

Minutes of the  
Eighth Regular Meeting of the Thirty-Sixth Senate  
Indiana University-Purdue University Fort Wayne  
April 10, 2017  
12:00 P.M., Kettler G46

Agenda  
(as amended)

1. Call to order
2. Approval of the minutes of March 13, 2017
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
  - a. Indiana University – A. Downs
  - b. Purdue University – M. Masters
5. Report of the Presiding Officer – J. Malanson
6. Special business of the day
  - a. Memorial Resolution (Senate Reference No. 16-28) – G. Hickey
  - b. Memorial Resolution (Senate Reference No. 16-29) – P. Bingi
7. Committee reports requiring action
  - a. Nominations and Elections Committee (Senate Reference No. 16-30) – L. Vartanian
  - b. Student Affairs Committee (Senate Document SD 16-28) – N. Reimer
  - c. Student Affairs Committee (Senate Document SD 16-29) – N. Reimer
  - d. Professional Development Subcommittee (Senate Document SD 16-30) – K. Pollock
  - e. Faculty Affairs Committee (Senate Document SD 16-31) – L. Vartanian
  - f. Senator Peter Iadicola (Senate Document SD 16-35) – P. Iadicola
  - g. Senator Peter Iadicola (Senate Document SD 16-36) – P. Iadicola
  - h. Senator Peter Iadicola (Senate Document SD 16-37) – P. Iadicola
  - i. Educational Policy Committee (Senate Document SD 16-32) – L. Wright-Bower**
  - j. Educational Policy Committee (Senate Document SD 16-33) – L. Wright-Bower**
  - k. Educational Policy Committee (Senate Document SD 16-34) – L. Wright-Bower**
8. New business
9. Committee reports “for information only”
  - a. Executive Committee (Senate Reference No. 16-31) – K. Pollock
  - b. Executive Committee (Senate Reference No. 16-32) – K. Pollock
  - c. Presiding Officer (Senate Reference No. 16-33) – A. Downs
  - d. Athletics Advisory Subcommittee (Senate Reference No. 16-34) – J. Clegg
  - e. Athletics Advisory Subcommittee (Senate Reference No. 16-35) – J. Clegg
  - f. Educational Policy Committee (Senate Reference No. 16-36) – L. Wright-Bower
  - g. Executive Committee (Senate Reference No. 16-5) – K. Pollock
10. The general good and welfare of the University
11. Adjournment\*

\*The meeting will adjourn or recess by 1:15 p.m.

Presiding Officer: J. Malanson  
Parliamentarian: M. Coussement  
Sergeant-at-Arms: G. Steffen  
Secretary: S. Mettert

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Attachments:

“Results of Senate Committees and Subcommittees” (SR No. 16-41)  
“Amendment to the Bylaws of the Fort Wayne Senate: Committee Name” (SD 16-28)  
“Amendment to the Bylaws of the Fort Wayne Senate: Committee Structure” (SD 16-29)  
“Amendment to the Bylaws of the Fort Wayne Senate” (SD 16-30)  
“FAC Report on the Suspension of Voluntary Early Partial Retirement (VERP) Program”  
(SD 16-31)  
“Proposed Amendments to the IPFW Academic Regulations and Procedures: Approved of  
Faculty-Initiated Withdrawal Policy” (SD 16-35)  
“Proposal to Establish a more Comprehensive Analysis of Academic Program’s Contribution to  
Degree Programs in Consideration of Program Resource Allocation, Suspension, and  
Closure” (SD 16-36)  
“Executive Committee Annual Report on Administration Compliance with Senate Resolutions”  
(SD 16-37)  
“Calendar Formula” (SD 16-32) (Recommitted back to EPC)  
“Changed 2018-19 Academic Calendar” (SD 16-33) (Recommitted back to EPC)  
“Amendment to the Academic Regulations” (SD 16-34) (Recommitted back to EPC)

Senate Members Present:

T. Adkins, A. Argast, A. Bales, P. Bingi, S. Carr, C. Chen, B. Dattilo, Y. Deng, S. Ding,  
A. Downs, C. Drummond, B. Fife, Q. Hao, J. Hersberger, G. Hickey, R. Hile, P. Iadicola,  
M. Jordan, D. Kaiser, S. LaVere, J. Leatherman, E. Link, H. Luo, M. Masters, D. Miller,  
Z. Nazarow, J. Niser, J. Nowak, K. Pollock, M. Qasim, B. Redman, N. Reimer, S. Rumsey,  
B. Salmon, G. Schmidt, A. Schwab, A. Ushenko, B. Valliere, R. Vandell, L. Vartanian,  
N. Virtue, G. Wang, D. Wesse, M. Wolf, L. Wright-Bower

Senate Members Absent:

V. Carwein, D. Chen, K. Dehr, Q. Dixie, J. Marshall, E. Norman, A. Obergfell, G. Petruska,  
R. Sutter, M. Zoghi

Faculty Members Present:

J. Burg, A. Dirksen, M. Dixon, P. Dragnev, M. Gruys, C. Gurgur, J. Khamalah

Visitors Present:

J. Cashdollar, P. McLaughlin, D. Peterson, D. Smith

Acta

1. Call to order: J. Malanson called the meeting to order at 12:00 p.m.

2. Approval of the minutes of March 13, 2016: The minutes were approved as distributed.

3. Acceptance of the agenda:

K. Pollock moved to approve the agenda as distributed.

L. Wright-Bower moved to amend the agenda by moving all the Educational Policy Committee documents to the end of Committee reports requiring action. Seconded.

Motion to approve amendment to the agenda passed by a voice vote.

The agenda was approved as amended.

4. Reports of the Speakers of the Faculties:

a. Indiana University:

A. Downs: Thank you to the departments and individuals who have taken part in the academic reorganization process. I know that I have a better understanding of departments and enjoyed hearing some interesting ideas for how we might organize ourselves.

I have four brief comments about the realignment.

1. First, thank you to the staff and faculty who are taking part in this process. It is not easy, but it is vitally important.
2. Second, from what I am seeing and hearing, the work seems disorganized and poorly directed all too often. Those of us at IPFW share some of the blame but I can say with confidence that the bulk of the blame lies with the institutions and administrators who decided the realignment was a good idea. They continue to seem to lack the interest or are unwilling to deal with the details that IPFW began raising back when this idea was unveiled.
3. Third, one of the most interesting comments that is made repeatedly by the administrators from Indiana University and Purdue University is that the student experience in Fort Wayne should be seamless. Inevitably, when they describe the seamless experience it sounds familiar. It sounds like IPFW.
4. Finally, the Indiana Senate passed its version of the budget last week. While the budget is far from finalized, we have reason to be slightly more optimistic about adequate funding being provided for the realignment transition.

One last comment from me. The semester is winding down. Although we will see each other again for the special meeting of the Senate, I want to wish you good luck in the closing weeks of the semester.

b. Purdue University:

J. Malanson presented Mark with a plaque recognizing his service on the Senate as Purdue Speaker.

M. Masters: Thank you. I want to briefly speak about the Voluntary Early Partial Retirement. As you know, this program was suspended after Early Retirement incentive packages we had last semester. The Voluntary Early Partial Retirement program has been in place at IPFW for a long time. Long enough, that people have built it into their retirement plans. The Voluntary Early Partial Retirement can work economically with planning.

Past early retirement incentive packages have had a temporary hold on voluntary early partial retirements. What was not obvious this last time was that the Voluntary Early Partial Retirement was going to be suspended. The timing was such that people who were eligible for partial retirement and planning to use it were not able to apply for the early retirement incentive package. This was unfair to those faculty.

I encourage the administration to reconsider this suspension, at least for those faculty who were caught between the two programs without warning of the VERP suspension.

5. Report of the Presiding Officer – J. Malanson:

J. Malanson: The next meeting of the Joint IPFW Realignment Steering Committee is today at 3:00 p.m. in Indianapolis, so I will need to leave in a few minutes.

When I leave, Speaker of the IU Faculty Andrew Downs will take over running the meeting under clause III.A.1 of the Senate Constitution. I ask that you cut him some slack due to his lack of experience.

A few quick updates:

**UBC:** The University Budget Committee wrapped up its work a couple of weeks ago. Next year's budget is built on a projection of a three percent decline in enrollment for next academic year. While Vice Chancellor Drummond and everyone in Enrollment Management are doing everything possible to see our enrollment grow for next year, building the budget on a projected enrollment decline is the responsible decision, because it means that we will be better prepared for whatever happens.

UBC reviewed proposed detailed budgets from the entire campus and then heard high-level presentations from each of the administrative areas of the university. UBC's recommendations based on these budget proposals and presentations is included as Senate Reference No. 16-33.

**Academic Reorganization** – The Academic Reorganization Conference Committee has its first meeting scheduled for later this week and should be releasing a proposal for academic reorganization in the near future.

**Realignment** – I am weighing holding a Faculty Assembly late in the semester, potentially during finals week, to provide a final update on where things stand with Realignment. If you have thoughts or feelings about that, please let me know.

