. No instructor may schedule an examination--comprehensive or non-comprehensive, except for laboratory practicums--during the week preceding the last week of a fall or spring semester.

- 5.2 **Final week.** With the exception of those courses classified as individual instruction, clinic, studio, practice teaching, research, or distance courses and those offered for zero credits, each class is expected to meet for a two-hour session during the last week of each fall or spring semester. The two-hour session may be used for (1) a final examination, (2) a last, non-comprehensive examination, (3) submission of out-of-class examination or assignments or (4) a regular class meeting.
- 5.3 **Conflicts.** A student who is scheduled to take on one day more than two final examinations, or who has a final-examination conflict, or who is scheduled to take a state, national, or professional licensing examination may contact the instructors involved, prior to the last week of regularly scheduled classes, to obtain appropriate rescheduling. If the student and the instructors cannot agree upon a rescheduling, the Vice Chancellor for Academic Affairs or a designee shall investigate and issue a binding schedule. Instructors shall not penalize a student who chooses to reschedule an examination under these options.
- 5.4 **Absences.** Any student who must miss a final examination because of an emergency must contact the instructor as soon as possible. A student who misses a final examination may receive a grade of F for the course.
- 5.5 **Grade reports.** Course grades are to be delivered to the Registrar's Office as completed, but not later than 5 p.m. on the Monday following the last scheduled examination.

6.0 GRADES

- 6.1 **Basis of grades.** The instructor is responsible for explaining to students, preferably in writing at the beginning of an academic session, the course requirements and grading system to be used. Each student shall be assigned a grade in each course in which the student is enrolled at the close of the session.

The student is responsible for the completion of all required work in each course, by the time of the last scheduled meeting of the course or other deadline set by the instructor, unless the student has officially withdrawn from the course, or unless the student and the instructor have agreed that a grade of Incomplete will be assigned.

- 6.2 **Semester grades.** The following grades may be assigned:

A, A+, A- - Outstanding achievement
B, B+, B- - Above-average achievement
C, C+, C- - Average achievement
D, D+, D- - Below-average achievement; lowest passing grade

Except in the computation of GPA, these grades are referred to simply as A, B, C, or D grades.

F - Failure, or unauthorized discontinuance of class attendance; no credit
I - Incomplete; a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course
IF - Unremoved Incomplete, Failing. Recorded for failure to achieve a permanent grade by the deadline stated in these regulations. Indiana University students who receive this grade will have a grade of F recorded on official transcripts.
NC - Completion of the course as an auditor; carries no credit.

- NP - Not passing grade when enrolled under the P/NP enrollment option. Purdue University students who receive this grade will have a grade of N recorded on official transcripts.
- P - Passing grade; under the P/NP option, equivalent to a grade of A, B, or C.
- S - Satisfactory, credit; awarded by the Registrar upon satisfactory performance in a course offered only on an S/F basis, or on a departmental/divisional examination, or another award of special credit, or completion of a zero-credit course. Purdue University students who receive this grade will have a grade of P recorded on official transcripts whenever the course involves one or more credits.
- W - Withdrew; a record of the fact that the student officially withdrew from (dropped) a course or was administratively withdrawn from a course for nonpayment of fees after the end of the fourth week.

6.3 **P/NP option.** The P/NP option provides the student with the opportunity to take free electives with minimal concern for grades earned. The student who enrolls under this option must fulfill the same requirements as others enrolled in the course. The instructor will not be told which students have elected this option. The instructor's grades of A, B, and C for these students are changed to the grade of P by the Registrar. The instructor's grades of D or F are recorded without change for Indiana University students. The instructor's grades of D or F are changed by the Registrar to grades of NP for Purdue University students. Purdue University students who receive the grade of NP will have a grade of N recorded on official transcripts. Grades of P and NP are not used in computing the GPA.

Exercise of this option is subject to three limitations:

- 6.3.1 The student may elect the option only for courses which fulfill no graduation requirement except total number of credits (i.e. only for free-elective courses).
 - 6.3.2 The student may not elect this option for any course in which the student has received a grade of A, B, C, D, or F.
 - 6.3.3 The student may not elect this option for more than 20 percent of the credits required for graduation.
- 6.4 **Incompletes.** A grade of I is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course. A student must have a majority of the required coursework completed (as determined by the instructor) before the instructor is permitted to assign the grade of incomplete. The instructor who reports a grade of I shall file in the Registrar's Office a statement that includes the following information:

The reason for the incomplete

The requirements for completion of the course

The grade for the course to date

The time limit allowed for completion of the course shall not exceed one calendar year. An instructor may change the incomplete to a regular letter grade if requirements for completion of the course are not met within the specified period.

