

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT FORT WAYNE
EDUCATIONAL POLICY COMMITTEE
MEMORANDUM

TO: The Senate

FROM: The Educational Policy Committee

SUBJ: Proposed Amendment to the IPFW Academic Regulations and Procedures
(Senate Document 85-18)

DATE: 24 January 1990

DISPOSITION: To the Presiding Officer for Implementation

Resolved, that the Senate approve the attached changes to the academic regulations (SD 85-18) as approved and last amended on 3-14-88.

Attachment

PROPOSED CHANGE IN ACADEMIC REGULATIONS

PROPOSED POLICY

Proposed New Section:

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 [Existing section 3.7 changes to 3.8]

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	School/division policy determines whether an academic advisor's approval is required.
2 through 4	School/division policy determines whether an academic advisor's approval is required. The instructor must approve.
5 through 9	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	NO CHANGE.

3.8.2 Course drops (cancellations of registration)

A student may drop a course, subject to the time limits and restrictions below, and in the absence of any allegation that the student is guilty of academic dishonesty in the course, by presenting a request at the Registrar's Office or the student's department.

<u>Weeks</u>	<u>Restrictions</u>
Up through the 4th week of classes	School/division policy determines whether an academic advisor's approval is required. Course is not recorded on student record.
5 through 9	School/division policy determines whether an academic advisor's approval is required. Course is recorded with grade of W on student record.
10 and following	NO CHANGE

NO CHANGE IN CONCLUDING STATEMENTS

Senate Document SD 89-16
(Approved, 2/12/1990)

CURRENT POLICY

3.7 Schedule revisions and late registration

After the beginning of classes, a student may make schedule revisions in accordance with the following policies. The student must submit a schedule-revision form with appropriate signatures to the Registrar. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester.

3.7.1 Course additions

A student may add a course prior to the end of the first week of an academic session by obtaining on the schedule revision form the signature of the academic advisor. Thereafter, course additions are subject to the additional restrictions described below: <Note: This regulation also applies to original registrations.>

<u>Weeks</u>	<u>Restrictions</u>
2 through 4	The instructor must also approve.
5 through 9	The instructor and the student's school dean or division director must also approve. Approval will normally be given only when extenuating circumstances are involved.
10 and following	Courses may not normally be added during this time.

3.7.2 Course drops (cancellations of registration)

Subject to the time limits below, and in the absence or any allegation that the student is guilty of academic dishonesty in the course, any student may cause a registration to be dropped by presenting at the Registrar's office a request approved by the academic advisor.

<u>Weeks</u>	<u>Restrictions</u>
1 through 4	Approval of academic advisor; course is not recorded on student record.
5 through 9	Approval of academic advisor; course is recorded with grade of W on student record.
10 and following	Courses cannot normally be dropped during this period.

Beginning with the tenth week, a course may be dropped and a grade of W assigned upon the request of the student with the approval of the student's academic advisor and the student's dean/division director, after the latter have consulted with the instructor. Such drops shall not be approved if sought because of the student's poor performance in the course.