**Senate Meetings** – It is highly likely that today’s meeting will be continued to next week (unless Andy has all of you perform a minor miracle in my absence). We are also planning to hold a Special Senate meeting, tentatively scheduled for Monday, May 1 at noon, so that the Senate can vote on the academic reorganization plan, the 2019-20 academic calendar, and deal with a couple other issues. Please mark your calendars accordingly.

**Chancellor Search Committee** – Finally, the ballot for the Chancellor Search Committee will go out to campus after today’s Senate meeting. The election will produce a list of four names that will be sent to Purdue, two of whom will be appointed to the search committee. When I solicited nominations last week I said that we would be electing the two nominees, but I was subsequently informed that there had been a miscommunication between Purdue and IPFW on this point. There are 19 names on the ballot, so probably best not to vote from your phone.

6. Special business of the day:

a. Memorial Resolution (Senate Reference No. 16-28) – G. Hickey:

G. Hickey read the memorial resolution for Helen Gibbons. A moment of silence was observed.

b. Memorial Resolution (Senate Reference No. 16-29) – P. Bingi:

P. Bingi read the memorial resolution for Richard E. Hill. A moment of silence was observed.

7. Committee reports requiring action:

a. Nominations and Elections Committee (Senate Reference No. 16-30) – L. Vartanian:

A. Downs: The election is online, but we do have the opportunity to take nominations from the floor.

There were no floor nominations.

The Nominations and Elections Committee conducted the election to fill vacancies on Senate committees and subcommittees. (For results see, SR No. 16-41)

b. Student Affairs Committee (Senate Document SD 16-28) – N. Reimer:

N. Reimer moved to approve Senate Document SD 16-28 (Amendment to the Bylaws of the Fort Wayne Senate: Committee Name).

Motion to approve passed by a voice vote.

- c. Student Affairs Committee (Senate Document SD 16-29) – N. Reimer:

N. Reimer moved to approve Senate Document SD 16-29 (Amendment to the Bylaws of the Fort Wayne Senate: Committee Structure).

Motion to approve passed by a voice vote.

- d. Professional Development Subcommittee (Senate Document SD 16-30) – K. Pollock:

K. Pollock moved to approve Senate Document SD 16-30 (Amendment to the Bylaws of the Fort Wayne Senate).

A. Schwab moved to amend SD 16-30 by changing the last sentence to read: **Members must recuse themselves from discussions and voting regarding their proposals and sabbatical leave requests grant types for which they have submitted a proposal including sabbaticals.**

Motion to approve amendment passed by a voice vote.

Motion to approve Senate Document SD 16-30, as amended, passed by a voice vote.

- e. Faculty Affairs Committee (Senate Document SD 16-31) – L. Vartanian:

L. Vartanian moved to approve Senate Document SD 16-31 (FAC Report on the Suspension of Voluntary Early Partial Retirement (VERP) Program).

Motion to approve passed by a voice vote.

- f. Senator Peter Iadicola (Senate Document SD 16-35) – P. Iadicola:

P. Iadicola moved to approve Senate Document SD 16-35 (Proposed Amendments to the IPFW Academic Regulations and Procedures: Approved of Faculty-Initiated Withdrawal Policy).

S. Carr moved to refer SD 16-35 to Executive Committee. Seconded.

Motion to refer SD 16-35 to Executive Committee passed by a voice vote.

- g. Senator Peter Iadicola (Senate Document SD 16-36) – P. Iadicola:

P. Iadicola moved to approve Senate Document SD 16-36 (Proposal to establish a more Comprehensive Analysis of Academic Program’s Contribution to Degree Programs in Consideration of Program Resource Allocation, Suspension, and Closure).

Motion to approve passed by a voice vote.

- h. Senator Peter Iadicola (Senate Document SD 16-37) – P. Iadicola:

P. Iadicola moved to approve Senate Document SD 16-37 (Executive Committee Annual Report on Administration Compliance with Senate Resolutions).

Motion to approve passed by a voice vote.

- i. Educational Policy Committee (Senate Document SD 16-32) – L. Wright-Bower:

L. Wright-Bower moved to recommit SD 16-32 back to Educational Policy Committee. Seconded.

Motion to recommit to the Educational Policy Committee passed by a voice vote.

- j. Educational Policy Committee (Senate Document SD 16-33) – L. Wright-Bower:

L. Wright-Bower moved to recommit SD 16-33 back to Educational Policy Committee. Seconded.

Motion to recommit to the Educational Policy Committee passed by a voice vote.

- k. Educational Policy Committee (Senate Document SD 16-34) – L. Wright-Bower:

L. Wright-Bower moved to recommit SD 16-34 back to Educational Policy Committee. Seconded.

Motion to recommit to the Educational Policy Committee passed by a voice vote.

8. New business:

- a. Indiana University Committee on Institutional Affairs (Senate document SD 16-38) – K. Pollock:

K. Pollock moved to approve Senate Document SD 16-38 (Approval of replacement members of the Indiana University Board of Review). Seconded.

Motion to approve passed by a voice vote.

9. Committee reports “for information only”:

- a. Executive Committee (Senate Reference No. 16-31) – K. Pollock:

Senate Reference No. 16-31 (Senate Membership) was presented for information only.

b. Executive Committee (Senate Reference No. 16-32) – K. Pollock:

Senate Reference No. 16-32 (End-of-the-Year Committee Reports) was presented for information only.

c. Presiding Officer (Senate Reference No. 16-33) – A. Downs:

Senate Reference No. 16-33 (University Budget Committee Report and Recommendations) was presented for information only.

d. Athletics Advisory Subcommittee (Senate Reference No. 16-34) – B. Salmon:

Senate Reference No. 16-34 (Annual Report on FAR Activities) was presented for information only.

e. Athletics Advisory Subcommittee (Senate Reference No. 16-35) – B. Salmon:

Senate Reference No. 16-35 (Annual Report on Student Athlete Academic Performance) was presented for information only.

f. Educational Policy Committee (Senate Reference No. 16-36) – L. Wright-Bower:

Senate Reference No. 16-36 (Purdue University West Lafayette – Academic Regulations) was recommitted back to Educational Policy Committee.

g. Executive Committee (Senate Reference No. 16-5) – K. Pollock:

Senate Reference No. 16-5 (Report on Designated Items) was presented for information only.

10. The general good and welfare of the University:

R. Hile: I just want to encourage people to support the Brown Ink Society, because it provides grants to students for emergencies. Not regular expenses, but an emergency that can impact your ability to succeed that semester. The organization has given over 100,000-200,000 in grants over the past 15 years (I think). The fundraiser party is Friday, April 21 from 5-7p.m. at the Alumni Center. I sent an email a week and half ago. You can buy tickets or just give a donation.

A. Argast: I guess this is the last regular meeting this year. While I dare say, we have disagreed more than once every decade, I want to recognize Peter who has served very long around here as an academic member. Thank you.

One another matter though, just a quick comment about Athletics. I am not an Athletics nay-sayer. There is something probably something different on this campus in the



expectations being placed on our student athletics, in terms of their schedules and travel commitment. This is rendering their participation in academic activities within their departments, including their classwork, which is very difficult to their detriment. This is something different now than maybe it was a decade ago. I think we need a body to pay attention to this change and our expectations to our student athletes.

A. Downs: Please give a round of applause for Peter (everyone claps).

For those of you that do not know what Peter will be doing on his 65<sup>th</sup> birthday, he will be going on a small bike ride. How long will that bike ride be?

P. Iadicola: Between 65 and 100.

A. Downs: Yeah. It just depends on when your legs will give out.

L. Wright-Bower: I just wanted to clarify what I was talking about with putting the Academic Regulations in concert with Purdue West Lafayette. The job is really to make sure that our Academic Regulations are not in conflict with Purdue West Lafayette Academic Regulations.

M. Masters: Just so you are aware we need members for the Purdue Grievance Board. We are very short, and need members.

A. Ushenko: I do not know at this point if I am Purdue or IU.

A. Downs: For those of you that remember, there are some people here who are actually IU pay and IU tenured faculty members, and some of us IU faculty are Purdue paid and IU tenured. That is one of those pesky details that people from West Lafayette have not made a full commitment on yet. Although, there is movement. You have certainly not been forgotten.

A. Ushenko: Well it just makes a little problem when you are considering to volunteer for a committee that desperately needs members. I would sort of have to know.

M. Wolf: I am just really sorry that Purdue is not allowing us to elect members to the Chancellors Search Committee.

A. Downs: Just to remind people we thought we were electing two members and the president was going to appoint two members. The two members that have been appointed are Jeff Malanson and John Niser. We thought we were electing two more, instead we are sending a slate of four and the President will pick two of those four faculty members.

I did send an email to the president saying that the practice on the IPFW campus is for searches to be open with public meetings. I also reminded that when the current chancellor was chosen that process was put into a span of search committees, since they were not going to allow larger open meetings, and, at a minimum that is what should happen. His response

was that is something that the committee should decide. So, we will see what the committee does decide.