Given extenuating circumstances, and approval of the instructor and the instructor's dean/division director, the time limit may be extended for a period not to exceed one additional calendar year.

The Registrar's Office shall change the I to an IF unless the student graduates or removes the incomplete within the time allowed. Indiana University students who receive this grade will have a grade of F recorded on official transcripts.

If the student re-enrolls in the same course while the incomplete is still on the record, and the course is not repeatable for credit, the original incomplete shall remain on the record permanently.

Students transferring resident credit for a course bearing an unremoved incomplete shall have the grade of I recorded for up to one calendar year from the date of admission to IPFW. At the end of this period, if the student has not graduated or provided evidence that the incomplete has been changed to a permanent grade, the Registrar's Office shall change any such unremoved incomplete to IF.

6.5 Final grade report. Each student's complete record for the session and the student's cumulative GPA shall be reported to the student, to the student's major department, and to the student's school/division.

6.6 Changes of grade

6.6.1 An instructor who discovers, within 30 days of the grade-processing deadline, that a grade reported for a student was in error shall promptly submit to the Registrar a statement, on a form specified by the Registrar and countersigned by the instructor's department chair/division director, of the circumstances of the error and of the change to be incorporated in future GPA's. Correction of errors after this time shall also require the approval of the instructor's dean/division director.

6.6.2 The Registrar shall inform the student, the department chair/division director, and the dean of the change of grade.

6.6.3 A student may retake any course. Unless the course is described in the Bulletin or its supplement as repeatable for credit, credit will be given only once for a repeated course, and only the most recent grade earned will be incorporated in GPA calculations.

6.6.4 A student may seek to effect a change of grade through the grade-appeals procedure established by the Fort Wayne Senate.

7.0 SPECIAL CREDIT, CREDIT FOR MILITARY SERVICE, AND EXCESS UNDERGRADUATE CREDIT

7.1 Credit by departmental/divisional examination. Opportunities for earning undergraduate credit by departmental/divisional examination are encouraged in order to expedite the education of qualified students. Toward this end, each instructional department/division shall establish procedures to consider candidates, to administer, and to grade such examinations, and each department/division shall provide the Vice Chancellor for Academic Affairs or a designee with comprehensive information on the principal courses that are available for departmental/divisional credit by examination, and test schedules if known. This information shall be made available in the Bulletin or its supplement, and it should be adequate to enable the student to assess eligibility and qualifications to take tests for credit.

The student may request an examination for credit in a course if the course is available for credit by examination and if no grade in the course other than a grade of W or NC has been awarded. The examination shall be at least as comprehensive as those given in the course and shall be graded S (performance comparable to that expected of a student who receives an A, B, or C in the course) or unsatisfactory. The Registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance shall record credit for the course on the student's record. No record shall be made on the transcript for unsatisfactory performance.

- 7.2 **Achievement credit.** Except as provided herein for the International Baccalaureate Program, credit or transfer credit for nationally administered examinations shall be awarded only after approval by the IPFW division/department that offers courses in the subject area. For participants in the International Baccalaureate Program, an award of 3-8 credits shall be made for each High level examination passed with a score of 4 or above. The admissions office will award undistributed credit in the appropriate disciplines until specific credit equivalencies are established by IPFW departments. No credit will be awarded for performance on Subsidiary level examinations.
- 7.3 **Credit for military service.** Each school/division shall decide whether credit for participation in military service may be applied toward a degree.
- 7.4 **Excess undergraduate credit.** A senior with a GPA of 3.00 or better may, with written permission from both an authorized graduate advisor and the instructor(s) involved, enroll in up to nine credits in excess of the requirements for graduation, in courses intended for use in a graduate program. Permission, if given, shall be noted on forms supplied by the Registrar, who shall make a transcript notation of the special status of these credits. Instructors shall impose graduate-level standards on such a student.

8.0 **GRADE-POINT AVERAGES.** A grade-point average (GPA) is a weighted average of credits for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or IF has been assigned. Grade points will be assigned to each completed course according to the following table:

Grade	Grade Points
A+, A	4.0 x Semester Hours
A-	3.7 x Semester Hours
B+	3.3 x Semester Hours
B	3.0 x Semester Hours
B-	2.7 x Semester Hours
C+	2.3 x Semester Hours
C	2.0 x Semester Hours
C-	1.7 x Semester Hours
D+	1.3 x Semester Hours
D	1.0 x Semester Hours
D-	0.7 x Semester Hours
F, IF	0.0 x Semester Hours
I, NC, NP, P, S, W	Not Included

The GPA is the sum of the Grade Points for all included courses divided by the total number of hours for those courses. The GPA is rounded to two decimal places.

[Note: Prior to Summer 1993, Purdue University transcripts and related records were based on a "6-point" system, with grades of A equated to 6 points and other grades scaled accordingly (F equated to 2 points). Subsequent Purdue University records use the 4-point system described in these regulations.]

- 8.1 **Semester GPA.** The student's semester GPA is the GPA computed for those credits for which the student was assigned a GPA-related grade for the specified semester.
- 8.2 **Cumulative GPA.** The student's cumulative GPA is the GPA computed for all credits for which the student has been assigned a GPA-related grade, with the exception of those courses which have been repeated and which are not repeatable for credit (See Section 6.6.3).
- 8.3 **Graduation GPA.** The student's graduation GPA is computed by the Registrar each semester and is reported to every student enrolled. Included in this GPA are all credits for which the student has been assigned a GPA-related grade in courses which fulfill a graduation requirement for the student, with the exception of those courses which have been repeated or excluded as specified in Sections 2.3.2, 2.4, and 6.6.3 of these regulations. The graduation GPA of a student pursuing more than one degree program shall be computed in the academic unit through which the student registers.

9.0 **ACADEMIC STANDING**

- 9.1 **Good standing.** For purposes of reports and communications to other institutions, and in the absence of any further qualifications of the term, a student is considered in "good standing" unless that student has been dismissed, suspended, or dropped from IPFW and not readmitted.
- 9.2 **Academic recognition.** At the conclusion of each fall or spring semester (but not any summer session) the Registrar shall indicate which undergraduate students are eligible for academic recognition.
- 9.2.1 On the Dean's List for having (a) at least 12 credit hours included in the graduation GPA, (b) at least 6 credit hours included in the semester GPA, (c) achieving at least a 3.5 graduation GPA, and (d) achieving at least a 3.0 semester GPA.
- 9.2.2 On the Semester Honors List for (a) having at least 6 credit hours included in the semester GPA, (b) achieving at least a 3.5 semester GPA, and (c) achieving at least a 2.0 graduation GPA.

Any student who achieves academic recognition for either of the two previous semesters is recognized at the annual Honors Convocation. An academic record entry will note the student's achievement of academic recognition.

- 9.3 **Recognition of completion of honors program.** When a student is certified by the Honors Program Council to have completed the requirements of the honors program, an appropriate academic record notation shall be made.
- 9.4 **Academic probation, dismissal, and readmission.** The following probation, dismissal, and readmission criteria are minimums for IPFW; academic units may set higher standards which shall become effective upon publication in the Bulletin or its supplement. A student dismissed from a program for failure to meet the higher standards imposed by an academic unit must be accepted in another program before registering for a subsequent academic session.
- 9.4.1 **Probation.** A student shall be placed on probation and so notified by the Registrar whenever that student's semester or cumulative GPA at the end of any regular semester is less than the minimum standards specified in the following table, and an appropriate notation on the student's academic record shall be made:

GPA LEVELS FOR PROBATION

<u>Class Standing</u>	<u>Semester GPA</u>	<u>Cumulative GPA</u>
A1,B1,ND,NH	1.50	1.50
A2,B2	1.60	1.70
A3,B3	1.70	1.90
B4	1.70	2.00

A student is removed from probation upon achieving the minimum semester and cumulative GPA in the above table. Any grade change will require recalculation of probation status.

- 9.4.2 **Dismissal.** A student who is on probation shall be notified of dismissal by the Registrar if the student, at the end of any regular semester, receives failing grades in six or more credit hours for that semester or does not meet the minimum cumulative GPA requirements in the following table:

GPA LEVELS FOR DISMISSAL

<u>Class Standing</u>	<u>Cumulative GPA</u>
A1,B1,ND,NH	1.30
A2,B2	1.50
A3,B3	1.70
B4	1.90

An appropriate notation shall be made on the student's academic record unless the student completes a degree that semester. Any grade change will require recalculation of dismissal status.