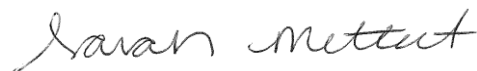
G. Schmidt: The student newspaper The Communicator is having a fundraiser tomorrow. It is \$5.00 to get in. There will be comedy, music, and magic. So, it seems like it will be a magical time from 12:00-1:00 p.m. There will be a silent auction, it sounds like they will be doing a lot in an hour. I will be there to see it.

K. Pollock: Where is it?

G. Schmidt: I do not know that part.

A. Downs: The Ballroom.

11. The meeting adjourned at 1:15 p.m.

A handwritten signature in cursive script that reads "Sarah Mettert".

Sarah Mettert  
Secretary of the Faculty

TO: The Faculty and Continuing Lecturers

FROM: Nominations and Elections  
M. Gail Hickey  
Hongli Luo  
Daniel Miller  
Lesa Rae Vartanian, Chair

DATE: May 1, 2017

SUBJECT: Senate Election Results

Here are the results of the elections conducted recently by the Nominations and Elections Committee. Please recall that most committees have rules regarding their structure/membership (e.g., the number of units that must be represented).

SPEAKER OF THE PURDUE UNIVERSITY FACULTY  
Abraham Schwab, 2017-19

PRESIDING OFFICER  
Jeffrey Malanson, 2017-18

ATHLETICS, SUBCOMMITTEE  
Elliott Blumenthal, 2017-20  
Kim McDonald, 2017-20  
Michelle Parker, 2017-20  
Robert Vandell, 2017-20

BUDGETARY AFFAIRS SUBCOMMITTEE  
1 vacancy

CAMPUS APPEALS BOARD  
Hosni Abu-Mulaweh, 2017-19  
Stacy Betz, 2017-19  
Kerrie Fineran, 2017-19  
Donna Holland, 2017-19  
Rachel Rayburn, 2017-19

#### CURRICULUM REVIEW SUBCOMMITTEE

Vincent Maloney, 2017-20

Sue Skekloff, 2017-20

Jin Soung Yoo, 2017-20

#### EDUCATIONAL POLICY COMMITTEE

Stacy Betz, 2017-20

Jane Leatherman, 2017-20

1 Vacancy

#### EXECUTIVE COMMITTEE

Steven Carr, 2017-18

Kathy Pollock, 2017-20

Linda Wright-Bower, 2017-18

Nashwan Younis, 2017-20

#### FACULTY AFFAIRS COMMITTEE

Talia Bugel, 2017-20

Andres Montenegro, 2017-20

Becky Salmon, 2017-20

#### GENERAL EDUCATION SUBCOMMITTEE

Stacy Betz, 2017-20

Ray Gildner, 2017-20

Ann Livschiz, 2017-20

#### GRADE APPEALS SUBCOMMITTEE

Hosni Abu-Mulaweh, 2017-20

Sue Skekloff, 2017-20

Robert Vandell, 2017-20

3 Vacancies

#### GRADUATE SUBCOMMITTEE

Carolyn Davis, 2017-20

Brett Wilkinson, 2017-20

#### HONORS PROGRAM COUNCIL

Steven Cody, 2017-20

2 Vacancies

#### INDIANA UNIVERSITY COMMITTEE ON INSTITUTIONAL AFFAIRS

1 Vacancy

INTERNATIONAL EDUCATION ADVISORY SUBCOMMITTEE

Steven Buttes, 2017-20

LIBRARY SUBCOMMITTEE

Hui Di, 2017-20

Gordon Schmidt, 2017-20

1 Vacancy

PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

Peter Bella, 2017-20

Gregory Jones, 2017-20

Peter Ng, 2017-20

Erik Ohlander, 2017-20

Rachel Rayburn, 2017-20

Suzanne Rumsey, 2017-20

REVENUE SUBCOMMITTEE

Cigdem Gurgur, 2017-20

1 Vacancy

STUDENT AFFAIRS COMMITTEE

Robert Gillespie, 2017-20

Gordon Schmidt, 2017-18

1 Vacancy

UNIVERSITY RESOURCES POLICY COMMITTEE

Stacy Betz, 2017-20

Shannon Bischoff, 2017-18

Rachel Hile, 2017-19

1 Vacancy

MEMORANDUM

TO: Fort Wayne Senate

FROM: Nila Reimer, Chair  
Student Affairs Committee

DATE: February 27, 2017

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Committee Name

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WHEREAS, The Faculty Senate recently changed the name of the Athletics Advisory Subcommittee (AAS) in SD 16-5; and

WHEREAS, AAS was not asked for input into the change in name; and

WHEREAS, AAS does not like its new acronym.

BE IT RESOLVED, That the Athletics Advisory Subcommittee recommends that the Faculty Senate change its name in the Faculty Senate Bylaws in point 5.3.4.3 from "Athletics Advisory Subcommittee" to "Mastodon Athletics Advisory Subcommittee." And designate the subcommittee acronym as "MAAS."

### **5.3.4. Student Affairs Committee**

**5.3.4.1. Membership:** The Student Affairs Committee shall consist of the Chief Student Affairs Officer, six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented, and two students. The Presiding Officer of the Senate shall request the Student Government to select the student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

**5.3.4.2. Responsibilities:** The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular

activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living. The Committee shall establish a Subcommittee on Athletics.

**5.3.4.3. ~~Athletics Advisory Subcommittee~~ Mastodon Athletics  
Advisory Subcommittee**

#### 5.3.3.2.3.7. **General Education Subcommittee**

5.3.3.2.3.7.1. **Membership:** The General Education Subcommittee shall consist of the Chief Academic Officer or a designee and seven members of the Voting Faculty or continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented.

5.3.3.2.3.7.2. **Responsibilities:** Responsibility for administering the general education program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the Subcommittee shall:

5.3.3.2.3.7.2.1. Recommend to the Senate all policies related to the campus general education program.

5.3.3.2.3.7.2.2. Approve courses for incorporation in the areas of the general education program.

5.3.3.2.3.7.2.3. Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

#### **5.3.4. Student Affairs Committee**

5.3.4.1. **Membership:** The Student Affairs Committee shall consist of the Chief Student Affairs Officer, six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented, and two students. The Presiding Officer of the Senate shall request the Student Government to select the student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.4.2. **Responsibilities:** The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living. The Committee shall establish a Subcommittee on Athletics.

#### 5.3.4.3. **Mastodon Athletics Advisory Subcommittee**

5.3.4.3.1. **Membership:** The Mastodon Athletics Advisory Subcommittee shall consist of eight Voting Faculty and continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented; two students selected by the Student Government; the Faculty Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW alumnus/alumna appointed ex officio



MEMORANDUM

TO: Fort Wayne Senate

FROM: Nila Reimer, Chair  
Student Affairs Committee

DATE: February 27, 2017

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Committee Structure

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WHEREAS, The Athletics Advisory Subcommittee and the Faculty Senate recently approved changes to the description of the duties of The Faculty Athletic Representative (FAR) adding the duty of serving as chair of the AAS; and

WHEREAS, The Faculty Senate Bylaws state in 5.3.4.3.1 that "The ex-officio members may not chair the subcommittee."; and

WHEREAS, it is common practice in many universities and is also a recommended practice by the NCAA for the FAR to serve as the chair of faculty senate athletic committees and subcommittees; and

WHEREAS, the desire of the AAS is for continuity in the position of chair; and

WHEREAS, the difference between the FAR duties document and the Faculty Senate Bylaws must be resolved.

BE IT RESOLVED, That the Athletics Advisory Subcommittee asks the senate to change the last line of 5.3.4.3.1 of the Faculty Senate Bylaws from "The ex-officio members may not chair the subcommittee." TO, "The Faculty Athletic Representative (FAR) shall serve as the chair of the committee."

#### 5.3.4.3.1.

**Membership:** The Athletics Advisory Subcommittee shall consist of eight Voting Faculty and continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented; two students selected by the Student Government; the Faculty Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women's athletic administrator; and the administrator of athletic

programs (nonvoting). The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of regular fall classes. The administrative/professional staff representative shall serve for one year. ~~The ex-officio members may not chair the Subcommittee.~~ **The Faculty Athletic Representative (FAR) shall serve as the chair of the committee.**

#### 5.3.3.2.3.7. **General Education Subcommittee**

5.3.3.2.3.7.1. **Membership:** The General Education Subcommittee shall consist of the Chief Academic Officer or a designee and seven members of the Voting Faculty or continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented.

5.3.3.2.3.7.2. **Responsibilities:** Responsibility for administering the general education program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the Subcommittee shall:

5.3.3.2.3.7.2.1. Recommend to the Senate all policies related to the campus general education program.

5.3.3.2.3.7.2.2. Approve courses for incorporation in the areas of the general education program.

5.3.3.2.3.7.2.3. Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

#### **5.3.4. Student Affairs Committee**

5.3.4.1. **Membership:** The Student Affairs Committee shall consist of the Chief Student Affairs Officer, six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented, and two students. The Presiding Officer of the Senate shall request the Student Government to select the student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.4.2. **Responsibilities:** The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living. The Committee shall establish a Subcommittee on Athletics.

#### 5.3.4.3. **Mastodon Athletics Advisory Subcommittee**

5.3.4.3.1. **Membership:** The Mastodon Athletics Advisory Subcommittee shall consist of eight Voting Faculty and continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented; two students selected by the Student Government; the Faculty Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW alumnus/alumna appointed ex officio

by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women's athletic administrator; and the administrator of athletic programs (nonvoting). The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of regular fall classes. The administrative/professional staff representative shall serve for one year. The Faculty Athletics Representative (FAR) shall serve as the chair of the committee.

5.3.4.3.2. Responsibilities: The Mastodon Athletics Advisory Subcommittee shall:

- 5.3.4.3.2.1. Monitor and advise regarding schedules for intercollegiate athletics.
- 5.3.4.3.2.2. Establish eligibility requirements for participation in intercollegiate athletics.
- 5.3.4.3.2.3. Approve intercollegiate sport additions or deletion
- 5.3.4.3.2.4. Approve participation in post-season activities beyond conference tournaments.
- 5.3.4.3.2.5. Propose, for the approval of the Senate, membership in athletic conferences.
- 5.3.4.3.2.6. Advise the ex-officio members.
- 5.3.4.3.2.7. When requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer.
- 5.3.4.3.2.8. Serve on ad hoc compliance committees.
- 5.3.4.3.2.9. Make recommendations with respect to procedures and policies to assist in student-athlete academic success.
- 5.3.4.3.2.10. Participate and be consulted within university-wide discussions and decisions regarding the Athletic Department.

### **5.3.5. University Resources Policy Committee**

5.3.5.1. Membership: The University Resources Policy Committee shall consist of:

- 5.3.5.1.1. The Chief Financial Officer or designee.
- 5.3.5.1.2. The Chief Academic Officer or designee.
- 5.3.5.1.3. The chief officer in charge of space allocation (ex officio, nonvoting).
- 5.3.5.1.4. The chief officer in charge of campus planning (ex officio, nonvoting).

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Andrew Downs  
Professional Development Subcommittee

DATE: March 20, 2017

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate

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WHEREAS, The Bylaws of the Senate provide (5.3.2.2.1.2) that members of the Professional Development Subcommittee (PDS) “shall be ineligible to submit a summer research grant proposal or sabbatical leave request during their term on the Subcommittee.”; and

WHEREAS, The PDS now assists the Institute for Research Scholarship and Creative Endeavors (IRSC) by reviewing proposals for a variety of support opportunities; and

WHEREAS, IRSC is new to IPFW and the support it provides for research, scholarship, and creative endeavor is evolving; and

WHEREAS, 5.3.2.2.1.2 makes it possible for members of PDS to be eligible for some support opportunities and not others;

BE IT RESOLVED, That the PDS recommends that 5.3.2.2.1.2 be amended as follows.

5.3.2.2.1.2. Responsibilities: The Professional Development Subcommittee shall oversee and recommend policies and procedures relating to the professional development of the Faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members of this Subcommittee shall be ineligible to submit a summer research grant proposals ~~and~~ ~~or~~ sabbatical leave requests **reviewed by the Subcommittee** during their term on the Subcommittee. **Members must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal including sabbaticals their proposals and sabbatical leave requests.**

#### **5.3.2.2.1. Professional Development Subcommittee**

- 5.3.2.2.1.1. Membership: The Professional Development Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the Voting Faculty and continuing lecturers elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same Major Unit.
- 5.3.2.2.1.2. Responsibilities: The Professional Development Subcommittee shall oversee and recommend policies and procedures relating to the professional development of the Faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members of this Subcommittee shall be eligible to submit proposals and sabbatical leave requests reviewed by the Subcommittee during their term on the Subcommittee. Members must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal including sabbaticals.

#### **5.3.2.2.2. Promotion and Tenure Subcommittee**

- 5.3.2.2.2.1. Membership: The Promotion and Tenure Subcommittee shall have the membership established in Senate Document SD 14-36.
- 5.3.2.2.2.2. Responsibilities: The Promotion and Tenure Subcommittee shall have the responsibilities, and follow the procedures established in Senate Document SD 14-36.

### **5.3.3. Educational Policy Committee**

- 5.3.3.1. Membership: The Educational Policy Committee shall consist of the Chief Academic Officer, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, the Registrar (nonvoting), and six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented.
- 5.3.3.2. Responsibilities
  - 5.3.3.2.1. The Educational Policy Committee shall be concerned with, but is not limited to, the improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, library and other learning-resource policies, honors programs, general education policies, general research policies, military training programs, general curriculum standards, coordination of Fort Wayne curricula with those of West Lafayette and/or Bloomington, general academic organization, interdepartmental and inter-institutional research and education programs, and continuing education programs.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Lesa Rae Vartanian, Chair  
Faculty Affairs Committee

DATE: March 23, 2017

SUBJ: FAC Report on the Suspension on Voluntary Early Partial Retirement (VEPR) Program

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WHEREAS, on February 2, 2017, the Executive Committee of the Fort Wayne Senate charged the Senate Faculty Affairs Committee (FAC) with gathering information regarding the suspension of the Voluntary Early Partial Retirement (VEPR) benefit program; and

WHEREAS, FAC was explicitly directed to address four questions regarding the timeframe of the administration's decision and the communication of that decision as related to the offering of an Early Retirement Incentive Package (ERIP) in early Fall 2016; and

WHEREAS, two members of FAC met with Vice Chancellor of Financial Affairs David Wesse, Director of Human Resources Tamarah Brownlee, and Associate Director, Compliance, Human Resources, and Office of Institutional Equity Christine Marcuccilli on February 24, 2017 to discuss the matter; and

WHEREAS, FAC met subsequently to create a written report (attached) to document due diligence; and

WHEREAS, the report makes clear that, based on the information gathered, FAC believes the decision to suspend VEPR and the communication of that decision—particularly the timing of it relative to the offering of the ERIP—were not well-thought out or executed with long-time IPFW faculty and staff members' best interests in mind;

BE IT RESOLVED that the Fort Wayne Senate recognize the attached report "Faculty Affairs Committee Report on ERIP/VEPR, Fall 2016" as a clear indication FAC has met its charge and completed its task; and

BE IT FURTHER RESOLVED that the administration undertake and provide an accounting of the number of faculty and staff who decided not to accept ERIP and whose 7-day reconsideration window expired before the announcement of the suspension of VEPR; and

BE IT FURTHER RESOLVED that the administration reconsider its suspension of the long-standing VEPR benefit in favor of some form of modified VEPR, such as exists at Purdue Northwest.

## Faculty Affairs Committee Report on ERIP/VEPR, Fall 2016

The Voluntary Early Partial Retirement (VEPR) program has existed as a benefit to IPFW faculty and staff for over 25 years. Individuals who are age 55 and older and have at least 15 years of service to the university (such that the sum of age plus years of service is equal to or greater than 70) are eligible. VEPR allows the faculty or staff member to reduce their employment over a period of five years, and thus transition into full-time retirement.

On September 2, 2016, Chancellor Carwein announced the offering of an Early Retirement Incentive Package (ERIP) via mass email to the campus. ERIP was offered to those faculty and staff who were 55 years of age or older, and who had at least 15 years of service in to the university. Terms of a “buy-out” plan for those faculty and staff already participating in VEPR were presented. On October 28, 2016, the immediate suspension of VEPR was announced, also via mass email.

On February 7, 2017, the Executive Committee (EC) of the Fort Wayne Senate charged the Senate Faculty Affairs Committee (FAC) with gathering information about the suspension of IPFW’s VEPR program. In particular, EC asked us to try to address four questions:

- 1) *How and when was the decision made regarding the discontinuation of VEPR?*
- 2) *How and when was that decision disseminated/communicated to the faculty?*
- 3) *How did the timing of that decision and communication correspond to the Early Retirement plan proposals last fall?*
- 4) *Would it not have been possible to incorporate some kind of a “phase out” or planned elimination of the VEPR?*

FAC members Daren Kaiser and Lesa Rae Vartanian (Chair) met with Vice Chancellor for Financial Affairs David Wesse, Director of Human Resources Tamarah Brownlee, and Associate Director, Compliance, Human Resources, and Office of Institutional Equity Christine Marcuccilli on Friday, February 24, 2017 from 3:30-5:00 PM. FAC then met on Monday, February 27, 2017 to discuss the information gained from that Friday meeting; a summary of that discussion follows.

According to VCFA Wesse, the decision to suspend VEPR was discussed and then made in late October, 2016. As noted, the announcement of the suspension was made to the campus on October 28, 2016. It seems then, that the timeframe of the administration’s consideration of the VEPR issue was relatively brief. VCFA Wesse did say that the intention had been to announce the suspension of VEPR when ERIP was announced, and that they did not want to announce the suspension after the timeframe for individuals considering ERIP had passed.

As noted above, the September 6, 2016 email announcing ERIP did provide terms for a buy-out for those faculty and staff already participating in VEPR. Otherwise, the administration’s communications regarding ERIP and VEPR were NOT coordinated or connected with one another. T. Brownlee and D. Wesse both indicated that it never occurred to them that faculty or staff would connect the two programs conceptually, and that because these are separate programs, they saw no need to connect them explicitly—not even that one of them would become unavailable about two months after the introduction of the other. Though the administration apparently discussed and decided to suspend VEPR during the month of October, they made a connection between the two programs earlier, in the development of the ERIP, as evidenced by the inclusion of the VEPR buy-out clause. Clearly the two



programs had been considered against one another in terms of cost to the university (with ERIP seen as less expensive).

When asked if a pool of faculty who were eligible for both ERIP and VEPR had been identified, the answer was “no.” When asked if the information packet distributed to individuals eligible for ERIP included any handout or survey to discern the recipients’ interest in VEPR, the answer was “no.” It was noted that because the VEPR process begins with the potential participant having a conversation with his or her supervisor or department chair, there was really “no way to know who might have been considering VEPR.” (However, it WAS possible to discern which faculty and staff were eligible for ERIP, and the eligibility criteria are the same.) A total of 274 individuals were eligible for ERIP; fifty-three staff members and seventeen faculty chose ERIP. There were nine individuals (eight faculty members and one staff member) on VEPR at the time ERIP was offered, and according to VCFA Wesse, all nine chose ERIP. It is most curious to us that the announcement of the suspension of VEPR wasn’t made at the same time ERIP was offered, as it seems that having done so might have led to more individuals choosing ERIP, which, if so, would have resulted in even greater savings to the university.

We understand that benefits are not guaranteed entitlements, and that employers may rescind them at any time. However, we find the fact to be a weak defense of what we believe was poor planning and execution of the decisions and communications regarding ERIP and VEPR. The administration recognized a relation between the two programs in terms of cost for the university, and should have recognized that the same sort of comparison between programs would be important—in some cases perhaps critical—to eligible faculty and staff.

According to Brownlee, ERIP packets were “placed in the hands” (literally, or vis-à-vis certified mail) of all eligible faculty and staff as soon as possible after the ERIP announcement was made. Brownlee indicated that there were some individuals who were clearly not interested, and wished to decline receipt of the packet. Individuals then had forty-five days to decide whether or not they wanted to take the ERIP offer. Once they had made a decision, they had seven days to change their mind. In our view, it is entirely reasonable to suspect individuals who were eligible for both programs but had been planning to take VEPR (even if they had not initiated an official conversation with their superior) would have declined the ERIP offer very early on, and that the seven days to change their decision would have expired well before the campus announcement regarding the suspension of VEPR was made. We do not know the extent to which this actually occurred, but we think it is something the administration should have considered and worked to prevent.

The question of whether it would have been possible to incorporate some kind of a “phase out” or planned elimination of the VEPR was not discussed. We did learn that PNW has modified its VEPR to be a three-year program; the official status of the program at West Lafayette was not known at the time of this report.

In sum, based on the information we have gathered, we believe that the decisions made regarding these two early retirement programs were not well-thought-out, and the communication of the decisions that were made were mishandled in a way that potentially disadvantaged faculty and staff who were eligible for both programs. Whereas the university is undoubtedly in compliance with the law in its actions, those actions do not reflect concern or respect for the people who have given much of their professional lives to IPFW. The lack of planning and the rush to implement ERIP created a situation in which people were pressed to make a major life decision fairly quickly.

Research on aging clearly demonstrates that the retirement decision is complex and includes many personal, demographic, and contextual factors. Most individuals consider and plan in advance the timing of their transition to full or partial retirement and the resulting economic conditions of retirement (cash benefits and in-kind benefits). Sudden, unexpected changes in retirement rules may have a tremendous negative impact not only on a retiree's economic self-sufficiency but also on psychosocial well-being after retirement.

Accordingly, we believe that the administration should have been more clear and transparent, and taken better care to make sure that faculty and staff eligible for both ERIP and VEPR understood that the long-standing VEPR program was to be suspended (or at least its suspension under consideration) and therefore "off the table" for them as an option as early as possible.

Respectfully Submitted,

Lesia Rae Vartanian, Chair (FAC)

March 22, 2017

TO: Fort Wayne Senate

FROM: Peter Iadicola

DATE: March 21, 2017

SUBJ: Proposed Amendments to the IPFW Academic Regulations and Procedures: Approval of Faculty-Initiated Withdrawal Policy.

WHEREAS, Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes); and

WHEREAS, faculty currently have no means of initiating withdrawal of students in obvious danger of failing to make satisfactory progress;

WHEREAS, the Educational Policy Committee proposed to the senate in April, 2009 a Faculty Initiated Withdrawal Policy, giving faculty authority to withdraw students.

WHEREAS, concerns about retention and student success are now greater than at the time this proposal was initially considered.

THEREFORE, I propose what was previously proposed by EPC of 2009 as Academic Regulations and Procedures for A Faculty-Initiated Withdrawal Policy.

### **Senate Document SD 09-1 Retention Initiative Faculty-Initiated Withdrawal Policy**

Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential

to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes) may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level.

This Faculty-Initiated Withdrawal Policy may be implemented in all undergraduate-level courses subject to the following provisions: If a faculty member chooses to use Faculty-Initiated Withdrawal Policy, the policy must be included in the course syllabus with specific language as to the policy.

Students must be informed that withdrawal may have an impact on their Financial Aid awards and/or student visa status.

When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.

Prior to using the Faculty-Initiated Withdrawal Policy in a course, the instructor will notify the student at least one week before the withdrawal.

Faculty-Initiated withdrawal will take place after the fee refund period up to the last scheduled class prior to finals. Students who are withdrawn from the course will not be eligible for a tuition refund.

The Registrar's Office will report each semester on the number of faculty-initiated withdrawals for each course. Language to be included on the syllabus, Faculty-Initiated Withdrawal: "A basic requirement of this course is that you will participate in class and conscientiously complete all course requirements. If you miss more than half our class meetings within the first four weeks of the semester or are not making satisfactory progress in fulfilling the course requirements, you may be withdrawn from this section.

Withdrawal may have academic, financial, and financial aid implications. Withdrawal will take place after the refund period, and if you are withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the faculty-initiated withdrawal policy at any point during the semester, please contact me."

INDIANA UNIVERSITY-PURDUE  
UNIVERSITY AT FORT WAYNE  
DOCUMENTATION OF FACULTY INITIATED WITHDRAW GRADE  
DRAFT – 4/24/09

Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or fail to make satisfactory progress (i.e. not completing course assignments, not taking tests or quizzes) in meeting the course requirements may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level.

When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.

Faculty-Initiated withdrawal will take place after the fee refund period. Students who are withdrawn from the course will not be eligible for a tuition refund.

The white and yellow copies of this form must be sent to the Registrar's Office.

Reason for Faculty Initiated Withdraw (Documented by Instructor)

Absent from at least 50% of Class Meetings

Failure to make satisfactory progress

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STUDENT NAME: \_\_\_\_\_ I.D. # \_\_\_\_\_ -

\_\_\_\_\_ - \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY

STATE \_\_\_\_\_

ZIP \_\_\_\_\_ STUDENT'S MAJOR \_\_\_\_\_ LAST DOCUMENTED

DATE OF

ATTENDANCE \_\_\_\_\_

TO: Fort Wayne Senate

FROM: Peter Iadicola and Rachel Hile

DATE: March 21, 2017

SUBJ: Proposal to Establish a more Comprehensive Analysis of Academic Program's Contribution to Degree Programs in Consideration of Program Resource Allocation, Suspension, and Closure

WHEREAS, all degrees are composed of courses in which the majority are taken outside of the major department.

WHEREAS, the university administration has focused principally on the number, retention, and graduation of majors with little or no consideration of how a program's courses are used to fulfill requirements and electives for degree programs outside of this major.

WHEREAS, cuts to programs based on these metrics alone has the potential to significantly negatively affect the quality of degree offerings outside of the major programs being eliminated,

AND WHEREAS, the new proposed template for department annual reports continues this same deficiency in solely using metrics of the major and not the program contribution to programs outside of the major,

BE IT RESOLVED, that for any evaluation of academic programs for decisions on resource allocation, suspension, and closure must consider that program's contributions to degrees and programs outside of its major.

TO: Fort Wayne Senate

FROM: Peter Iadicola and Rachel Hile

DATE: March 21, 2017

SUBJ: Executive Committee Annual Report on Administration Compliance with Senate Resolutions

WHEREAS, The IPFW Senate passes resolutions that require administrative action; and

WHEREAS, SD 16-26 requires that in “All matters that are decided by the Senate that require administrative action should be enacted by the administration, or in cases where the administration has determined that it shall not, the administration shall explain that decision by a date no later than the third Senate meeting after the passage of the resolution, preferably at a Senate meeting”; and

WHEREAS, Currently the IPFW Senate has no mechanism that reports whether there is administrative compliance with senate resolutions that have been passed previously to the enactment of SD16-26;

BE IT RESOLVED, That the Executive Committee of the Senate annually report no later than the second senate meeting of each academic year, whether the administration complied with all resolutions requiring administrative action passed by this body in previous academic years.

TO: Fort Wayne Senate

From: Linda Wright-Bower, Chair  
Educational Policy Committee

Subject: Change to the Academic Calendar Formula as defined in SD 11-18  
and Change to the 2018-2019 academic calendar to reflect the  
change in the academic calendar formula of adopted

Date: March 22, 2017

Disposition: To the Presiding Officer for Implementation

WHEREAS, the University formerly known as Indiana University - Purdue University will become two separate entities, and

WHEREAS, the majority of the IPFW units will be managed by Purdue University as of July 1, 2018, and

WHEREAS, degree programs previously supported as part of Indiana University will be realigned under the auspices of Purdue University as of July 1, 2018, and

WHEREAS, Academic Regulations for the newly created Purdue University Fort Wayne, or the forthcoming name determined by the Purdue Board of Trustees, will need to be in concert with those of Purdue University West Lafayette, and

WHEREAS, a slight change in the academic calendar formula for the Purdue University Fort Wayne campus will provide uniform academic calendars for students attending Purdue University Fort Wayne and IUPUI health sciences programs in Fort Wayne, and

WHEREAS, the IUPUI Registrar has agreed to coordinate the IUPUI Spring Break recess with the Purdue University Fort Wayne campus such that students attending IUPUI Fort Wayne classes will have the same recess, and



WHEREAS, the current IPFW Registrar has provided a table of academic year beginning and starting dates through the year 2030 as a reference document to support these resolutions,

RESOLVED, Senate Document SD 11-18 (Academic Calendar formula) be amended as enclosed, with italicized language inserted and strike-out language removed.

BE IT ALSO RESOLVED, that the 2018-2019 Academic Calendar be changed to reflect this change in formula.

The academic calendar shall consist of two 16-week regular semesters (including a one-week final examination period), and one 15-week summer semester.

During the Fall and Spring semesters, the standard length of a three-credit-hour course shall be 150 minutes per week for fifteen weeks. The final examination period for courses shall be two hours.

#### FALL SEMESTER

1. The first day of classes of the fall semester shall be the Monday falling between August ~~19 20~~ and August ~~25 26~~, inclusive.
2. Labor Day shall be a holiday. Classes shall be suspended starting at 4:30 PM on the Friday preceding Labor Day and resume on the Tuesday following Labor Day.
3. There shall be a two-day suspension of regular classes consisting of the *Monday and Tuesday* after the mid-point between the beginning of the semester and Thanksgiving break.
4. Thanksgiving recess shall consist of Thanksgiving Day, *the preceding Wednesday*, and the following Friday and weekend.

#### SPRING SEMESTER

1. The first day of the spring semester may be the Monday following the end of the regular Fall Semester. Typically, weekday classes of the regular spring semester will begin the Monday falling between January ~~7 8~~ and January ~~13 14~~, inclusive.
2. The period of time between the regular fall and spring semesters will be called "Winter Intersession" for the purposes of communication to the public. All official university holidays during the intersession will be recognized and offices will be closed.
3. Martin Luther King, Jr. Day, the third Monday in January, shall be a holiday. Classes will not meet.
4. There shall be a one-week spring recess after the 8th week of regular weekday classes of the spring semester.
5. Weekend College shall be suspended Easter weekend.

#### SUMMER SEMESTER

1. The first day of classes of summer semester may be the Monday following the end of the spring semester. Typically, weekday classes will meet in two 6-week summer sessions which will begin following a one-week break at the end of spring semester.
2. Memorial Day (Observed) and Friday evening, Saturday, and Sunday of Memorial Day weekend, shall be a holiday. Classes will not meet.
3. July 4 shall be a holiday. Classes will not meet on July 4 when it falls on a weekday. Classes will not meet on Friday, July 3, when July 4 falls on a Saturday. Classes will not meet on Monday, July 5, when July 4 falls on a Sunday. The Friday evening, Saturday, and Sunday including, or closest to, July 4 shall also be holidays when classes do not meet.

ANALYSIS OF CALENDAR START & END DATES FROM FALL 2018 – SPRING 2037 – FOR INFORMATION ONLY

Analyses of Semester begin/end dates if calendar formula adjusted to first day of classes of the fall semester is the Monday falling between August 19<sup>th</sup> and August 25, and regular spring semester be the Monday falling between January 7 and January 13, inclusive (Fall 2017- Spring 2037):

Fall Term	Begin	End	#weeks of break	Spring Term	Begin	End	# weeks in Summer
Fall 2018	Aug 20	Dec 16	3 weeks	Spring 2019	Jan 7	May 5	15
Fall 2019	Aug 19	Dec 15	4 weeks	Spring 2020	Jan 13	May 10	15
Fall 2020	Aug 24	Dec 20	3 weeks	Spring 2021	Jan 11	May 9	15
Fall 2021	Aug 23	Dec 19	3 weeks	Spring 2022	Jan 10	May 8	15
Fall 2022	Aug 22	Dec 18	3 weeks	Spring 2023	Jan 9	May 7	15
Fall 2023	Aug 21	Dec 17	3 weeks	Spring 2024	Jan 8	May 5	15
Fall 2024	Aug 19	Dec 15	4 weeks	Spring 2025	Jan 13	May 11	15
Fall 2025	Aug 25	Dec 21	3 weeks	Spring 2026	Jan 12	May 10	15
Fall 2026	Aug 24	Dec 20	3 weeks	Spring 2027	Jan 11	May 9	15
Fall 2027	Aug 23	Dec 19	3 weeks	Spring 2028	Jan 10	May 7	15
Fall 2028	Aug 21	Dec 17	3 weeks	Spring 2029	Jan 8	May 6	15
Fall 2029	Aug 20	Dec 16	3 weeks	Spring 2030	Jan 7	May 5	15
Fall 2030	Aug 19	Dec 15	4 weeks	Spring 2031	Jan 13	May 11	15
Fall 2031	Aug 25	Dec 21	3 weeks	Spring 2032	Jan 12	May 9	15
Fall 2032	Aug 23	Dec 19	3 weeks	Spring 2033	Jan 10	May 8	15
Fall 2033	Aug 22	Dec 18	3 weeks	Spring 2034	Jan 9	May 7	15
Fall 2034	Aug 21	Dec 17	3 weeks	Spring 2035	Jan 8	May 6	15
Fall 2035	Aug 20	Dec 16	3 weeks	Spring 2036	Jan 7	May 4	15
Fall 2036	Aug 25	Dec 21	3 weeks	Spring 2037	Jan 12	May 10	15

Implications of change in formula:

1. When the fall semester begins on August 19<sup>th</sup> or 20<sup>th</sup>, the break between fall and spring will be 4 weeks in length periodically.
2. By moving the begin date of fall to August 19<sup>th</sup>, the policy should be changed to read **“the first day of classes of the fall semester shall be the Monday falling between August 19<sup>th</sup> and August 25<sup>th</sup>, inclusive”**, since August 26<sup>th</sup> is no longer an option by moving to August 19<sup>th</sup>.
3. By moving the begin date of spring to January 7, the policy should be changed to read, **“Typically, weekday classes of the regular spring semester will begin the Monday falling between January 7 and January 13, inclusive”**.
4. Fall semester will not end later than December 21 in any given year; therefore, no longer running too close to the winter holiday break.

TO: Fort Wayne Senate

From: Linda Wright-Bower, Chair  
Educational Policy Committee

Subject: Change to the 2018-2019 Academic Calendar Formula to reflect the calendar formula revision if approved by the Senate (previous document).

Date: March 22, 2017

Disposition: To the Presiding Officer for Implementation

WHEREAS, the University formerly known as Indiana University - Purdue University will become two separate entities, and

WHEREAS, the majority of the IPFW units will be managed by Purdue University as of July 1, 2018, and

WHEREAS, degree programs previously supported as part of Indiana University will be realigned under the auspices of Purdue University as of July 1, 2018, and

WHEREAS, a slight change in the academic calendar formula for the Purdue University Fort Wayne campus will provide uniform academic calendars for students attending Purdue University Fort Wayne and IUPUI health sciences programs in Fort Wayne, and

WHEREAS, the IUPUI Registrar has agreed to coordinate the IUPUI Spring Break recess with the Purdue University Fort Wayne campus such that students attending IUPUI Fort Wayne classes will have the same recess, and

WHEREAS, the current IPFW Registrar has provided a table of academic year beginning and starting dates through the year 2030 as a reference document to support these resolutions,

RESOLVED, The change in the academic calendar formula, previously approved by this body, now requires an adjustment,

BE IT ALSO RESOLVED, that the 2018-2019 Academic Calendar be changed to reflect this change in formula.

**ACADEMIC CALENDAR FOR 2018-2019****Fall Semester, 2018**

Monday	20 August	Classes Begin
Friday	31 August	Classes Suspended at 4:30 p.m. (Labor Day Recess)
Tuesday	4 September	Classes Resume
Mon.-Tues.	8 – 9 October	Fall Recess
Wednesday	10 October	Classes Resume
Tuesday	20 November	Thanksgiving Recess Begins After Last Class
Monday	26 November	Classes Resume
Mon.-Sun.	10-16 December	Final Exam Week/Last Week of Classes

**Winter Inter-session, 2018-2019**

Monday	17 December	Classes Begin
Mon.-Tues.	24-25 December	Classes Suspended (Christmas Holiday)
Wednesday	26 December	Classes Resume
Monday	31 December	Classes Suspended (Presidents' Designated Holiday)
Wednesday	2 January	Classes Resume
Sunday	<del>13-6</del> January	Last Day of Classes

**Spring Semester, 2019**

Monday	<del>14-7</del> January	Classes Begin
Monday	21 January	Martin Luther King Jr. Holiday
Mon. - Sun.	11-17 March	Spring Recess
Monday	18 March	Classes Resume
Friday	19 April	Classes Suspended at 4:30 p.m. (Easter Recess)
Monday	22 April	Classes Resume
Mon.-Sun	<del>29 April-5</del> <del>6-12</del> May	Final Exam Week/ Last Week of Classes
Wednesday	<del>15-8</del> May	Tentative Date of Commencement

**Summer Semester, 2019**

Monday	<del>13-6</del> May	Summer Semester Begins
Monday	<del>20-13</del> May	Summer Session I: Classes Begin
Friday	24 May	Classes Suspended at 4:30 p.m. (Memorial Day Recess)
Tuesday	28 May	Classes Resume
Friday	<del>28-21</del> June	Summer Session I: Classes End at 4:30 p.m.
Monday	<del>1 July-24</del> June	Summer Session II: Classes Begin
Thursday	4 July	Independence Day Holiday Observed
Friday	5 July	Classes Suspended at 4:30 p.m. (Independence Day Weekend Recess).
Monday	8 July	Classes Resume
Friday	<del>9-2</del> August	Summer Session II: Classes End at 4:30 p.m.
Sunday	<del>25-18</del> August	Summer Semester Ends

TO: Fort Wayne Senate

From: Linda Wright-Bower, Chair  
Educational Policy Committee

Subject: Amendment of the Academic Regulations (SD 85-18)

Date: March 22, 2017

Disposition: To the Presiding Officer for Implementation

WHEREAS, the University formerly known as Indiana University - Purdue University will become two separate entities, and

WHEREAS, the majority of the IPFW units will be managed by Purdue University as of July 1, 2018, and

WHEREAS, degree programs previously supported as part of Indiana University will be realigned under the auspices of Purdue University as of July 1, 2018, and

WHEREAS, Academic Regulations for the newly created Purdue University Fort Wayne, or the forthcoming name determined by the Purdue Board of Trustees, will need to be in concert with those of Purdue University West Lafayette, and

WHEREAS, a slight change in the academic calendar formula for the Purdue University Fort Wayne campus will provide uniform academic calendars for students attending Purdue University Fort Wayne and IUPUI health sciences programs in Fort Wayne, and

WHEREAS, the IUPUI Registrar has agreed to coordinate the IUPUI Spring Break recess with the Purdue University Fort Wayne campus such that students attending IUPUI Fort Wayne classes will have the same recess, and

WHEREAS, changes to the IPFW regulations were made in previous academic years but not properly recorded and implemented, and

WHEREAS, the debate on campus with advisors and faculty whether or not to assign midterm grades to freshman has been previously proposed but tabled (Senate Document SD 98-18, Tabled on 3/15/1999); and

WHEREAS, early intervention has been shown to be an effective means of improving retention; and

WHEREAS, the assignment of midterms grades for first-years students is one means of identifying students who may benefit from an academic assistance program and/or other support; and

WHEREAS, the assignment of mid-term grades for general education courses and 10000-20000 level courses may provide another means for identification of students who may need academic assistance program and/or other support; and

WHEREAS, all students at-risk for failing (D or F) in 10000-20000 may benefit from official mid-term grade assignments;

RESOLVED, Senate Document SD 85-18 (Academic Regulations) be amended as enclosed, with italicized language inserted and strike-out language removed.



## Summary of the Proposed Changes to the Purdue University Fort Wayne campus Academic Regulations effective July 1, 2018

### Purdue University Fort Wayne – Academic Regulations, Effective July 1, 2018

**NOTE: The sections and pages are hyper linked for easy navigation**

No.	Topic	Page #
1	<u>Academic Calendar Formula (SD11-18)</u> – Adjustment in formula to align both Fort Wayne campuses.	2
2	<u>Definitions 1.0</u> : Revisions to regulations – <a href="#">1.1</a> , <a href="#">1.2.1</a> , <a href="#">1.3</a> , and <a href="#">1.10</a> . Removing reference to Indiana University.	<a href="#">3-4</a>
3	<u>Admission 2.0</u> : Revision to regulation – <a href="#">2.4</a> – Determines academic forgiveness after a student does not attend any campus of Indiana University or Purdue University after five years.	<a href="#">5-6</a>
4	<u>Grades 6.0</u> : Revisions to regulations – <a href="#">6.2</a> , <a href="#">6.3</a> , and <a href="#">6.4</a> – Removing reference to IU grades and how grades will post to an IU transcript and incorporating (SD-13-8) – Not Submitted Grade: NS	<a href="#">15-16</a>
5	<u>Grades 6.7</u> : Addition of Midterm Grades to regulation.	<a href="#">17</a>
6	<u>Grade Point Averages 8.0</u> : Addition of NS grade on table to indicate not included in calculation of GPA.	<a href="#">19</a>
7	<u>Academic Standing 9.0</u> : Revision to regulation <a href="#">9.4.3</a> which states a student dismissed from any campus of IU or Purdue may not enroll at IPFW until one fall or spring semester has passed.	<a href="#">21</a>
8	<u>Degrees 10.0</u> : Revisions to regulations <a href="#">10.3.1</a> and <a href="#">10.3.2</a> – change to the definition of double major and double degree.	<a href="#">23</a>
9	<u>Transcripts 12.0</u> : Addition of Academic Actions on Transcripts <a href="#">12.1</a>	<a href="#">25</a>

Note: All references in the regulations to “IPFW” will be updated to the new institution name when finalized.

The link for the PWL academic regulations is:

[http://www.purdue.edu/studentregulations/regulations\\_procedures/](http://www.purdue.edu/studentregulations/regulations_procedures/)

## Academic Calendar Formula (SD 11-18)

The academic calendar shall consist of two 16-week regular semesters (including a one-week final examination period), and one 15-week summer semester.

During the Fall and Spring semesters, the standard length of a three-credit-hour course shall be 150 minutes per week for fifteen weeks. The final examination period for courses shall be two hours.

### FALL SEMESTER

1. The first day of classes of the fall semester shall be the Monday falling between August ~~19 20~~ and August ~~25 26~~, inclusive.
2. Labor Day shall be a holiday. Classes shall be suspended starting at 4:30 PM on the Friday preceding Labor Day and resume on the Tuesday following Labor Day.
3. There shall be a two-day suspension of regular classes consisting of the *Monday and Tuesday* after the mid-point between the beginning of the semester and Thanksgiving break.
4. Thanksgiving recess shall consist of Thanksgiving Day, *the preceding Wednesday*, and the following Friday and weekend.

### SPRING SEMESTER

1. The first day of the spring semester may be the Monday following the end of the regular Fall Semester. Typically, weekday classes of the regular spring semester will begin the Monday falling between January ~~7 8~~ and January ~~13 14~~, inclusive.
2. The period of time between the regular fall and spring semesters will be called "Winter Intersession" for the purposes of communication to the public. All official university holidays during the intersession will be recognized and offices will be closed.
3. Martin Luther King, Jr. Day, the third Monday in January, shall be a holiday. Classes will not meet.
4. There shall be a one-week spring recess after the 8th week of regular weekday classes of the spring semester.
5. Weekend College shall be suspended Easter weekend.

### SUMMER SEMESTER

1. The first day of classes of summer semester may be the Monday following the end of the spring semester. Typically, weekday classes will meet in two 6-week summer sessions which will begin following a one-week break at the end of spring semester.
2. Memorial Day (Observed) and Friday evening, Saturday, and Sunday of Memorial Day weekend, shall be a holiday. Classes will not meet.
3. July 4 shall be a holiday. Classes will not meet on July 4 when it falls on a weekday. Classes will not meet on Friday, July 3, when July 4 falls on a Saturday. Classes will not meet on Monday, July 5, when July 4 falls on a Sunday. The Friday evening, Saturday, and Sunday including, or closest to, July 4 shall also be holidays when classes do not meet.

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## Definitions

1.1 **Definitions:** As used herein, the terms below have the specified meanings.

1.2 **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.

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

1.3.1 **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.

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

1.3.1.2 **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:

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

1.3.1.2.2 **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.

1.3.1.2.3 **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:

Undergraduate Student Classification	Earned Credit Hours
Freshman	Fewer than 30
Sophomore	30-59
Junior	60-89
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.

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.]

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## Admissions

**2.1:** 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.

**2.2:** 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.

**2.3:** Admission of a student transferring between institutions or IPFW programs.

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

**2.3.1.1:** Designate the intended curriculum on the re-entry or transfer-admission form.

**2.3.1.2:** Submit the completed form to the admissions office for evaluation.

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

**2.3.2.1:** Prepare the prescribed transfer-request form.

**2.3.2.2:** Secure the approval of the school/division to which the transfer is proposed.

**2.3.2.3:** 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 cumulative GPA.

**2.4:** Application of credit for students who re-enter **IPFW Purdue University Fort Wayne**. 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 cumulative 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.

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## Registration and Course Assignment

### 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:

- SAT test score above 450 on the verbal test
- ACT test score above 19 on the individual reading test;
- 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-Language<sup>1</sup>.** 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.

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 co-requisites. When registering, a student must satisfy all course prerequisites and co-requisites or secure the permission of the instructor. On an instructor's request, the Registrar may remove any student who has not satisfied prerequisites or co-requisites.

**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:

Weeks	Restrictions
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.

Weeks	Restrictions
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.
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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 or credit to audit may occur only during the first six weeks. The regular audit deadline is the Friday ending the first week of class. The late audit deadline is the Friday ending the sixth week of class. Approval of a regular change of auditing status in the first week of class requires a signature or written acknowledgment from the student's advisor and a representative from the Financial Aid Office (when applicable). Approval of a late change in auditing status during weeks two through six requires a signature or written acknowledgement from the course instructor, academic advisor and a representative from the Financial Aid Office (when applicable).

**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.

## **Academic Honesty**

### **4.0: Academic Honesty**

**4.1:** Definitions -Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of IPFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. IPFW has developed the following general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may discipline a student for committing acts of academic or personal misconduct.

**4.1.2:** Academic Misconduct: This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At IPFW, specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for cred or hours.
2. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another in committing acts of academic dishonesty.
4. Submitting the work of someone else as if it were one's own by adopting or reproducing the ideas and opinions of others without acknowledgment. Such instances of plagiarism may be intentional or unintentional, and may involve isolated words, formulas, sentences, paragraphs, entire works, or other intellectual property; either copied from other published sources, or from unpublished work such as those of other students.
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

### **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 -In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at IPFW, academic departments should establish a written policy/statement, addressing the professional or ethical standards of their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement. (For additional information, see the Student Disciplinary Procedures section of the Code of Students Rights, Responsibilities and Conduct in the Bulletin).

**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 ten business 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 seven business 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](#)).

## **Final Examinations and Instructors' Grade Reports**

### **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:

- a final examination
- a last, non-comprehensive examination
- submission of out-of-class examination or assignments, or
- 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 submitted to the Registrar's Office as completed, but not later than 12:00 p.m. on the Monday following the last scheduled examination.

## Grades

### 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

Grade	Meaning
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. <del>Indiana University students who receive this grade will have a grade of F recorded on official transcripts.</del>
NC	Completion of the course as an auditor; carries no credit
NP	Not passing grade when enrolled under the P/NP enrollment option. Purdue 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 student 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
NS	<b>Not Submitted; assigned when a grade is not submitted by the instructor.</b>

**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.

**6.7 Midterm Grades**

**6.5.1. Midterm grades shall be reported to the students and to her/his academic advisor for students enrolled in 10000-20000 level courses at risk for failure (D or F).**

**6.5.2. Reporting of mid-term grades is to be completed no earlier than the beginning of the fourth week of classes and no later than the last day of classes in the seventh week.**

**6.5.3. Midterm grades are not to be part of the permanent record.**

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## **Special Credit, Credit for Military Service, and Excess Undergraduate Credit**

### **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.

## Grade-Point Averages

**8.1:** 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, <b>NS</b>	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.]

**8.2:** 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.

**8.3:** 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).

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## **Academic Standing**

### **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:** Academic Probation. A student shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPA's equal to or greater than 2.0.

- IF: Semester GPA or Cumulative GPA is <2.0= ACADEMIC PROBATION
- IF: On academic probation and Cumulative GPA is <2.0 but Semester GPA is  $\geq$  2.0= CONTINUED PROBATION
- IF: On academic probation and Semester GPA is <2.0 but Cumulative GPA is  $\geq$  2.0= CONTINUED PROBATION

- Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing.
- Academic standing will not be assessed in summer sessions.

A student who wishes to appeal an academic probation standing should contact the academic department of their major for guidance in the appeal process.

**9.4.2:** Academic Dismissal. A student on academic probation shall be dismissed at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0.

- IF: On academic probation and both the Semester GPA and Cumulative GPA are <2.0=ACADEMIC DISMISSAL
- Any grade change due to a reporting error will result in a recalculation of the index and determination of the dismissal status.

A student who wishes to appeal an academic dismissal standing should contact the academic department of their major for guidance in the appeal process.

**9.4.3:** Readmission. A 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. All readmissions are into probationary status and are subject to stipulations in effect as a condition of readmission. Readmissions shall be reported to the Registrar, and an appropriate entry shall be made on the student's academic record. A student who is academically dismissed for a second time is not eligible to enroll for at least one year.

A student dismissed by this policy must apply to the appropriate office or readmission committee. A fee is assessed for processing the readmission application. Readmission is not guaranteed.

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## Degrees

### 10.1: 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.

**10.2:** 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.

**10.3:** Requirements for degrees. Any student entering a degree, certificate, or pre-major program will be required to fulfill the requirements in the Bulletin current at the time of entry or re-entry to the university.

The primary reasons for a student to be required to meet the requirements of a subsequent bulletin include:

- Re-entry to IPFW (after a one year period of non-enrollment)
- By request with the written acknowledgment of the academic advisor
- When required by accreditation, a department may require students to complete the curriculum defined by the most current bulletin

Any student who remains continuously enrolled or admitted to the university will be required to meet the requirements of the Bulletin of the term of entry or re-entry to the university unless the student chooses to change to a subsequent Bulletin with the written acknowledgement of the academic advisor.

Any student who is not continuously enrolled due to a period of deployment to serve in a branch of the armed services may meet the requirements of the Bulletin of the most recent entry or re-entry to the university.

In addition:

- 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 cumulative 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.~~

**A student who will be completing the requirements for two or more degree programs simultaneously may be eligible to be registered as a candidate for more than one degree according to the following criteria:**

**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.~~

**If the degree programs are in the same school and lead to the same degree, only one degree shall be awarded. The academic record shall reflect multiple fields of study, as appropriate.**

**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.~~

**If the degree programs are in different schools, two (or more) degrees may be awarded upon special request approved by the deans of the schools concerned and filed with the registrar at the beginning of the semester or session in which the degrees are to be awarded.**

**If the degree programs are in the same school and lead to different degrees, the appropriate degrees shall be awarded.**

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## **Minors**

### **11.0: Minors**

**11.1: Establishment.** A minor-subject program may be established by any academic unit at IPFW subject to approval by the college/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 requesting acceptance into the minor from the academic unit offering the minor. If accepted, the unit offering the minor will submit the appropriate electronic Form 42 to the Office of the Registrar to add the minor to the student's current degree program. An academic unit may authorize a student's major advising unit to add the minor by submitted a Form 42 for the student. This authorization would be stated in the offering unit's minor requirements listed in the Bulletin.

- At the same time as degree certification is processed, the degree-granting unit shall certify the student's completion of all minor requirements. Certification shall be based on completion of the minor program requirements in effect for the bulletin of the student's current degree program.

**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.



## Transcripts

**12.1: 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).

### **12.2: Records of Actions on Transcripts**

**Disciplinary actions will not be recorded on transcripts unless disciplinary actions involve involuntary separation from the University (e.g., suspension and or expulsion), or degree revocation. In these instances, the following notations will be added to the transcript:**

#### **12.1.1 Suspension**

**The following statement will be added to the transcript while the suspension is in place. Once the suspension ends, regardless of whether or not the student returns to the University, the statement will no longer appear on the academic record.**

**“The student has been suspended until [insert date] due to violation of University regulations.”**

#### **12.1.2 Expulsion**

**The following statement will be added to the transcript and remain a permanent part of the transcript.**

**“The student was expelled due to violation of University regulations.”**

#### **12.1.3 Degree revocation**

**The following statement will be added to the transcript and remain a permanent part of the transcript.**

**“The individual’s degree has been revoked and this individual has been expelled due to violation of University regulations. “**

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### **Encumbrance 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.

### **Amendments**

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

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

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

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