- 9.4.3 **Readmission.** A student who was dismissed with fewer than 12 credit hours attempted since the student's admission or readmission shall be readmitted upon request, and the student shall not be subject to normal procedures and fees related to the readmission. Any other student who has been dismissed from IPFW or from another campus of Indiana University or Purdue University may not enroll at IPFW until one fall or spring semester has passed. Thereafter, the student may be readmitted according to procedures specified by a school or division. All readmissions are into probationary status. Readmissions shall be reported to the Registrar, and an appropriate entry shall be made on the student's academic record.

- 10.0 **DEGREES.** Academic units may impose stricter requirements than those listed in this section but may not waive the following minimum standards. Provided these minimum standards are satisfied, adjustments to any degree requirement may be made by the unit establishing that requirement.

- 10.1 **Degrees offered.** For completion of undergraduate plans of study of at least 60 credits, associate degrees may be conferred. For completion of undergraduate plans of study of at least 120 credits, bachelor's degrees may be conferred.

- 10.2 **Requirements for degrees.** Any student entering a degree, certificate, or pre-major program will be required to fulfill the requirements in the Bulletin or its supplement or departmental regulation current at the time of most recent entry or re-entry into that program at IPFW, or with

the written acknowledgment of the academic advisor, the requirements in any subsequent Bulletin or supplement.

Any new requirement for a degree, certificate, or pre-major program may not be applied to currently enrolled students in these programs if it would increase the number of semester hours or the number of semesters required for completion of the program.

The school/division/department committee in charge of curriculum matters may refuse to accept as credit toward graduation any course which was completed 10 or more years previously. Former students shall be notified of all such decisions upon reentering or when the credit is determined to be unacceptable.

To gain any associate or bachelor's degree from IPFW, the student shall satisfy the following requirements:

- 10.2.1 The completion by resident credit or transfer credit (see Section 1.2) of the plan of study underlying the degree, including:
 - 10.2.1.1 For an associate degree, the registration in and completion of at least 32 credits of resident course credit, including at least 15 credits in courses applicable to the major.
 - 10.2.1.2 For a bachelor's degree, the registration in and completion of at least 32 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above in courses applicable to the major.
 - 10.2.2 Normally, completion of the entire final year in residence. However, with the approval of the student's school/division, a student who has satisfied the resident course credit requirement may complete the remaining requirements in another approved college or university.
 - 10.2.3 Establishment of a graduation GPA of 2.00 or better.
 - 10.2.4 Registration, either in residence or in absentia, as a candidate for the desired degree during the academic session immediately preceding its conferral.
- 10.3 **Double majors and double degrees.** The academic units sponsoring programs shall certify completion by the student of each degree and any second major that may have been completed.
- 10.3.1 Double major. A student who completes the requirements for more than one program will be awarded a degree with a double major if (1) the requirements are completed at the same time, (2) the programs are offered by the same school or division and the same university at IPFW, and (3) the programs lead to the same degree, where "the same degree" means a B.A. (IU or Purdue) or a B.F.A. or a B.S. (PU only) or a B.S.C., etc.
 - 10.3.2 Double degree. A student who completes all requirements for more than one program will be awarded two degrees if the above requirements for a double major are not satisfied, except that Purdue University students who complete requirements for a second Purdue University major leading to the same degree in the same school or division as originally earned shall have this major noted on their transcripts but shall not receive a second degree.

- 10.4 **Graduation with distinction.** A candidate for the bachelor's degree with distinction must have a minimum of 65 resident credits included in the computation of the graduation GPA. A candidate for an associate degree with distinction must have a minimum of 35 resident credits included in the computation of the graduation GPA. The required GPA, calculated each spring as outlined below, shall also apply to degrees for the following summer sessions and fall semester.
- 10.4.1 In each school or division, the minimum graduation GPA for graduation with distinction from a bachelor's-degree program shall be at least 3.50, but never less than the ninetieth percentile of the graduation GPA of the school or division's graduates.
- 10.4.2 In each school or division, the minimum graduation GPA for graduation with highest distinction from a bachelor's-degree program shall be at least 3.80, but never less than the ninety-seventh percentile of the graduation GPA of the school or division's graduates.
- 10.4.3 In each school or division, the requirements for graduation with distinction or with highest distinction from an associate-degree program shall be separately calculated as outlined above for bachelor's-degree programs.
- 10.5 **Conferring of degrees.** Degrees may be granted as of the close of each academic session. The names of the degree nominees will be presented by the Registrar to the appropriate board of trustees for approval.

11.0 MINORS

- 11.1 **Establishment.** A minor-subject program may be established by any academic unit at IPFW subject to approval by the school/division containing the unit, to approval by the Curriculum Review Subcommittee, to acceptance by the Vice Chancellor for Academic Affairs, and to publication of requirements for completion of the program in the Bulletin or its supplement. Completion of any minor must require a minimum of 12 credits, including at least six resident credits at the 200-level or above.
- 11.2 **Certification.** A student may earn a minor by providing the degree-granting unit verification of acceptance into the minor program and a statement of the minor program requirements and by successfully completing these requirements. At the same time as degree certification is processed, the degree-granting unit shall certify the student's completion of all requirements.
- Certification shall be based on the student's choice of any set of minor program requirements in effect since the student's most recent admission to or re-entry into IPFW.
- 11.3 **Transcript entry.** Concurrent with completion of degree requirements, the Registrar shall make an appropriate entry on the student's transcript to signal completion of the minor. No entry shall be made on the transcript if the minor is not completed by the time the student is certified for graduation.

- 12.0 **TRANSCRIPTS.** A student or former student whose record is not encumbered for any reasons described herein shall, upon application at IPFW to the Registrar and payment of any prescribed charge, be entitled to receive a transcript of the complete record, including any major(s) and minor(s). The IPFW policy governing the release of student records appears in Appendix A.

13.0 ENCUMBRANCE

- 13.1 **Request for encumbrance.** The request for the encumbrance of a student record shall be filed with the Registrar's office and shall indicate whether either or both the registration of the student

and/or the issuance of a transcript or diploma is to be encumbered. Because the encumbrance shall remain in effect until the Registrar is notified by the officer responsible to disencumber the record, it is the responsibility of the officer lifting the encumbrance immediately to notify the Registrar.

13.2 **Effect upon graduation.** A student in arrears to IPFW shall not receive a diploma. The clearance of a student's financial obligation on or before the Friday before Commencement shall be essential for graduation. If a student so delinquent clears the obligation later, the diploma will be released.

14.0 **AMENDMENTS.** Subject to the following restrictions, these IPFW Academic Regulations and Procedures may be amended in accordance with the Bylaws of the Senate.

14.1 **Submission.** Proposed amendments shall be submitted to the Senate under the title "Proposed Amendments to the IPFW Academic Regulations and Procedures."

14.2 **Voting.** A final vote on proposed amendments may not be taken at the meeting or convocation in which the proposals are introduced.

14.3 **Dissemination.** Copies of amendments shall be forwarded by the Presiding Officer of the Senate to the appropriate administrative personnel.

APPENDICES

Appendix A. Release of Student Information (SR 08-21, supersedes SR 96-17)

- A. In compliance with the Family Educational Rights and Privacy Act, the IPFW policy governing access to student records is described below, beginning with the following definitions:
1. **Student** is defined as one who has attended or is attending IPFW.
 2. **Educational records** include those records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (i.e. "personal files.")
 3. **Directory information** is limited to name, address, phone, email address, class standing, college/school/division, major field of study, dates of attendance, current enrollment status, degrees and awards, recognized student activities, sports, and information related to participation on athletic teams. Records of arrests and/or convictions are public records and thus not subject to institutional policy.
 4. **Record** includes any data or information about the student and related individuals regardless of media used to create or maintain the record.
 5. **Disciplinary action** is defined as the outcome of an investigation by the university of a student who has been accused of an infraction or violation of the internal rules of conduct applicable to students.
- B. Directory information will be released in response to any request unless the student has filed a restrainer form according to procedures specified by the Registrar. The student has the right to restrain release of any or all of the directory information.
- C. All students have educational records located in one or more of the following offices and maintained by the administrator of that office: Academic Internships, Cooperative Education, and Service Learning, Academic Success Center, Admissions, Affirmative Action/Equal Employment Opportunity, Alumni Relations, Athletics, Recreation, and Intramural Sports, Bursar, Career Services, Center for Academic Support and Advancement, Collegiate Connection, Continuing Studies, Dean of Students, Diversity and Multicultural Affairs, Financial Aid, First Year Experience, Honors Program, International Programs, International Student Services, Mastodon Academic Performance Center, Mastodon Advising Center, Registrar, Services for Students with Disabilities, Student Housing, Student Life, Testing Services, Women and Returning Adults Center, University Police, and academic units.
- D. The confidentiality of all records may be broken in an emergency situation if deemed necessary in terms of the severity of the emergency, the usefulness of the records, and the extent to which time is critical in responding to the emergency.
- E. A student's record is available to that student, with the following exceptions:
1. Confidential letters of recommendation submitted prior to 1975.
 2. Records of parents' financial status.
 3. Records described in Sections F, G, and H, below.

- F. Records related to the employment of a student are subject to other laws and administered by the Human Resources office.
- G. Medical and psychological records will be released only to a physician or other health-care professional designated by the student.
- H. Letters of recommendation for which the student signed a voluntary waiver of access will not later be disclosed to the student. Waivers must be voluntarily signed by the student and may only be related to recommendations concerning admission, candidacy for awards, and candidacy for employment. These recommendations may be used only for the purpose originally intended.
- I. Except as noted above, student records are available to members of the faculty and staff who have a legitimate need for access to the record, with the legitimacy of the request determined by the administrator of the office responsible for maintenance of the record.
- J. The following procedures apply to all offices maintaining records:
 - 1. The student may see the record after completing a written request, either in person or by mail.
 - 2. Access to the record must be allowed within 30 days and the student must be allowed to copy the record, subject only to payment of any applicable copying charges.
 - 3. The student must receive an interpretation of the record, upon request, at or after the time that access is granted.
 - 4. If the student objects to any part of the record, and the responsible office will not revise the record as requested, the student must be given an opportunity to request a formal hearing concerning the objection. Policies and procedures governing the hearing process will be specified by the Vice Chancellor for Academic Affairs.
- K. Records about a student will be released without the consent of the student in the following circumstances:
 - 1. To the student's parents if the student is a dependent as defined by the Internal Revenue Service.
 - 2. To federal officers as prescribed by law.
 - 3. As required by state law.
 - 4. To agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher.
 - 5. To agencies responsible for accreditation of the institution or its programs.
 - 6. In response to a lawful subpoena, subject to making reasonable attempts to provide prior notification and opportunity for objection by the student.
 - 7. To institutional security officers when necessary for a criminal investigation.
 - 8. To the alleged victim of a crime provided that the release is limited to the disciplinary action and that the disclosure of this action is considered by the university to be appropriate.

9. To a transfer student's former college/university and to a college/university that a student is seeking to attend.
 10. To contractors, volunteers, and other non-employees performing institutional services and functions as school officials with legitimate educational interests. This includes the National Student Clearinghouse, American Campus Communities, and Educational Computer Systems Incorporated (ECSI).
- L. Records about a student will otherwise be released only upon completion of a consent form signed by the student. Any such release must include a notice that further release by the recipient is prohibited by law, and a record of the release must be retained.
- M. The institution reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records must ensure that a record being challenged is not destroyed prior to resolution of the dispute concerning its contents. The administrator must also ensure record retention length prescribed by law.

Appendix B. IPFW Grade Appeals Policy (SD 82-2, as amended on April 8, 2002)

The grade appeals policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee, or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

Timing of Appeals

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within thirty calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of a Grade Appeal

1. **Course instructor:** The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.
2. **Department/school/program:** If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course, who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the department, school, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.
3. **Grade Appeals Subcommittee:** If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

Department/School/Program Appeals Procedure

Each department, school, or program will establish appeals procedures which provide for a committee of three or more Faculty members responsible for hearing grade appeals related to courses listed or administered by that department/school/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each department, school, or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person, and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students upon request.

Grade Appeals Subcommittee

This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the *Bylaws of the Senate*.

Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal, and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by university employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the department, school, or program committee's recommendation.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also recuse themselves from cases in which they have potential conflicts of interest, personal involvement in the case, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will select the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case.

If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid and, if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

Reporting of Subcommittee and Panel Decisions

The subcommittee and each panel shall report its findings and actions to the student, the department, school, or program from which the appeal came, the instructor, the chair of the student's department, the dean or director of the student's school or division, the dean of students, and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee.