Summer 2009
Bloomington

ENROLLMENT and
STUDENT ACADEMIC
INFORMATION

Indiana University Bulletin

Waitlist Requests for First Summer Session will remain active through Tuesday, May 19. Waitlist Requests for Second Summer Session will remain active through Friday, June 26.
Looking For The Schedule of Classes?

See www.registrar.indiana.edu.

Class information is routinely updated at this site.

For detailed registration instructions see http://registrar.indiana.edu/eginstruction.shtml
### Registration Dateline

(See Official Calendar inside back cover.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>March 9</td>
<td>Advising begins</td>
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<tr>
<td>March 9</td>
<td>Class permissions available from academic units</td>
</tr>
<tr>
<td>March 25-April 1</td>
<td>Early Registration [OneStart Student Center or Warren W. Shirey Registration Center—Franklin Hall 101]</td>
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<td>—First Summer Session</td>
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<td>—Second Summer Session</td>
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<td>—Intensive Sessions I, II, III, IV and V</td>
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<tr>
<td></td>
<td>Drop/Add using OneStart Self-Service</td>
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<td></td>
<td>—First Summer Session</td>
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<td></td>
<td>—Intensive Sessions I and II</td>
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<tr>
<td>March 25-May 18</td>
<td>—Second Summer Session, Intensive Sessions III, IV and V</td>
</tr>
<tr>
<td>May 10</td>
<td>Fee deadline (for students who registered during Early Registration, March 25-April 1)</td>
</tr>
<tr>
<td>March 25-May 18</td>
<td>Registration [OneStart Student Center or Warren W. Shirey Registration Center—Franklin Hall 101]</td>
</tr>
<tr>
<td>March 25-June 25</td>
<td>—First Summer Session</td>
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<tr>
<td>March 25-June 25</td>
<td>—Second Summer Session</td>
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<tr>
<td>May 11</td>
<td>—First Summer Session and Intensive Sessions I and II</td>
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<tr>
<td>June 18</td>
<td>—Second Summer Session and Intensive Sessions III, IV and V</td>
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<tr>
<td>May 12</td>
<td>Classes begin</td>
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<td></td>
<td>—First Summer Session and Intensive Session I</td>
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<td>June 2</td>
<td>—Intensive Session II</td>
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<tr>
<td>June 19</td>
<td>—Second Summer Session and Intensive Session III</td>
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<tr>
<td>July 10</td>
<td>—Intensive Session IV</td>
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<tr>
<td>July 29</td>
<td>—Intensive Session V</td>
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<tr>
<td>May 19</td>
<td>Late Drop/Add begins (Franklin Hall)</td>
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<tr>
<td>June 26</td>
<td>—First Summer Session</td>
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<tr>
<td>May 12</td>
<td>—Second Summer Session</td>
</tr>
<tr>
<td>June 19</td>
<td>Late Registration begins (Franklin Hall)</td>
</tr>
</tbody>
</table>

### When do I register for summer sessions 2009?  

<table>
<thead>
<tr>
<th>If you are a:</th>
<th>... then you should register during:</th>
</tr>
</thead>
<tbody>
<tr>
<td>—Currently enrolled student (spring 2009) through the Bloomington campus [including off-campus in absentia students]</td>
<td>Early Registration (March 25-April 1)</td>
</tr>
<tr>
<td>—Currently enrolled student (first summer session or intensive sessions I and II 2009) through the Bloomington campus [including off-campus in absentia students]</td>
<td>Registration (June 18)</td>
</tr>
<tr>
<td>—New freshman or new undergraduate transfer student</td>
<td>New Student Registration First Summer Session and Intensive Sessions I and II [May 11]</td>
</tr>
<tr>
<td>—New graduate student</td>
<td>New Student Registration First Summer Session and Intensive Sessions I and II [May 11]</td>
</tr>
<tr>
<td>—*Intercampus transfer student not enrolled on the Bloomington campus</td>
<td>New Student Registration First Summer Session and Intensive Sessions I and II [May 11]</td>
</tr>
<tr>
<td>—*Returning student not enrolled on the Bloomington campus</td>
<td>New Student Registration First Summer Session and Intensive Sessions I and II [May 11]</td>
</tr>
</tbody>
</table>

*If you wish to register for summer sessions 2009 during Early Registration [March 25-April 1], contact the recorder of your school to determine your eligibility to register.
Class Meeting Times

**Summer Sessions Class Meeting Times and Session Dates**

Classes meeting during the First Summer Session will be one hour and fifteen minutes long with a ten-minute break between classes.

*First Summer Session (SS1)*

Tuesday, May 12–Thursday, June 18

7:30 a.m.-8:45 a.m. 1:10 p.m.-2:25 p.m.
8:55 a.m.-10:10 a.m. 2:35 p.m.-3:50 p.m.
10:20 a.m.-11:35 a.m. 4:00 p.m.-5:15 p.m.
11:45 a.m.-1:00 p.m.

Classes meeting during the Second Summer Session will be fifty minutes long with a ten-minute break between classes.

**Second Summer Session (SS2)**

Friday, June 19–Friday, August 14

7:30 a.m.-8:20 a.m. 12:30 p.m.-1:20 p.m.
8:30 a.m.-9:20 a.m. 1:30 p.m.-2:20 p.m.
9:30 a.m.-10:20 a.m. 2:30 p.m.-3:20 p.m.
10:30 a.m.-11:20 a.m. 3:30 p.m.-4:20 p.m.
11:30 a.m.-12:20 p.m.

*First Summer Session: Classes will not meet on Memorial Day, May 25.
**Second Summer Session: Classes will not meet on July 3.

Office of the Registrar

registrar@indiana.edu

Franklin Hall 100

855-0121  Registrar Services
Student Data, Residency, Registration/Enrollment, Drop/Add, Certification, Current Enrollment, Grades, Permanent Academic Records, Diplomas, Registrar Holds, Immunization

855-7505  Transcript Inquiries 100
855-2489  Classroom Scheduling 235
855-8200  Registration Help 101
reghelp@indiana.edu

Information

Campus Telephone Numbers

From Campus Telephone  Dial 0
From City of Bloomington  855-4848
From Outside of Bloomington  1+812+855-4848

Directory Assistance, City of Bloomington

From 857 number  9+1+411
From 855 number  9+1+411
From 856 number  9+1+411
Registration Instructions
Detailed registration instructions, including OneStart screen prints, can be found at the Office of the Registrar web site:
http://registrar.indiana.edu/reginstruction.shtml

E-Mail and Registration/Waitlist Information

E-mail as Official IU Communication
Indiana University reserves the right to send official communications to students by e-mail, with the full expectation that students will receive and read these e-mails in a timely fashion.
Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications.
For full policy on E-mail as Official Communication, see page 23.

Help us Help You
You will be responsible to read courtesy e-mail communications sent from the Office of the Registrar.
Please pay close attention to e-mails sent from:
waitlist@indiana.edu
reghelp@indiana.edu
registrar@indiana.edu
You are responsible for monitoring your active waitlist requests, regardless of courtesy e-mail notifications, through Tuesday, May 19 (First Summer Session) and Friday, June 26 (Second Summer Session)

Registration Help
For help with registration, call 855-8200 during normal business hours or email reghelp@indiana.edu. Also, see page 6.
This grid is designed to help you in your class schedule planning. As you register for classes using SIS Self-Service, record them here. This will help you in choosing classes without time conflicts. Enrollment in SIS Self-Service will not allow you to register in classes with time conflicts.

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</tbody>
</table>
Registration Support/Contacts

Registration Help Text

On any page in registration, click the Help link at the top right corner.

Personal Registration Assistance

Franklin Hall 101

Even though you can register online through OneStart, if you would like personal assistance during Early Registration, New Student Registration, or Late Registration, the Registration Center, Franklin 101 will be open from 9:00 a.m. – 4:00 p.m. Monday – Friday.

Registration Telephone Assistance

(812) 855-8200

A group of registration assistants is available to answer your questions at (812) 855-8200 from 8:00 a.m. – 5:00 p.m. Monday – Friday.

Registration Email Assistance

RegHelp@indiana.edu

If you would prefer to correspond by Email, registration assistance will answer questions directed to RegHelp@indiana.edu. We try to respond to Email inquiries within 24 hours.

UITS Support Center

(812) 855-6789

If you are having trouble logging into OneStart, contact the UITS Support Center at (812) 855-6789.
Registration—
Early Registration Begins March 25, 2009

All students who are enrolled on the Bloomington campus for Spring 2009 are scheduled to register for Summer 2009 during Early Registration [March 25-April 1]. Note: A late registration fee will be assessed beginning on May 12.

Note also General Registration Information section and Drop/Add information.

Registration using OneStart Student Center

Use OneStart Student Center from locations where you have access to the WWW. Connect to OneStart Student Center from computers on campus, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open Monday through Friday, March 25-April 1, from 9 a.m. to 4 p.m.)

Registration Procedure

Before registering via OneStart Student Center:
1. Connect to OneStart [http://onestart.iu.edu].
   - Check registration appointment date and time.
   - Check for holds on your registration [academic checklists, financial encumbrances and immunization record noncompliance entries]. Obtain a release for each entry from the office listed. The registration system will prevent you from enrolling until corrective action is taken on each entry.
   - Review your addresses. Update entries as necessary.
2. Follow the advising procedure established by your school or department.
3. Review course availability on-line through OneStart or at www.registrar.indiana.edu. Also review on-line course descriptions, contact prospective instructors and review course materials for desired courses.
4. Request any required class permissions from the department offering the desired class.

Register using OneStart Self-Service

See http://registrar.indiana.edu/reginstruction.shtml for detailed registration and drop/add instructions.

After you register, you will have access to continuous drop/add using OneStart Student Center from March 25 through May 18. Refer to Drop/Add section for information and instructions.

Prerequisites

Many course sections have mandatory prerequisites which are listed in the school bulletins or in the on-line Schedule of Classes. Each student is responsible for meeting the published prerequisites for each course requested. After each enrollment period, schools and departments may review the completion of prerequisites of registered students. The academic units have the authority to administratively drop a student from a course for which the student has not fulfilled the published prerequisites.

Drop/Add using OneStart Student Center

See Drop/Add and Late Drop/Add procedures in this publication [page 11-14].

The Registration Agreement

When you register, the University reserves specific class spaces for you and commits resources to provide the instruction you have selected. On your part, you assume the responsibility for paying those course fees or for notifying the University if you decide not to attend.

The availability of courses is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. The department cancelling a class will notify registered students and help them make alternate arrangements, if necessary. Registered students also will be notified if the meeting time and/or location of a course has changed since the student registered.

Your registration will not automatically be cancelled for nonpayment of fees. You must either pay your fees or notify us if you do not intend to return to the Bloomington campus. By cancelling your registration by the fee payment deadline, your class spaces will be released in time to be available to other students.

If you decide to cancel your registration, contact the Office of the Registrar, Franklin Hall 100.

Fee Payment

Indiana University provides account statements electronically through QuikPAY®. The account statement will be generated monthly and an e-mail notification will be sent to your IU e-mail account when the bill is available on the web for viewing and printing. Students may create access for parents and other third parties through QuikPAY which will also allow those users to view the bill on the web.


The account statement will show the fees associated with all summer enrollment activity prior to the billing date. Tuition will be calculated and billed for all summer enrollment, regardless of session. It will also include the charges for any optional services requested and any other debts to the University. Refer to the electronic payment instructions available with your account statement for specific information on payment options.

Billing Cycle (NOTE: dates are subject to change)

<table>
<thead>
<tr>
<th>If you register between:</th>
<th>You can expect an e-mail notification by:</th>
<th>Your payment is due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25 and April 17, 2009</td>
<td>April 20, 2009</td>
<td>May 10, 2009</td>
</tr>
<tr>
<td>April 18 and May 22, 2009</td>
<td>May 25, 2009</td>
<td>June 10, 2009</td>
</tr>
<tr>
<td>May 23 and June 19, 2009</td>
<td>June 22, 2009</td>
<td>July 10, 2009</td>
</tr>
</tbody>
</table>
Payment
To avoid a late payment penalty, the student’s payment must be received in the Office of the Bursar by the due dates specified.

Refer to the electronic payment instructions available with your account statement for specific information on payment options.

Late Payment Fee
A late payment fee will be assessed to the accounts of all students whose payments are not received in the Office of the Bursar by the due date printed on the account statement. A late payment fee will be assessed in each month your account remains unpaid. Refer to page 22 for additional information.

If you have not received an e-mail notification of bill availability following the expected notification date noted on the billing cycle above, please access your on-line statement immediately through OneStart. Failure to receive the bill notification will not be accepted as a reason for missing any payment deadline.

Important Note About Withdrawal
Failure to pay does not withdraw you from all classes. Students who wish to cancel their Bloomington Campus enrollment with the Office of the Registrar can do so up through the first week of classes via OneStart by selecting the “Drop/Add Classes” link. Should you decide not to attend the Bloomington Campus for Summer 2009, you must follow the procedures for withdrawal from all courses given in the Enrollment Bulletin. There is no automatic cancellation of your enrollment for nonpayment. If you do not request that your registration be cancelled, you risk receiving grades of F in your courses. You will also be responsible for all course fees, plus any applicable late fees, through the time you complete a total withdrawal. (See Fee Refund Policy in the General Financial Information Section.)

Financial Aid Recipients
After the student has registered for Summer 2009, the student’s account statement will show anticipated financial aid awarded for the summer. The account statement available to the student will reflect the total to be paid by the student by the due date.

Actual financial aid awards will be credited to the student’s account 10 days prior to the first day of classes of the earliest session in which the student is enrolled. If, for any reason, eligibility requirements are not met, the student will be responsible for payment and is subject to late payment fees and other penalties.

Disbursement of Refunds
Financial aid awards will be credited to students’ accounts and applied to their financial obligations to Indiana University. Any remaining amount will be refunded to the student via direct deposit to the student’s chosen financial institution. Bursar refund checks, for those not participating in the direct deposit program, will be mailed to the student’s housing or local address as noted on OneStart.

New Student Registration—
First Summer Session and Intensives I and II – May 11, 2009
Second Summer Session and Intensives III, IV, and V – June 18, 2009

All students who are enrolling on the Bloomington campus for the first time are eligible to register during New Student Registration. This includes all new undergraduate students, new graduate students, and inter-campus transfer students.

In addition, all returning students who were not enrolled on the Bloomington campus during Spring 2009 are eligible to register at this time.

Registration using OneStart Student Center
Use OneStart Student Center from locations where you have access to the WWW. Connect to OneStart Student Center from computers on campus, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open from 9 a.m. to 4 p.m.)

Registration Procedure
Refer to Registration Procedure for Registration (page 7), except for fee payment instructions which are outlined below. See http://registrar.indiana.edu/reginstruction.shtml for detailed registration instructions.

Fee Payment
Refer to pages 7-8 for fee payment information.
Late Registration—

First Summer Session and Intensives I and II – May 12-18, 2009

Second Summer Session and Intensives III, IV, and V – June 19-25, 2009

NOTE: A late registration fee is assessed.

Registration using OneStart Student Center

Use OneStart Student Center from locations where you have access to the WWW. Connect to OneStart Student Center from computers on campus, in your living space or in the Registration Center, Franklin Hall 101. (The Registration Center is open 9 a.m. to 4 p.m.)

Registration Procedure

Refer to Registration Procedure for Registration (page 7), except for fee payment instructions and late fee information which are outlined below. See http://registrar.indiana.edu/reginstruction.shtml for detailed registration instructions.

Fee Payment

Late registrants will be assessed a late registration fee. Refer to pages 7-8 for fee payment information.

Late Registration—

Beginning May 19, 2009 – First Summer Session and Intensives I and II

Beginning June 26, 2009 – Second Summer Session and Intensives III, IV, and V

Note: A late registration fee is assessed. In addition, all classes requested must have prior written departmental authorization.

Registration Procedure

Before reporting to Office of the Registrar:

1. Obtain an eligible to register form from your school (or major department for students in the University Graduate School).
2. Connect to OneStart (http://onestart.iu.edu). Check for registration holds (academic checklists, financial encumbrances and immunization record noncompliance entries). Obtain a release for each entry from the office listed.
3. Also at OneStart, review your addresses. Update entries as necessary.
4. Follow the advising procedure established by your school or department.
5. Record your preferred and alternate class selections on your program planning sheet (reverse side of eligible to register form).
6. Obtain authorization signatures on the program planning sheet for each desired credit section from the department offering the class. Class requests will not be processed without the proper signatures.

At the Office of the Registrar:

7. Present your eligible to register form to a service representative who will process your enrollment. The on-line registration system is not available.
8. Refer to fee payment instructions below.

Class Schedule

Students have the responsibility of reviewing their class schedule form to confirm that all desired sections have been requested and scheduled.

Fee Payment

Late registrants will be assessed a late registration fee. Refer to pages 7-8 for fee payment information.
Auditors

The course department will determine the audit policy for each class. Please be aware that, in some cases, permission to audit a class will not be granted (see notes below).

Any student enrolling in all classes as an auditor (i.e. not taking any classes for credit) must obtain a registration form from the Office of the Registrar—Franklin Hall 101, on or after the first day of classes. The student must also obtain a signed audit authorization memo from each course department before reporting to the registration center during the first week of classes. NOTE: After the first week of classes, a late registration fee will be assessed.

Any student enrolling in one or more classes for credit and wishing to enroll as an auditor in additional classes must obtain a signed audit authorization memo from the course department. This audit authorization must be received in the Office of the Registrar before registration will be processed.

NOTE: Classes taken for no credit (audit) are not counted as completed academic credit but are reflected on the student’s grade report and the official permanent academic record with a grade of NC [no credit]. Audit classes are also excluded from consideration for official IU certification purposes.

NOTE: Kelley School of Business undergraduate classes are not available for audit enrollment.

Independent Study Program/Distance Education

With permission from their dean, IU degree-seeking students have the option of taking distance education classes through the Independent Study Program. For further information about available classes, students may consult the Independent Study University Courses catalog, available in Owen Hall 005, by calling 855-2292, or by visiting the School of Continuing Studies Web site at http://scs.indiana.edu.

Enrollment Procedure

Students should obtain an enrollment form from the School of Continuing Studies, Office of Learner Services, Owen Hall 005. The form must be signed by the dean of the student’s school. Completed forms should then be returned to Owen Hall 005, where students will pay their fees and receive class materials.

NOTE: Independent Study Program courses will not be considered for eligibility for full-time or half-time status when an official IU certification is requested.

Student Teacher Registration

Student teaching assignments are made by the Office of Student Teaching in the School of Education. Because students who participate in student teaching receive academic credit, it is necessary to register for this program as a student would for any other class.

Some student teaching and practicum classes may require permission/authorization. Contact Office of Teacher Education [856-8500] for additional information.

Special Information for Doctoral Students

Students who have completed all requirements for the doctorate except the dissertation and final examination are required to enroll in at least one hour of graduate credit each fall and spring term at the applicable resident or non-resident rate.

Students who enroll in one hour of thesis credit will be considered full-time students for certification purposes by the Office of the Registrar.

In addition, students who plan to complete the degree requirements during a summer session must enroll for that session in at least one hour of graduate credit. Students should contact their schools or divisions for specific details.
Drop/Add—

OneStart Student Center
March 25-May 18, 2009


Second Summer Session Drop/Add using OneStart Student Center is March 25-June 25, 2009.

Procedure

The Drop/Add system is available through OneStart Student Center [see OneStart for hours of availability].

A drop/add access fee is assessed to students who choose to make schedule adjustments after two business days have elapsed since the initial registration. The fee is assessed for each day during which the student makes schedule adjustment(s).

Fee Payment

Fees from registration and drop/add activity through April 17 are due on the published deadline: May 10, 2009. After April 17, any credits or charges resulting from waitlist processing or drop/add activity will be reflected on your next account statement.

If the drop/add activity produces a credit balance on the student’s account, a refund will be directly deposited to the student’s chosen financial institution. Bursar refund checks, for those not participating in the direct deposit program, will be mailed to the student at the student’s housing or local address on file with the Office of the Registrar. [Use OneStart to maintain accurate addresses.]

Students whose credit-hour load changes after financial aid awards have been credited to their accounts may be required to repay part or all of the financial aid already received. Financial aid in process may also be reduced or cancelled.

Grades

Classes dropped during the first week of classes will not appear on transcripts.
Late Drop/Add—
eDrop and eAdd
First Summer Session – Beginning
May 19
Second Summer Session – Beginning
June 26

Indiana University has developed an electronic drop and add (eDrop and eAdd) process to allow students to request class drops and adds via OneStart. eDrop/eAdd will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline.

NOTE: Students who are dropping all classes (including those enrolled in only one class) must follow procedures for withdrawal from the University (see Index).

Late fees: A late schedule change fee will be assessed for each class dropped after the first week of classes. The late schedule change fee also applies to a class number (section) change, a change of arranged hours, or a credit/audit change.

Waiver of the late schedule change fee will be considered only when it can be clearly demonstrated that the University, through one of its offices or officials, is directly responsible for the late drop/add activity.

Grades
Classes dropped during Late Drop/Add will be assigned a grade of W through the last day for an automatic grade of W (see Official Calendar); thereafter, a grade of W or F must be assigned by the instructor.

After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. Students should check with the office listed on page 14 under “Late Drop/Add Forms Distribution" for their school’s policy.

Note: A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have a grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

eDrop
To access eDrop, log into OneStart. On the Services tab, select the Student Self-Service link in the sidebar. Under Services & Information, click eDrop/eAdd Classes. See http://registrar.indiana.edu/pdfs/eDrop.pdf for detailed eDrop instructions.

NOTE
- Dropping classes could result in reduction or repayment of financial aid and additional tuition charges may apply.
- Submitting an eDrop request is not a confirmation that the course has been dropped from your schedule.
- Once submitted, your eDrop request will be routed to the appropriate advisor, department chair, and/or dean for approval.
- Once approved, your request will be processed and an e-mail confirming that the Drop is official will be sent to your University e-mail account.
- Until you receive an e-mail which says the Drop has been approved and processed, or until you confirm via “My eDocs” that the status of your request is FINAL, you are still enrolled in the course. All rules and requirements still apply, and you should continue to attend the class.

Any eDrop not approved or disapproved two weeks after the submission date will be cancelled by the Office of the Registrar.

eDrop/eAdd as a pair
Using eDrop & eAdd together means that your classes are contingent upon one another. They will be approved and processed as a pair. In order for both the drop and the add to process successfully, they must BOTH be approved. If either the drop or the add are not approved, neither request will be processed.

IMPORTANT: If you are an undergraduate student enrolled in 12 credit hours or more you will receive the most favorable tuition treatment if you use the Drop/Add pair for adding and dropping courses (not applicable for summer enrollment).

eDrop/eAdd as a pair will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline (see Official Calendar for dates).

Once submitted, eDrop & eAdd requests automatically route to the appropriate reviewers [instructors, advisors, department chairs, school deans, etc.] where they are able to take action electronically.

Once approved, the request will be processed and notification sent to you via your University e-mail account.

To access eDrop/eAdd as a pair, log into OneStart. On the Services tab, select the Student Self-Service link in the sidebar. Under Services & Information, click eDrop/eAdd Classes.

Any eDrop/eAdd pair not approved or disapproved two weeks after the submission date will be cancelled by the Office of the Registrar.

eAdd
To access eAdd, log into OneStart. On the Services tab, select the Student Self-Service link in the sidebar. Under Services & Information, click eDrop/eAdd Classes. See http://registrar.indiana.edu/pdfs/eAdd.pdf for detailed eAdd instructions.
NOTE

• Undergraduates may incur additional fees if they do not submit a drop and corresponding add together on the same form (whether electronic or paper).
• Once approved, the date you submit the eAdd request will be the date used to add the class. Fees will be determined based on that date.
• Adding classes that cause your schedule to go over the flat-fee 12-17 credit hour range can result in considerable financial assessments (not applicable for summer enrollment).
• Submitting an eAdd request does not guarantee that the course will be added to your schedule.
• Once submitted, eAdd requests automatically route to the appropriate reviewers (instructors, advisors, department chairs, school deans, etc.) for approval.
• It is your responsibility to monitor the status of your eAdd request. You are not officially registered and your schedule will NOT change until your request is approved and the class is added to your class schedule.
• If your eAdd request is approved, it will be processed and a confirmation will be sent to your University e-mail account.
• If there is a problem with your request or additional information is required, you will be notified via your university e-mail account.

Any eAdd not approved or disapproved two weeks after the submission date will be cancelled by the Office of the Registrar.
Late Drop/Add—
First Summer Session – Beginning May 19
Second Summer Session – Beginning June 26

Warren W. Shirey Registration Center—Franklin Hall 101 (9 a.m.-4 p.m.)

NOTE: Students who are dropping all classes (including those enrolled in only one class) must follow procedures for withdrawal from the University (see Index).

Late fees: A late schedule change fee will be assessed for each class dropped after the first week of classes.

Waiver of the late schedule change fee will be considered only when it can be clearly demonstrated that the University, through one of its offices or officials, is directly responsible for the late drop/add activity.

Grades
Classes dropped during Late Drop/Add will be assigned a grade of W through the last day for an automatic grade of W (see Official Calendar); thereafter, a grade of W or F must be assigned by the instructor.

After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. Students should check with the office listed below under “Late Drop/Add Forms Distribution” for their school's policy.

Note: A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have a grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

In Person (Exception Late Drop/Add Procedure)

1. Obtain late drop/add forms (i.e., final schedule adjustment form or change of class—same course) from the appropriate location (see forms distribution table below). Complete all requested student and class information.

2. Obtain required signatures:
   A. Signatures required to add a class:
      1. School dean (student's school)
      2. Department chair (class department)
      3. Instructor
   B. Signatures required to drop a class:
      1. School dean (student's school)
      2. Department chair (class department)


4. Report directly to a Registration Consultant who will process your transaction. Do not use the on-line registration system.

For information concerning eDrop/eAdd services, please go to: http://registrar.indiana.edu/dropadd.shtml

Late Drop/Add Forms Distribution

<table>
<thead>
<tr>
<th>STUDENT’S SCHOOL:</th>
<th>OBTAIN FORM FROM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>Recorder's office, KH 001</td>
</tr>
<tr>
<td>Business</td>
<td>Information window, 2nd floor</td>
</tr>
<tr>
<td>MBA</td>
<td>Godfrey Graduate and Executive Education Center, 2010</td>
</tr>
<tr>
<td>Doctoral</td>
<td>BU 730</td>
</tr>
<tr>
<td>Continuing Studies</td>
<td>Maxwell Hall 020</td>
</tr>
<tr>
<td>Education</td>
<td>Education 1000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Education 4214</td>
</tr>
<tr>
<td>Graduate</td>
<td>811 E. 7th Street, 115A</td>
</tr>
<tr>
<td>Hutton Honors</td>
<td>Dean's office, HPER 115</td>
</tr>
<tr>
<td>Informatics</td>
<td>919 E. 10th Street, Room 110</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>919 E. 10th Street, Room 230</td>
</tr>
<tr>
<td>Graduate</td>
<td>Ernie Pyle 200</td>
</tr>
<tr>
<td>Journalism</td>
<td>Poplars 633</td>
</tr>
<tr>
<td>Labor Studies</td>
<td>Law School, 022</td>
</tr>
<tr>
<td>Program</td>
<td>Library 011</td>
</tr>
<tr>
<td>Law</td>
<td>Dean’s office, JH 105</td>
</tr>
<tr>
<td>Library and Information Science</td>
<td>MU 011</td>
</tr>
<tr>
<td>Medical Sciences</td>
<td>Recorder's office, Sycamore Hall, 437</td>
</tr>
<tr>
<td>Music</td>
<td>Optometry 310</td>
</tr>
<tr>
<td>Advising and Record Services</td>
<td>SPEA 240</td>
</tr>
<tr>
<td>Nursing</td>
<td>SPEA 253</td>
</tr>
<tr>
<td>Optometry</td>
<td>1127 Atwater</td>
</tr>
<tr>
<td>Public and</td>
<td>Maxwell Hall 101</td>
</tr>
<tr>
<td>Environmental Affairs</td>
<td>Maxwell Hall</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td>Social Work</td>
<td></td>
</tr>
<tr>
<td>University Division</td>
<td></td>
</tr>
<tr>
<td>Groups</td>
<td></td>
</tr>
<tr>
<td>freshmen, sophomores</td>
<td>Kirkwood 111</td>
</tr>
<tr>
<td>University Graduate School*</td>
<td></td>
</tr>
</tbody>
</table>

* Continuing Non-Degree Students only. All other University Graduate School students should obtain forms and dean’s approval in the school of their major department.

Fee Payment

A late schedule change fee will be assessed for each course dropped after the first week of classes. The late schedule change fee also applies to a class number change, a change of arranged hours, or a credit/audit change.

No payments will be due nor any refunds made until the next monthly bills are generated. If the drop/add activity produces a credit balance on a student's account, a refund will be directly deposited to the student's chosen financial institution or a check will be mailed to the student at the student’s housing or local address on file as noted on OneStart.

Please refer to page 22 regarding Drop/Add Policy for graduate and undergraduate students.
General Registration Information

Registration Service Denials (Holds)
Academic checklist entries, immunization noncompliance status, residency classification noncompliance and financial encumbrances will prevent you from registering for classes until you take corrective action. These entries, if any, are reflected at OneStart (http://onestart.iu.edu). If OneStart reflects any holds, you must obtain a release for each entry. If OneStart reflects any immunization noncompliance holds, you must provide immunization data to the Office of the Registrar. If OneStart reflects an account encumbrance by the Office of the Bursar or by the Student Loan Administration, you must make payment and/or be cleared by the appropriate office.

Registration Appointments

Registration
Registration appointment dates and times are displayed on OneStart. Students are scheduled for registration appointments based upon total hours passed and transfer hours accepted at each student’s current level [graduate or undergraduate]. Students with the greatest number of hours at their current level will have the earliest appointments. Students may register any time after their registration appointment and may have a proxy register for them at or after their scheduled time.

Prerequisites
Many course sections have mandatory prerequisites which are listed in the school bulletins or in the on-line Schedule of Classes. Each student is responsible for meeting the published prerequisites for each course requested. After each registration period, schools and departments may review the completion of prerequisites of enrolled students. The academic units have the authority to administratively drop a student from a course for which the student has not fulfilled the published prerequisites.

Immunization Data Collection Requirement
A 1995 Indiana state law requires students to provide immunization data, or proof of religious exemption, to the Office of the Registrar. Students who do not comply with this requirement will be prevented from registering for future terms/sessions. See the index in this publication for information concerning the immunization data collection policy. Also link to http://registrar.indiana.edu for more information on immunization requirements.

Related Components
Students who register for classes that are structured with credit (usually lecture) and non-credit (usually discussion, laboratory, etc.) components should make a selection from each type of related component. The registration system will lead the student through the selection process.

Withdrawal from the University (All Courses)
Through the first week of the term, students can withdraw from the University without penalty by dropping all classes using the Drop/Add link on the Self-Service tab in OneStart. After dropping all classes, it is a good idea to print a copy of your Class Schedule to be sure all classes were successfully dropped.

After the first week of the term students who are forced to discontinue all studies [even if enrolled in only one course] and withdraw from the University must contact the Student Advocates Office in Owen Hall 202, in order to complete the withdrawal process.

Please note the following exceptions: International students must go to the Office of International Services in Franklin Hall 306, law students must go to room 024 of the Law School, and University Division students must go to Maxwell Hall 101. All other students must withdraw through the Student Advocates Office. Failure to withdraw from the University through the appropriate office may result in grades of F in all courses.

If a student withdraws after the first week of classes, the classes in which the student was enrolled will be retained on the student’s record with a grade of W or F [as appropriate] and a notation of the date of withdrawal. The student should refer to the Official Calendar to determine the last day to withdraw with an automatic grade of W.

To qualify for the grade of W after the deadline, a student must be passing the class(es) on the date of withdrawal. If the student is failing, the grade on the date of withdrawal will be F.

Students should consult the Official Calendar in this publication to determine the period in which they can withdraw and still receive a full or partial fee refund.

Note: A student who is found to have committed an act of academic misconduct while enrolled in a class and is assigned a grade of F by the instructor as a result of the misconduct will have the grade of F entered in place of the automatic W which would otherwise have applied. A grade of F recorded as a result of academic misconduct will be subject to the same procedures as if the student had not attempted to withdraw from the class.

Pass/Fail Option
Students should consult their school bulletins to determine eligibility and restrictions on the pass/fail options. The responsibility for approval of the pass/fail requests, as well as special regulations affecting the option, will rest with the deans of the students’ schools or divisions, under procedures established by the schools or divisions.

Students interested in taking classes under the pass/fail option should obtain pass/fail option forms from the deans of their schools. Undergraduate students in the College of Arts and Sciences should obtain the forms from their advisers in their major departments. Kelley School of Business students are required to meet with an advisor in order to gain authorization for taking a course pass/fail; the advisor will fill out and submit the pass/fail form. University Division students should first obtain University Division pass/fail option forms from their academic advisers and return the completed forms to Maxwell Hall 028 in order to have the pass/fail option forms processed. Students in the School of Continuing Studies should obtain the form from the
counselor in Maxwell Hall 020. All students should fill out the pass/fail option forms in full, obtain the appropriate signatures, and return them to the office of the deans of their schools by the published date [see the Official Calendar in this publication].

Instructors will not be notified by the Office of the Registrar about those students registering for the option. A grade of P is not counted in grade averages; a grade of F is included. A grade of P cannot be changed subsequently to a grade of A, B, C, or D.

Grade of Incomplete
A student who has received a grade of Incomplete (I) should not register for the course a second time, but should arrange with the instructor to have the I changed to a letter grade upon completion of all requirements.

Full-Time Student Status for Official Enrollment Certification Purposes
Listed below are the requirements that constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance.

The Office of the Registrar is responsible for determining standards for full-time and half-time enrollment and if an exception to those standards can be made. Questions regarding exceptions should be directed to the Office of the Registrar.

A student who is working on an undergraduate degree that requires 120 to 128 credit (unit) hours for completion of requirements should expect to complete 15 or 16 credit (unit) hours during regular semesters in order to complete degree requirements in eight semesters. See your adviser for more specific information regarding academic full-time credit (unit) hour recommendations for your program. Note that correspondence courses will not be counted toward credit (unit) hour totals.

Fall/Spring/Summer
UG - 12 hrs.
Grad - 8 hrs.

Enrollment Requirements for Selected University Services

<table>
<thead>
<tr>
<th>Fall/Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowships¹,²</td>
</tr>
<tr>
<td>Grad.–6 units⁵</td>
</tr>
<tr>
<td>Assistantships²</td>
</tr>
<tr>
<td>Grad.–6 units</td>
</tr>
<tr>
<td>Athletic</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Committee³</td>
</tr>
<tr>
<td>Undergraduate–12 units</td>
</tr>
<tr>
<td>Grad.–6 units⁶,⁷</td>
</tr>
<tr>
<td>Residential</td>
</tr>
<tr>
<td>Programs and</td>
</tr>
<tr>
<td>Services³</td>
</tr>
<tr>
<td>Undergraduate–1 unit</td>
</tr>
<tr>
<td>Grad.–1 unit</td>
</tr>
</tbody>
</table>

Enrollment Requirements for International Students

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Summer I &amp; II (admitted SU I)</th>
<th>Summer I Only (admitted SU I, but does not enroll in SU II)</th>
<th>Summer II (admitted)</th>
<th>Fall/Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad.</td>
<td>12 hrs.</td>
<td>12 hrs.</td>
<td>6 hrs.</td>
<td>12 hrs.</td>
</tr>
<tr>
<td>Grad.</td>
<td>8 hrs.</td>
<td>8 hrs.</td>
<td>4 hrs.</td>
<td>8 hrs.</td>
</tr>
<tr>
<td>Grad SAA</td>
<td>6 hrs.</td>
<td>3 hrs.</td>
<td>3 hrs.</td>
<td>6 hrs.</td>
</tr>
</tbody>
</table>

Enrollment Requirements for Veteran Benefits Services

<table>
<thead>
<tr>
<th>Fall/Spring</th>
<th>First Summer</th>
<th>Second Summer</th>
<th>Intensive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad.</td>
<td>12 hrs.</td>
<td>4 hrs.</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Grad.</td>
<td>8 hrs.</td>
<td>4 hrs.</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

Absence during the Last Portion of a Semester

Failure to complete a class without an authorized withdrawal will result in the grade of F.

If a student is not in attendance during the last portion of a semester, the instructor may report a grade of I if there is reason to believe that the absence was beyond the student’s control; otherwise the instructor shall record an FN (Failure, non-attendance) and the last date of documented class attendance. FN is converted to F on the student’s academic record.

Residence Classification

Students returning to Indiana University after an absence of twelve or more consecutive months will need to provide additional information to the Office of the Registrar in order to clarify their residence status for fee-paying purposes. This information concerns employment, residential addresses and enrollment at other institutions of higher education during the period since their last semester enrolled on any campus of Indiana University. Following registration for each session, a residence audit of the enrollment files will identify returning students. An email request will be sent to those returning students who have not yet submitted the electronic Residence Classification Form for Fee-Paying Purposes at Indiana University.

1 Except for those enrolled in thesis or dissertation units.
2 Some fellowships require enrollment in more than 6 units. Consult the IU office that is providing the fellowship for more information.
3 For summer fellowships, consult the IU office providing the fellowship for enrollment requirements.
4 Graduate students on an assistantship (student academic appointment) at 37.5% FTE or greater must enroll in the minimum of 6 units.
5 Hours required for purpose of purchasing student athletic tickets.
6 Except for those deemed eligible by the Manager of Assignments.
7 Depending upon status in athletics. Graduate hours could be higher or lower.
**CampusAccess ID Cards**

Indiana University CampusAccess ID Cards are available for IUB registered students at the Campus Card Services offices located in the Indiana Memorial Union and in Eigenmann Hall from 8:30 a.m. to 5:00 p.m., Monday through Friday. At least one form of positive photo-identification will be required to confirm identity. Telephone 812-855-8711 or visit the web site at [http://www.cacard.indiana.edu](http://www.cacard.indiana.edu) for additional information.

**University ID Number and Social Security Number**

To help maintain the privacy of students’ Social Security Numbers, the Student Information System (SIS) uses a random primary identifier for student records called the University ID (UID). The UID has replaced the Student Identification Number (often the social security number) as the key to student records.

While the Social Security Number (SSN) is no longer the record key, it remains an important identifier for a student. As permitted by Indiana Code 4-1-10, the last four digits of the SSN may be used to uniquely identify admission applications, registrations, course enrollment documents, transcripts, certification requests, and permanent academic records. The full nine-digit SSN is also necessary to determine financial aid eligibility and is a required identifier for federal grants and loans, and other federal financial aid programs.

In accordance with the Privacy Act of 1974 and Indiana Code 4-1-8, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers is voluntary. The applicant or student has the right to refuse disclosure of this number or request its removal from records without penalty. Note, however, that refusal to disclose the Social Security number would make a student ineligible for participation in federal Financial Aid programs.

**Final Examinations**

**Final Examination Policy**

When required, final examinations will be given at the last class meeting or at a time appointed by the instructor.

By action of the Bloomington Faculty Council, the following rules regarding conflicts, absences, and academic ethics apply:

**Conflicts**  Students having examination conflicts must report to the dean of the school in which they are enrolled.

**More than 3 final examinations scheduled on the same day**

In the event a student is scheduled to take more than three final examinations on the same day, the student may exercise the following options:

1. Take all final examinations as they are scheduled;
2. Consult with the instructors or departments giving the final examinations to determine if any make-up examination(s) is or can be scheduled. If no make-up examination is available then the student must notify the instructor or department of the course scheduled for his/her fourth [and additional] final examination of the day. That instructor or that department will then be obligated to adjust the student’s final examination schedule, provided the student has notified that instructor or department before the halfway point of the session.

**Absence**  Students who anticipate absences from final examinations, or who are absent from final examinations for reasons they did not anticipate, should discuss these absences with their instructors as soon as possible to make arrangements for the satisfaction of course requirements. Instructors may require students who are absent from final examinations to file in the Dean of Students Office a written explanation of the absence. The Dean of Students Committee on Absence will review these written explanations and seek additional information, as necessary, before indicating its findings to the instructors involved. The final decision in the dispensation of these matters remains the instructor’s.
General Financial Information

Fee Payment Information
See Fee Payment under instructions for each registration period.

Inquiries should be directed to the Office of the Bursar, Indiana University, Franklin Hall 011, 601 E. Kirkwood Avenue, Bloomington, Indiana 47405-1223. E-mail: bursar@indiana.edu; phone: (812) 855-2636.

Account Encumbrance
The Office of the Bursar is responsible for the collection of University financial obligations. An account that is past due is encumbered by the Office of the Bursar. The Student Loan Administration may also encumber the accounts of students or former students who have not satisfied their obligations to that department. A student whose account is encumbered will be denied certain University services [e.g., registration, transcripts].

Credit-Hour Fees (2008-09)
All fees are subject to change without notice by action of the Trustees of Indiana University. Credit-hour fees are assessed based upon the student’s residence classification, school, and class standing.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Indiana Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculants before Summer 2003</td>
<td>$ 190.25/credit hour</td>
<td>$ 702.65/credit hour</td>
</tr>
<tr>
<td>Matriculants in Summer 2003 and later</td>
<td>$ 230.05/credit hour</td>
<td>$ 747.15/credit hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate and Professional</th>
<th>Indiana Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>$ 633.00/credit hour</td>
<td>$ 1,225.00/credit hour</td>
</tr>
<tr>
<td>Business, MPA, MSIS</td>
<td>$ 525.00/credit hour</td>
<td>$ 1,000.00/credit hour</td>
</tr>
<tr>
<td>Education</td>
<td>$ 304.03/credit hour</td>
<td>$ 885.43/credit hour</td>
</tr>
<tr>
<td>Graduate</td>
<td>$ 291.97/credit hour</td>
<td>$ 850.33/credit hour</td>
</tr>
<tr>
<td>Law</td>
<td>$ 512.85/credit hour</td>
<td>$ 1,221.00/credit hour</td>
</tr>
<tr>
<td>Library and Information Science</td>
<td>$ 323.79/credit hour</td>
<td>$ 943.21/credit hour</td>
</tr>
<tr>
<td>Music</td>
<td>$ 353.19/credit hour</td>
<td>$ 1,028.61/credit hour</td>
</tr>
<tr>
<td>Optometry</td>
<td>$ 390.63/credit hour</td>
<td>$ 734.73/credit hour</td>
</tr>
<tr>
<td>Public and Environmental Affairs</td>
<td>$ 338.82/credit hour</td>
<td>$ 804.12/credit hour</td>
</tr>
</tbody>
</table>

Auditing [no credit]
Audit hours are assessed at the rate of $25 per hour regardless of residence classification. Audit hours are combined with enrolled hours to determine the amount assessed for mandatory fees.

Mandatory Fees
Mandatory fees are assessed to all students based on the number of enrolled credit and/or audit hours. Credit and audit hours are combined for all sessions throughout the summer to determine the fee amount.

Activity Fee
Enrolled in more than three hours .......... $58.25/summer
Enrolled in three or fewer hours .......... $29.12/summer

Student Health Fee
Enrolled in six or more hours .......... $84.63/summer
Enrolled in fewer than six hours .......... 0

Students enrolled in fewer than six hours will be charged on a full-cost, fee-for-service basis if they use the services of the IU Health Center. To obtain the reduced charges, the Student Health Fee must be paid directly to the Health Center within the first week of classes.

Technology Fee
Enrolled in more than three hours .......... $153.86/summer
Enrolled in three or fewer hours .......... $77.76/summer

Transportation Fee
Enrolled in more than three hours .......... $34.38/summer
Enrolled in three or fewer hours .......... $11.24/summer
Program Fees

Business
Master's Level .............................................. $300/term
Undergraduate Level
Enrolled in 12 or more total hours .................. $540/term
Enrolled in 6 through 11.9 total hours .......... $430/term
Enrolled in fewer than 6 total hours .............. $215/term
Music ........................................................... 0/term
Nursing ......................................................... $67/credit hour

University Division Services Fee*
Freshman or Sophomore Standing .................. $25/term
Junior or Senior Standing ............................... $50/term

Course-Related Fees
The following course-related fees are assessed in addition to the credit-hour fees.

AMID Materials Fee [AMID-]
H 168 ............................................................. $50/course
H 203, H 264, H 317, H 394 ....................... $100/course
H 207, H 303, H 305, H 306, H 325, H 326, H 408
H 271, H 272, H 328, H 373, H 374, H 475, H 476
.......................................................... $175/course

Arts and Sciences Career Services
Planning Fee [ASC]- ..................................... $30/course
Q 294, Q 299 .................................................. $95/course

Business Placement and Career Planning Fee
(BUS-) ........................................................ $95/course
X 220, X 420 ......................................................

Business, Special Workshop Fee
F 390, F 428, F 429 ........................................ $75/course
X 403 ................................................................ $150/course
Z 302 ............................................................. $50/course

CLLC Expedition Fee [CLLC-]
Edible Plants [L100] ........................................ $50/course
Permaculture [L230] ...................................... $555/course

CMCL Film Studio Fee [CMCL-] .................... $380/course
C 360, C 361, C 560, C 561 ................................

CMCL Studio Fee [CMCL-] .......................... $218/course
C 335, C 435, C 460, C 660 ................................

Continuing Studies Distance Course
Technology Fee .............................................. $20/course

Distance Education Learning Center Fee
Education .................................................. $37/credit hour
HPER ........................................................ $37/credit hour
SLIS ......................................................... $50/course

Early Education Experience Fee [EDUC-] ....... $47/course
E 348, E 352, E 353, M 101, M 201, M 301, M 302, M 303, M 401, M 403, M 501, P 312, P 313, HPER-P 450

Education, I.S.T. Fee [EDUC-] ...................... $68/course
R 341, R 441, R 521, R 541, R 641, R 741,
W 200, W 201 .................................................

Education, Laboratory Supply Fee [EDUC-]
Q 200 ........................................................... $41/course

Education, Multicultural Field Experience Fee
[EDUC-] ..................................................... $59/course
E 300, K 495, M 300 ........................................

Education, Practicum Fee [EDUC-] ............... $90/course
A 695, A 785, E 509, E 690, G 524, G 550, G 624,
G 647, J 538, K 785, M 445, M 470, M 550,
M 680, P 595, P 596, P 695, P 696, P 699,
R 473, V 580, V 680, W 410, X 425

Education, Student Teaching Fee [EDUC-] ... $200/course
K 488, M 363, M 423, M 424, M 425, M 451, M 480, M 482,
M 580 ..............................................................

Education, Transition to Teaching Fee [EDUC-]
M 500 ......................................................... $935/course

Fine Arts Materials Fees [FINA-]
Advanced Studio Projects
T 730, U 750, U 780 .................................... $125/course
U 760, U 770, U 790 .................................... $150/course
Painting [U 730] ........................................... $100/course
Printmaking [U 740] ..................................... $125/course
Textiles [U 720] .......................................... $100/course
Ceramics
S 260, S 361, S 461, S 462, S 561 ................... $150/course
S 564 ........................................................ $125/course

Digital Art
D 410, D 310, D 317, D 318, D 410, D 411,
D 412, D 417, D 418, D 419, D 510, D 511,
D 512, S 500, T 220 ........................................ $125/course
N 130 ........................................................ $50/course
Drawing ..................................................... $100/course
S 200, S 301, S 401, S 403, S 405, S 503,
S 530, S 535 ...................................................
Fundamental Studio
F 100, F 102 ................................................. $50/course
F 101 ........................................................ $125/course
Graduate Study Projects [G 750] .................... $25/course
Graphic Design .......................................... $125/course
G 551, S 250, S 351, S 352, S 451,
S 452, S 455, S 459, S 555, S 559
Independent Studio Projects [U 450] ............. $25/course
Metalsmithing .............................................. $125/course
S 280, S 381, S 481, S 482, S 581 .................
MFA Thesis
G 810, G 850, G 860, G 880, T 830 ................ $125/course
G 870, G 890 .............................................. $150/course
Painting [G 830] .......................................... $100/course
Printmaking [G 840] ..................................... $25/course
Textiles [G 820] .......................................... $125/course

Painting
S 230, S 331, S 431, S 432, S 438,
S 531, S 532 ................................................ $100/course
Photography .............................................. $175/course
S 291, S 392, S 490, S 491, S 492, S 591
Photography for Nonmajors [N 198] .............. $25/course
Printmaking ............................................... $125/course
S 240, S 341, S 343, S 344, S 441, S 442,
S 443, S 444, S 445, S 541, S 546
S 449, S 545 ................................................ $25/course
U 401, U 501 ................................................. $50/course
Sculpture .................................................. $150/course
S 270, S 271, S 371, S 471, S 472, S 571
Special Topics .............................................. $50/course
R 408, R 508, R 590, S 695, U 400
Studio Art for Nonmajors [N 110] ................. $50/course
Technical Resources in Studio Arts [U 402] ... $75/course
Textiles ...................................................... $100/course
S 220, S 321, S 325, S 412, S 421,
S 422, S 425, S 511, S 521..............................

Folklore Multimedia Materials Fee [FOLK-]
F 410, F 510 ................................................. $90/course
Music, Performance Study Fee (MUS-) .......................... $70.90/course
Boating Safety [E 374] .............................................. $75/course
Bowling [E 117] ....................................................... $75/course
Conditioning/Personal Fitness [E 119] .......................... $60/course
Fencing [E 127, E 227] ............................................ $35/course
*Golf [E 135, E 235, E 335] ...................................... $100/course
*Ice Skating Instruction [E 197] ................................. $70/course
Rowing [E 277] ....................................................... $75/course
Sailing [E 164, E 264, E 364] ..................................... $75/course
Scuba, Advanced [E 371] .......................................... $140/course
Scuba, Beginning [E 270] ......................................... $50/course
Scuba, Certification [E 370] ........................................ $140/course
Scuba, Divemaster [E 470] ......................................... $295/course
Scuba, Underwater Exploration [E 471] ........................ $140/course
*Tennis Center [E 181, E 281] ..................................... $120/course

HPER, Fee (HPER-)  ................................................ $44/course
Kinesiology  ................................................................
D 201, D 261 .......................................................... $150/course
P 216 ................................................................. $60/course
P 409 ................................................................. $50/course
P 472 ................................................................. $795/course
Recreation  ................................................................
R 110-R 113, R 115-R 122, R 125, R 129, R 130, R 132-R 149 ........................................ $160/course
R 202 ................................................................. $40/course
R 279 ................................................................. $50/course
R 322, R 421 ........................................................ $140/course
R 341, R 541 ........................................................ $30/course
R 355, R 555 ........................................................ $90/course
R 370 ................................................................. $150/course
R 412, R 504, R 512 ................................................ $65/course
R 440, R 540 ........................................................ $300/course
R 511 ................................................................. $70/course

HPER, Student Teaching Fee (HPER-) .............................. $200/course

HPER, Transportation Fee (HPER-) .............................. $44/course
R 302, R 338, R 354, R 372, R 429, R 528, R 529, R 542, R 567, R 571

Journalism Studio Fee (JOUR-) .................................. $150/course
J 201, J 210, J 344, J 444, J 463, J 465, J 505, J 563, J 565, J 343, J 353, J 385 ............................................. $175/course

Microscope Rental ........................................................ $70.90/course
ANAT-A 464, ANAT-A 560, PATH-C 601, PATH-C 602

Music, Audio Lab Fee (MUS-) ........................................ $50/course
A 111, A 112, A 211 ................................................ $50/course
A 270 ................................................................. $75/course

Music, Ballet Therapy (MUS-) ........................................ $235/course
J 400, J 900 ........................................................ $235/course

Music, Electronic Course Fee (MUS-) .......................... $63/course
K 361, K 403, K 404, K 406, K 503, K 504, K 506, K 509, N 561, Z 361

Music, Performance Study Fee
Nondegree students ..................................................... $375/course

Music, Performance Study Fee (MUS-) .......................... $247.50/course

Nursing, Clinic Fee (NURS-)  ........................................ $264.11/course

Science Infrastructure Fee ........................................... $85.50/course

Astronomy: [AST-] A 305


Chemistry: Chemistry Exceptions:
[CHEM-] B 487, B 488, P 364, P 464 ........................................ $57/course


Geography: G 107, G 109, G 235, G 350

Geology: G 103, G 104, G 105, G 111, G 112, G 114, G 116, G 125, G 141, G 161, G 171, G 221, G 222, G 225, G 316, G 319, G 323, G 334, G 351, G 404, G 411, G 413, G 415, G 416, G 417, G 418, G 423, G 424, G 427, G 444, Q 203

Mathematics: M 119

Medical Sciences: ANAT-A 215, PHSL-P 215


Psychology: [PSY-] P 211, P 426, P 429

Public & Environmental Affairs: (SPEA-) E 528, E 537, E 375, E 440, E 455, E 461, E 528, E 537, E 546, E 548, E 549, E 559


Social Work Practicum Fee (SWK-) .............................. $50/course
S 381, S 482 ................................................................ $50/course

SPEA Placement & Career Planning Fee (SPEA-) .............. $30/course
V 252 .................................................................... $30/course

SPEA Transportation Fee (SPEA-) .............................. $44/course
E 311, H 364 ........................................................ $44/course

SPHS Field Experience Fee (SPHS-) .............................. $30/course
A 100, A 150, A 200, A 300, A 500, A 550, A 600, A 700 ... $30/course
### Chinese Proficiency Test
- [Center for Applied Linguistics] $22

### Continuing Nondegree Processing Fee
- $25/term

### Copyright Violation Processing Fee
- $50

### Costume Rental Fee
- [African American Arts Institute] $55/term

### Drop/Add Access Fee
- $8.50

### Financial Transcript
- $7.50 to $15

### HPER C-O-R-E Program
- $1,800

### HPER TOP Certificate Fee
- $30

### ID Card Replacement
- $20

### Independent Study (correspondence)
- Distance Course Technology Fee $30/course
- Services Fee $35/course
- **Undergraduate courses**
  - Residents $153.76/credit hour
  - Non-residents $197.06/credit hour
- **High-school level courses** $132.50/course

### Intensive Freshman Seminars Materials Fee
- $125

### International Services Fee
- $75/term

### Late Payment Fee
- 1.5% of the past due balance/month

### Late Registration Fee
- $60

### Late Schedule Change Fee
- $23/course dropped

### Locker Rental
- Ballantine, Business, and SPEA Buildings $10/term, $20/year
- Law Building $40/year (small); $50/year (large)
- Music Building $30/term, $90/year

### Music, Change of Date
- $80/change

### Music, Marching Band Uniform Rental
- $30

### Music, Recital Fee
- [program only] $45/one page, $56/two pages (for program only), an additional $56 for audio recording

### Music, Singing Hoosiers Concert Dress
- Rental/Purchase $25 to $275

### Personal Delenert Service Charge
- $30

### Placement and Career Planning Services
- Education $32

### Personal Deferment Service Charge
- $25 to $275

### Personal Deferment Service Charge
- $30

### Personal Deferment Service Charge
- $30

### Personal Deferment Service Charge
- $30

### Personal Deferment Service Charge
- $30

### Recording Fee (academic record)
- $18 per course/entry

### Recording Fee (academic record)
- $18 per course/entry

### Residence Classification Appeal Fee
- $32

### Retroactive Registration Fee
- $290/term or session

### Special Credit/Credit by Examination
- Fees for special credit/credit by examination are waived for undergraduate students enrolled in at least 12 credit hours. Regular credit hour rates apply for graduate students and for undergraduate students enrolled in fewer than 12 credit hours. (Note that this policy does not apply to School of Continuing Studies self-acquired competency credit.)

### Special Exam
- $5 to $15
Stop-payment Request Fee $25/request
A fee is assessed to students requesting a stop payment be placed on a lost bursar refund check. The fee is waived if the student signs up for direct deposit of bursar refunds.

University Division Probation Fee $50/term
A fee is assessed to any University Division student placed on probation.

Optional Services
Students may indicate the following options at the time of registration.
- Arbutus 2009 (yearbook) $65
- Dance Marathon benefitting Riley $5
- HPER Locker Rental (entire summer) $20
- IUSA Rape Crisis Fund $3

Late Payment Fee
University policy requires timely payment for all charges owed to Indiana University, including but not limited to, tuition and fees, Department of Residential Programs and Services charges, Health Center charges, library and parking fines, and late fees. Any payment due by you to the University that is not received by the due date is subject to a late fee of 1.5%, with a $2.00 minimum, of the unpaid amount.

Thereafter, should any portion of your account remain unpaid, a late fee will continue to be assessed each month according to the above schedule.

Timely payment of your account with approved financial aid, personal check (unless restricted), cash, or Web payment will ensure that you avoid the monthly late fee assessment and keep your account in good standing.

Fee Refund Policy
Fee Refund Schedule (applies to audit, credit-hour, and course-related fees)

<table>
<thead>
<tr>
<th>Courses at least two weeks but less than five weeks in duration, including intensive sessions</th>
<th>Refund for Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal on first or second day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal on third or fourth day of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal on fifth day of classes and thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses at least five weeks but less than nine weeks in duration</th>
<th>Refund for Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during second week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during third week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses nine weeks or more in duration</th>
<th>Refund for Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during second week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal during third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during fifth week of classes and thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

Drop/Add Policy
A Late Schedule Change Fee of $23 will be assessed after the end of the 100% refund period for each section dropped.

If a student drops and adds hours after the 100% refund period ends, the student will receive a partial refund for the dropped course(s) based on the refund period noted under Fee Refund Policy. The student will pay in full for the added course(s). The partial refund will be applied toward the fees charged for the added course(s).

Fee Policy Appeals
Students have the right to submit an appeal of the refund policy if there are significant or unusual circumstances that cause them to drop a course or withdraw from all courses after the refund period. Students may also appeal the assessment of late fees or penalty fees in cases of extenuating circumstances or University error. The procedure for filing an appeal is:

1. After dropping the course or withdrawing from all courses, obtain the necessary appeal form online at http://bursar.indiana.edu by choosing “Online Forms”. You must drop the course or withdraw from all courses before an appeal can be considered.
2. Submit the appeal form to the Office of the Bursar. Once submitted, the appeal is forwarded to the Fee Policy Appeals Committee for consideration.
3. Once a committee decision has been rendered, that decision will be communicated to the student in writing.

A request for appeal must be submitted within one year following the end of the term or session for which relief is being sought.
IU Fee Courtesy Plan

Full-time Academic and Staff employees appointed by the end of the first full week of the semester or session, for the associated fall/spring semester or first summer session. IU Fee Courtesy Plan benefits apply to covered employees and their spouses, qualified domestic partners, and qualified children. IU FeeCourtesy Plan benefits provide a subsidy for tuition costs, but do not apply to mandatory fees or special fees, such as laboratories, applied music, student teaching, education early experience, dissertation research fee (G001 and B798), or rental of special equipment and facilities and fees for non credit courses.

Provisions of the IU Fee Courtesy Plan can be obtained at the University Human Resource Services office or http://www.indiana.edu/~uhrs/benefits/fee_courtesy.html. Application forms can be printed at http://www.indiana.edu/~uhrs/pubs/forms/feecourtesy/fee_08-09.pdf or obtained from the University Human Resource Services office (855-1286). Return completed forms to University Human Resource Services, Bloomington Campus, Poplars Building E165.

Returned Checks or Web ACH Payments

The return by any financial institution of a dishonored payment [check or Web ACH] issued to Indiana University will result in the assessment of a per payment service charge against the issuer’s account (or against the account of the student on whose behalf the payment was presented). The returned payment service charge, as authorized by Indiana law, is $27.50 or five percent of the payment, whichever is greater, not to exceed $250. Two or more dishonored payments will result in the requirement that all future University payments be made with guaranteed funds (cashier’s check, money order, or cash).

Checks or Web ACH payments used to relieve an encumbrance which are subsequently returned by the financial institution will automatically result in the requirement that all future University payments be made with guaranteed funds. In addition, the University reserves the right to cancel the student’s enrollment in this situation.

Collection of Past Due Accounts

If any bursar account is past due, the Office of the Bursar will attempt contact for payment. Where appropriate, the outstanding balance may be reported to the credit bureau as a delinquent account and placed with an outside collection agency. If the University or its agent is unable to obtain satisfactory payment arrangements, the student or account holder could face litigation, wage garnishment, and/or loss of income tax refunds. Students or account holders will be liable for all reasonable collection costs, including agency and attorney fees, necessary for the collection of a past due account.

E-mail as Official IU Communication

The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Official university e-mail accounts are available for all registered students. Official university communications will be sent to students’ official university e-mail addresses. For IU-Bloomington, this is the @indiana.edu address.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Oncourse. The same user id and password are used for Oncourse and the university e-mail system. For more information about Oncourse, visit http://oncourse.iu.edu.

Students who choose to have their e-mail forwarded from their official university e-mail address to another address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to e-mail forwarded to any other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official IU e-mail addresses. Instructions on setting up or cancelling the forwarding of e-mail may be found by visiting http://itaccounts.iu.edu.

Grades Reporting

Access to final grades is available using OneStart as grades are submitted by the faculty and posted to students’ records:

• Login to OneStart at http://onestart.iu.edu.
• Click on the “Go to Student Center” link.
• Under the blue “Academics” bar, click on the “My Academics and Grades” link.
• Under “Term Information,” click on the “View Grades” link.
• Select the appropriate term link and click “Continue.”

Your classes and any reported grades for the selected term will be displayed. Term and Cumulative grade point averages will also be available after all grades are submitted by the faculty and are official [see Official Calendar in this publication.]

Grades are available via OneStart at any time, except for 5:00 a.m. to 6:00 a.m. each morning, Monday through Saturday, and 12:01 a.m. to 8:00 a.m. on Sunday.
Connecting to the IU Computing Network

University Information Technology Services (UITS) is the information technology support organization at IU, dedicated to helping you succeed academically by providing an extensive and varied computing environment and nationally recognized computing support. You get:

- Online resources through OneStart, the gateway to many university services
- Computing accounts for using e-mail, printing, storing files, and hosting Web pages
- Free and low-cost software including Microsoft Office, Adobe products, Norton/Symantic AntiVirus, EndNote, and Visual Studio Professional
- Almost 100 technology centers with Windows, Mac, and unix/Linux workstations
- High-speed Ethernet connections in every campus residence and wireless network access in most
- A wireless network that covers virtually the entire campus
- Free workshops, 24-hour help desks, online support, and publications
- IT news and updates on via the web, by email, and RSS feeds

To use UITS resources, you’ll need a Network ID, which you should have received when you first enrolled.

Connecting from Student & Residential Technology Centers

You can use over 2,000 workstations in dozens of Student Technology Centers (STCs) and Residential Technology Centers (RTCs). There you can check e-mail, use OneStart, surf the Web, use popular software, and print using your printing allotment. Helpful consultants staff many STCs and RTCs.

IMPORTANT: Don’t forget to log out of the workstation you’ve been using in a STC or RTC when you are done. Failing to do so is a serious security risk to both you and the University.

Connecting from your campus residence

UITS provides you with a high-speed Ethernet computer connection in your campus residence, as well as wireless network access via IU Secure. You can connect to the network using your computer already equipped with an Ethernet or wireless network card. To automatically configure your computer for network connection, visit getconnected.iu.edu and follow the directions provided.

Connecting using wireless (Wi-Fi)

With your laptop and wireless network card, you can connect to the wireless network in most locations across campus. The IU Secure network is the new secure wireless option, so be sure to select it from the available wireless networks that appear. For help connecting and configuring your laptop, contact UITS.

Connecting from off campus

If you live off campus, see if your apartment complex offers Ethernet connections or contact a local broadband (cable or DSL) service provider. In both cases you’ll need a network card. You may need to authenticate using VPN to use some university services through such a provider. Contact UITS for instructions.

If you don’t use a broadband provider, you’ll need a 56K V.90 modem in your computer to dial into the university network. You’ll find software and instructions for connecting via modem on the IUware CD, available at the IU Bookstore for $5 plus tax.

Student email

Indiana University has partnered with Microsoft and Google to offer students two options for email and other online communication services: Imail powered by Microsoft and Umail powered by Google. Students can select one or both of these options, while choosing one as an official email account. If you don’t already have an Imail or Umail account, see: http://kb.iu.edu/data/avtf.html

Need help?

If you have questions about your Network ID or any UITS services, stop by the UITS Support Center in the Main Library Information Commons, call 855-6789, email ithelp@iu.edu, or visit http://uits.iu.edu/.
Course Listing
Abbreviations and Explanations

Buildings
* OA Admissions (300 N. Jordan)
* CS Arts Annex (1026 E. 11th)
* AS Assembly Hall
* CL Arwater Eye Care Center
* XA Auxiliary Library Facility (ALF)
* BH Ballantine Hall
BL Barnes Lounge (Ashston Center)
* BQ Briscoe Quad
* BR Brown Hall (Collins Center)
* BU Business, Kelley School of
* PC Career Development Center
* C7 Classroom Office Building
* C3 Carmichael Center
* CH Chemistry Building
ME Collins Living Learning Center (10th and Woodlawn)
CA Cravens Hall (Collins Center)
* AB Cyclotron Facility
EO Edmondson Hall (Collins Center)
* EP Ernie Pyle Hall
* NF Fieldhouse
* FA Fine Arts, Henry Radford Hope School of
* FR Forest Quad
* FQ Foster Quad
* EMU Goshen Hall (Collins Center)
* ER Green Hall (Collins Center)
* GR Goshen Hall (Foster Quad)
* HQ Harper Hall (Foster Quad)
* GH Geology Building
* GL Glenn A. Black Laboratory (9th and Fess)
* GB Goodbody Hall
* CG William J. Godfrey Graduate and Executive Education Center
* GH Greene Hall (Collins Center)
* GR Gresham Hall (Foster Quad)
* HQ Harper Hall (Foster Quad)
* HH Hershey Hall (Ashton Center)
* HP HPER Building
* HU Hutton Honors College
* IR Incubator Bldg.
* MZ Indiana Institute on Disability and Community (2853 E. 10th)
* I Informatics West
* IZ Informatics East
* S7 Inst. for Social Research (1022 E. 4th.)
* SP IU Research Park, 501 N. Morton (not on map)
* IS Jenkins Hall (Foster Quad)
* JO Johnston Hall (Ashton Center)
* JH Jordan Hall
* KH Kirkwood Hall
* LW Law Building
* LS Lewis Building
* LI Herman B Wells Library
* LL Lilly Library
* LH Lindley Hall
* RU Magee Hall (Foster Quad)
* FQ Martin Hall (Foster Quadrangle)
* M2 Mathers Museum
* MX Maxwell Hall
* FX McCalla School (Fine Arts Annex)
* MN McNutt Quad
* MM Memorial Hall
* MS Memorial Stadium
* MF Mollatt Hall (Ashston Center)
* MJ Merrill Hall
* MR Morgan Hall
* MO Morrison Hall
* S2 Multidisciplinary Science Building Phase II
* MA Music Annex
* MC Musical Arts Center
* M Music Library and Recital Center, Simon
* MY Myers Hall
* OP Optometry, School of
* PO Poplars
* PY Psychology
* TV Radio and TV Building
* RH Rawles Hall
* RE Read Center
* SHE Smith Hall (Foster Quad)
* SIM Simon Hall
* SMI Smith Hall (Collins Center)
* SR Smith Research Center (2805 E. 10th)
* PV SPEA
* SG Speech and Hearing Clinic
* SK Student Academic Center (316 N. Jordan)
* SB Student Building
* RR Student Recreational Sports Center
* SE Swain East
* SW Swain West
* SY Sycamore Hall
* TP Tennis Center
* TE Teter Quad
* TA Theatre/Drama Studio (306 N. Union)
* TH Lee Norvell Theatre and Drama Center/Marcellus Neal and Frances Marshall Black Culture Center CS Union Building
* VO Vos Hall (Foster Center)
* WA Weatherly Hall (Ashton Center)
* ED Wendell M. Wright Education Building
* WI Willkie Quad
* WH Woodburn Hall
* WT Wright Quad
* WW Wylie Hall
* * Accessible to persons with physical disabilities. For specific inquiries, contact Student Disability Services at 855-7578.

Courses Descriptions
Descriptions of course content are listed in the bulletin of the school in which the course is offered. Bulletins for most schools are available in the Office of the Registrar, Franklin Hall 100. Bulletins for the various schools are also available in the respective offices of the deans.

In addition, semester specific on-line class descriptions are available at www.registrar.indiana.edu.

Prerequisites
Many classes have mandatory prerequisites which are listed in the school bulletins or in the on-line Schedule of Classes at www.registrar.indiana.edu. Each student is responsible for meeting the published prerequisites for each course requested. After each enrollment period, schools and departments may review the completion of prerequisites of enrolled students. The academic units have the authority to administratively drop a student from a course for which the student has not fulfilled the published prerequisites.

Please see www.registrar.indiana.edu for course and class listings.
### School/Department Directory

**College of Arts and Sciences & University Graduate School**
**College of Arts and Sciences (COLL) (See appropriate Dept.)**
Graduate (GRAD) (See appropriate Dept.)
Center for the Integrative Study of Animal Behavior (AREH)

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Website</th>
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| Political Science [POLS]        | WH 210 | 5-6308 |
| Psychological and Brain Sciences [PSY] | PY 120 | 5-2012 |
| Religious Studies [REL]         | SY 230 | 5-3331 |
| Renaissance Studies [REN]       | SY 330 | 6-6678 |
| Russian and East European Institute [REEI] | BH 565 | 5-7309 |
| Second Language Studies [SLST]  | MM 315 | 5-7951 |
| Slavic Languages and Literatures [SLAV] | BH 502 | 5-2608 |
| Sociology [SOC]                 | BH 744 | 5-4127 |
| Spanish and Portuguese, and Catalan [HISP] | BH 844 | 5-8376 |
| Speech and Hearing Sciences [SPHS] |       |         |
| Undergraduate                   | SG C138 | 5-4864 |
| Graduate                        | SG C100 | 5-4202 |
| Statistics (STAT)              | 309 N. Park | 5-7828 |
| Telecommunications (TEL)        | TV 261 | 5-3828 |
| Theatre and Drama (THTR)        |         |         |
| Undergraduate                   | TH 204 | 5-4342 |
| Graduate                        | TH 300U | 5-4503 |
| Victorian Studies (VICT)        | BH 442 | 5-8228 |
| West European Studies [WEUR]    | BH 542 | 5-3280 |
| Reserve Officers Training Corps [ROTC] |         |         |
| Aerospace Studies-Air Force [AERO] | 814 E. Third, Rm. 304 | 5-4191 |
| Military Science-Army [MIL]     | 814 E. Third, Rm. 100 | 5-7682 |

### Kelley School of Business (BUS)

**Business Information**
5-8100

**Business Administration**
5-8996

**Business Communication**
5-5613

**Business Economics and Public Policy**
5-9199

**Business Law**
5-9308

**Finance and Real Estate**
5-9404

**Management and Entrepreneurship**
5-9638

**Marketing**
5-8878

**Operations and Decision Technologies**
5-8440

**Doctoral Program**
5-3476

**MBA Program**
5-8006

**Graduate Accounting and Information Systems Programs**
5-7200

**Undergraduate Program**
5-6011

**Business Honors Program**
5-8066

**Integrative Core**
5-4489

**Undergraduate Direct Admit Advisors**
5-8066

**Undergraduate Upper Level Advisors**
5-2614

**School of Continuing Studies (SCS)**
5-4191

**General Studies Degree Program**
5-4991

**Nondegree Student Credit Program**
5-4991

**Independent Study by Correspondence**
5-2292

**School of Education (EDUC)**
5-8500

**Student Academic Center**
316 N. Jordan | 5-7313

**Graduate**
5-8504

**Teacher Education**
5-8850

**School of Health, Physical Education, and Recreation (HIPER)**
5-1561

**Graduate**
5-1561

**Applied Health Science**
5-3627

**Kinesiology**
5-5523

**Elective Physical Education**
5-296

**Recreation, Park & Tourism Studies**
5-4711

**Hutton Honors College (HON)**
5-3555

**School of Informatics (INFO)**
5-6016

**Undergraduate [INFO]**
919 E. 10th Street | Room 110

**Graduate [INFO]**
919 E. 10th Street | Room 230

**Graduate [CSCI]**
5-3083

**Undergraduate [CSCI]**
5-6038

**Graduate [INFO]**
5-1802

**School of Journalism (JOUR)**
5-247

**Graduate [JOUR]**
5-9247

**School of Liberal Arts and Management (SLAM)**
5-2018

**Medical Sciences Program**
5-8118

**Anatomy [ANAT], Medical Chemistry [MCHE], Medicine [MED], Medical Microbiology [MBIO], Medical Sciences [MBLS], Pathology [PATH], Pharmacology [PHAR], Physiology [PHSL]**
Jacobs School of Music (MUS)
Undergraduate Division Office MU 011 5-3743
Graduate Division Office MU 011 5-1728
Elective and Class Guitar MU 347 5-9412
Elective Instruments MA 371 5-0021
Elective and Class Piano MA 010 5-9009
Elective Voice MU 105 5-2057
Audio Tech M 255 5-1087
Music Education M 145J 5-2051
Ballet MC 308 5-6787
Music History & Literature M 225H 5-5716
Theory M 225H 5-5716
Ensembles: Instrumental SY 246 5-9804
Ensembles: Choral MA 051 5-0427
School of Nursing (NURS) SY 437 5-1736
School of Optometry (OPT) OP 310 5-1917
Optometry (OPT)
Optician /Technician (TOPT)
Vision Science (VSCI)
Office of Overseas Study (OVST) FF 303 5-9304
School of Public and Environmental Affairs (SPEA)
Doctoral Program PV 441 5-2457
Graduate Programs PV 260 5-2840
Records Office PV 253 5-0770
Undergraduate Programs PV 260 5-3475
Undergraduate Counselors PV 240 5-0635
School of Social Work (SWK) 1127 Atwater 5-4427
University Division Maxwell Hall 5-6768
Residential Education Programs
Ashton, Teter, Wright, and
Eigenmann Programs 801 N. Jordan 6-6081
Briscoe, Foster, and McNutt Programs 801 N. Jordan 6-6081
Forest, Read, and Willkie Programs 801 N. Jordan 6-6081
Collins-LLC Programs 10th & Woodlawn 5-9815
Foster Living Learning Center Shea/Foster 5-6215
Global Village Living Learning Center Martin/Foster 5-4552
School of Continuing Studies
Independent Study Program/Distance Education

With permission from their dean, IU degree-seeking students have the option of taking distance education courses through the Independent Study Program. For further information about available courses, students may consult the Independent Study University Courses catalog, available in Owen Hall 005, by calling 855-2292, or by visiting the School of Continuing Studies Website at http://scs.indiana.edu.

Enrollment Procedure
Students should obtain an enrollment form from the School of Continuing Office of Learner Services, Owen Hall 005. The form must be signed by the dean of the student’s school. Completed forms should then be returned to Owen Hall 005 where students will pay their fees and receive course materials. These classes are not available for Registration via OneStart Self-Service.

Note: Independent study courses will not be considered for eligibility for full or half-time status when an official IU certification is requested.

African Studies
Anthropology
A105 Culture and Society [3 cr.], Online or Print
History E332 African History from Colonial Rule to Independence [3 cr.], Online or Print

Anthropology
B209 Bioanthropology [3 cr.]
B370 Human Variation [3 cr.]
E105 Culture and Society [3 cr.], Online or Print

Astronomy
A100 The Solar System [3 cr.]
A105 Stars & Galaxies [3 cr.]
A110 Introduction to Astronomy [3 cr.]

Biography
N100 Contemporary Biography [3 cr.]

Business
A100 Basic Accounting Skills [1 cr.], Online or Print
A201 Introduction to Financial Accounting [3 cr.], Online or Print
A202 Introduction to Managerial Accounting [3 cr.], Online or Print
A233 Intermediate Healthcare Accounting [3 cr.], Online or Print
A311 Intermediate Financial Accounting I [3 cr.], Online or Print
A312 Intermediate Financial Accounting II [3 cr.], Online or Print
A325 Intermediate Managerial Accounting I [3 cr.], Online or Print
A328 Introduction to Taxation [3 cr.], Online or Print
A333 Healthcare Budgeting and Cost Analysis [3 cr.], Online or Print
A335 Fund Accounting [3 cr.], Online or Print
A339 Advanced Income Tax [3 cr.], Online or Print
A422 Advanced Financial Accounting [3 cr.], Online or Print
A424 Auditing [3 cr.], Online or Print
D301 The International Business Environment [3 cr.], Online
F260 Personal Finance [3 cr.], Print
F301 Financial Management [3 cr.], Online
J401 Administrative Policy [3 cr.], Print
L201 Legal Environment of Business [3 cr.], Online or Print
L303 Commercial Law II [3 cr.], Online or Print
M500 Introduction to Marketing [3 cr.], Print
P301 Operations Management [3 cr.], Online
X100 Introduction to Business [3 cr.], Print
X204 Business Communications [3 cr.], Print
Z300 Organizational Behavior and Leadership [3 cr.], Online or Print

Classical Studies
C101 Ancient Greek Culture [3 cr.], Print
C102 Roman Culture [3 cr.], Online or Print
C205 Classical Mythology [3 cr.], Online or Print
C209 Medical Terms from Greek and Latin [2 cr.], Print
L100 Elementary Latin I [4 cr.], Print

Communication and Culture
C121 Public Speaking [3 cr.], Print
C122 Interpersonal Communication [3 cr.], Print
C223 Business and Professional Communication [3 cr.], Online or Print

Comparative Literature
C146 Major Themes in Literature [3 cr.], Print
C190 An Introduction to Film [3 cr.], Online or Print
C217 Detective, Mystery, and Horror Literature [3 cr.], Online or Print

Computer Science
A110 Introduction to to Computers and Computing [3 cr.], Print
A201 Introduction to Programming I [3 cr.], Online

Criminal Justice
P100 Introduction to Criminal Justice [3 cr.], Online or Print
P200 Theories of Crime and Deviance [3 cr.], Online or Print
P303 Corrections and Criminal Justice [3 cr.], Online or Print
P406 Drugs and Society [3 cr.], Online or Print
P462 Child Abuse and Neglect [3 cr.], Online or Print

Economics
E201 Introduction to Microeconomics [3 cr.], Online or Print
E202 Introduction to Macroeconomics [3 cr.], Print
E308 Survey of Public Finance [3 cr.], Online or Print

Education
K205 Introduction to Exceptional Children [3 cr.], Print
M315 Self-Instruction in Art [1-5 cr.], Print

English
G205 Introduction to the English Language [3 cr.], Online or Print
L141 Introduction to Writing and the Study of Literature I [4 cr.], Print
L202 Literary Interpretation [3 cr.], Online or Print
L204 Introduction to Fiction [3 cr.], Online or Print
L205 Introduction to Poetry [3 cr.], Online or Print
L207 Women and Literature [3 cr.], Print
L213 Literary Masterpieces I [3 cr.], Online or Print
L340 Science Fiction [3 cr.], Print
L341 Late Plays of Shakespeare [3 cr.], Online or Print
L348 19th-Century British Fiction [3 cr.], Print
L354 American Literature since 1914 [3 cr.], Online or Print
L355 American Fiction to 1900 [3 cr.], Print
L358 20th-Century American Fiction [3 cr.], Online or Print
L390 Children’s Literature [3 cr.], Online or Print
W103 Introductory Creative Writing [3 cr.], Online or Print
W119 Critical Review Writing [1 cr.], Print
W131 Elementary Composition [3 cr.], Online or Print
W202 English Grammar Review [1 cr.], Print
W203 Creative Writing [3 cr.], Online or Print
W231 Professional Writing Skills [3 cr.], Print
W350 Advanced Expository Writing [3 cr.], Print

Fine Arts
A101 Ancient and Medieval Art [3 cr.], Print
H100 Art Appreciation [3 cr.], Online or Print

French
F100 Elementary French I [4 cr.]
F150 Elementary French II: Language and Culture [4 cr.]
F200 Second Year French I [3 cr.], Print

Gender Studies
G225 Gender, Sexuality, and Popular Culture [3 cr.], Online or Print

Geography
G107 Physical Systems of the Environment [3 cr.], Online or Print
G110 Introduction to Human Geography [3 cr.], Online or Print
G120 World Regional Geography [3 cr.], Online or Print
G315 Environmental Conservation [3 cr.], Online or Print
G326 Geography of North America [3 cr.], Online or Print

Geological Sciences
G103 Earth Science: Materials and Processes [3 cr.], Online or Print
G115 Introduction to Oceanography [3 cr.], Print
G116 Our Planet and its Future [3 cr.], Online or Print

Geology
A110 Introduction to to Computers and Computing [3 cr.], Print
A201 Introduction to Programming I [3 cr.], Online

Health, Physical Education, and Recreation
C366 Community Health [3 cr.], Online or Print
F258 Marriage and Family Interaction [3 cr.], Online or Print
H263 Personal Health [3 cr.], Online or Print
N220 Nutrition for Health [3 cr.], Print
R160 Recreation and Leisure [3 cr.], Print
R324 Recreational Sports Programming [3 cr.], Online or Print

History
A261 Modern American Women’s History [3 cr.], Online or Print
A301 Colonial America [3 cr.], Online or Print
A302 Revolutionary America [3 cr.], Online or Print
A303 United States, 1789-1829 I [3 cr.], Online or Print
A304 United States, 1829-1865 II [3 cr.], Print
A314 United States, 1917-1945 [3 cr.], Online or Print
A363 Survey of Indiana History [3 cr.], Print
A364 History of Black Americans [3 cr.], Online or Print
B323 History of the Holocaust [3 cr.], Online or Print
B361 Europe in the 20th Century I [3 cr.], Print
B362 Europe in the 20th Century II [3 cr.], Online or Print
E332 African History from Colonial Rule to Independence [3 cr.], Online or Print
H101  The World in the 20th Century [3 cr.], Print
H105  American History I [3 cr.], Online or Print
H106  American History II [3 cr.], Online or Print
H207  Modern East Asian Civilization [3 cr.], Online
H233  Sports in History [3 cr.], Online or Print
H251  Introduction to Jewish History: From the Bible to the Crusades [3 cr.], Print

History and Philosophy of Science
X207  The Occult in Western Civilization [3 cr.], Online or Print

Journalism
C200  Introduction to Mass Communications [3 cr.], Online or Print
C327  Writing for Publication [3 cr.], Online or Print

Linguistics
L103  Introduction to the Study of Language [3 cr.], Online or Print

Mathematics
M014  Basic Algebra [4 cr.], Print
M118  Finite Mathematics [3 cr.], Online or Print
M119  Brief Survey of Calculus I [3 cr.], Print
M125  Pre-Calculus Mathematics [3 cr.], Print
M126  Trigonometric Functions [2 cr.], Print
M211  Calculus I [4 cr.], Print
M212  Calculus II [4 cr.], Print

Music
Z101  Music for the Listener I [3 cr.], Print
Z111  Introduction to Music Theory [3 cr.], Print
Z293  History of Jazz [3 cr.], Online or Print

Near Eastern Languages and Cultures
N205  Topics in Middle Eastern Literature: Life and the Afterlife in Ancient Egypt [3 cr.], Print

Nursing
R219  Pharmacology [3 cr.], Online or Print

Philosophy
P100  Introduction to Philosophy [3 cr.], Online or Print
P105  Thinking and Reasoning [3 cr.], Online or Print
P140  Elementary Ethics [3 cr.], Online or Print
P150  Elementary Logic [3 cr.], Online or Print
P282  Women in Philosophical Thought [3 cr.], Online or Print
P337  Philosophy of Work [3 cr.], Online or Print

Physics
P101  Physics in the Modern World I [4 cr.], Online or Print
P110  Energy [2 cr.], Print
P120  Energy and Technology [3 cr.], Print

Political Science
Y103  Introduction to American Politics [3 cr.], Online or Print
Y105  Introduction to Political Theory [3 cr.], Online or Print
Y109  Introduction to International Politics [3 cr.], Online
Y200B  Contemporary Political Problems: Political Terrorism [3 cr.], Online or Print
Y200C  Contemporary Political Problems: Social Movements and Protest in Democracies [3 cr.], Online
Y304  American Constitutional Law I [3 cr.], Online or Print
Y306  State Politics in the United States [3 cr.], Online or Print
Y309  American Politics through Film and Fiction [3 cr.], Online or Print

Psychology
P101  Introductory Psychology I [3 cr.], Online or Print
P102  Introductory Psychology II [3 cr.], Online or Print
P316  Psychology of Childhood and Adolescence [3 cr.], Online or Print
P319  Psychology of Personality [3 cr.], Online or Print
P320  Social Psychology [3 cr.], Online or Print
P324  Abnormal Psychology [3 cr.], Online or Print

Religious Studies
R152  Religions of the West [3 cr.], Print
R180  Introduction to Christianity [3 cr.], Online or Print
R220  Introduction to the New Testament [3 cr.], Online or Print
R335  Religion in Early America [3 cr.], Online or Print
R336  Religion in Modern America [3 cr.], Online or Print

Sociology
S100  Introduction to Sociology [3 cr.], Online or Print
S230  Society and the Individual [3 cr.], Print
S313  Religion and Society [3 cr.], Online or Print
S315  Work and Occupations [3 cr.], Online or Print
S316  The Family [3 cr.], Online or Print
S338  Gender Roles [3 cr.], Online or Print
S40  Social Theory [3 cr.], Online or Print

Spanish
S100  Elementary Spanish I [4 cr.], Online or Print
S150  Elementary Spanish II [4 cr.], Online or Print
S200  Second-Year Spanish I [3 cr.], Online or Print
S250  Second-Year Spanish II [3 cr.], Online or Print
General Information

Waiver of Requirements

Although this publication does not define the requirements for degrees offered on the Bloomington campus, all students should be familiar with the policy regarding requests for waivers:

Requests for deviation from department, program, or school requirements may be granted only by written approval from the respective chairperson, director, or dean (or their respective administrative representative). Disposition at each level is final.

Academic Deans’ Office Hours

Offices of the academic deans are open Monday through Friday, generally from 9 a.m.-12 noon and 1 p.m.-4 p.m., and are closed Saturday and Sunday.

Most student academic problems can be resolved by the dean’s office. If you need to see a dean personally, it will be better to call in advance to make an appointment.

Allied Health Sciences

Health and Rehabilitation Sciences ........................ Office of Academic and Student Affairs
Indianapolis: Coleman 120, (317) 264-4702

School of Medicine ........................................ Asst. Director for Academic Records
Indianapolis: Marri Reeser (317) 278-8628

Advising: Health Professions & Prelaw
Center .......................................................... Maxwell Hall 010 ................ 855-1873

Arts and Sciences

Information [Undergraduate Recorder] ........................ Kirkwood 001 ............... 855-1821
Undergraduate Academic Affairs .............................. Kirkwood 012 ............... 855-8245
Graduate ....................................................... Kirkwood 207 ............... 855-4871

Bertenthal, dean
Becker, executive associate dean
Martins, associate dean (graduate)
Robinson, associate dean
de Ruiter, associate dean
Watt, associate dean
Byler, assistant dean [graduate]
Lindemann, senior assistant dean
Halloran, assistant dean
Lundell, assistant dean

Business

Undergraduate Office ....................................... Information Window–2nd Floor
MBA Office ................................................. CG 1010 .............................. 855-0811
Doctoral Office ............................................. Business 730 ....................... 855-3476

Smith, dean
Acito, associate dean, operations and programs
McDougall, associate dean, academics
Venkataramanan, undergraduate programs chairperson
Whalen, MBA programs chairperson
Breithauer, doctoral programs chairperson

Continuing Studies

General Studies Degree Program .......................... Maxwell Hall 020 ............... 855-4991
Nondegree Student Credit Program ....................... Maxwell Hall 020 ............... 855-4991
Returning Students Services ............................... Maxwell Hall 020 ............... 855-1182
Independent Study Program .............................. Owen 005 ........................ 855-2292

Wertheim, executive associate dean

Education

Information/Office of Teacher Education ........................ Education 1000 ............... 856-8500
Registration Information ...................................... Education 1000 ............... 856-8500

Gonzalez, university dean
Hossler, executive associate dean - Bloomington
Rogan, executive associate dean - Indianapolis
Sherwood, associate dean - research and development
McMullen, associate dean - graduate studies
Brush, associate dean - teacher education - Bloomington
Ociepka, chair of teacher education - Indianapolis

University Graduate School

Information ..................................................... Kirkwood 111 ........................ 855-9343

Health, Physical Education, and Recreation

Information ..................................................... HPER 115 ........................ 855-1561
Goodman, dean
Wilckerson, associate dean
Koepe, associate dean

Informatics

Undergraduate [INFO] ...................................... 919 E. 10th Street ............... 856-6016
Room 110
Undergraduate [CSCI] ...................................... LH 225 .............................. 855-6038
Graduate [INFO] ............................................ 919 E. 10th Street ............... 856-1802
Room 230
Graduate [CSCI] ............................................ LH 215C ............................ 856-6487

Journalism

Information ..................................................... Ernie Pyle 200 ........................ 855-9247
Hamm, dean
Brownlee, associate dean, undergraduate
Reynolds, associate dean, graduate

Labor Studies Program

Information ..................................................... Library 011 ............................. 855-2848
Admissions ..................................................... Library 011 ............................. 855-2018
Doctoral Program .......................................... Library 011 ............................. 855-2018
Cronin, dean
Rosenbaum, associate dean

Medical Sciences Program

Dean’s Office .................................................. Jordan 105 ......................... 855-8118
Watkins, director/assistant dean
Brater, dean of medicine-Indianapolis

Music

Undergraduate Office ....................................... Merrill Hall 011 ................. 855-3743
Graduate Office ............................................. Merrill Hall 011 ................. 855-1738
Richards, dean
O’Brien, executive associate dean
Wennerstorm, associate dean for instruction
Isaacson, director of graduate studies
Potter, director of undergraduate studies

Nursing

Undergraduate Office ....................................... Sycamore Hall 437 .............. 855-1736
Academic Counselor ................................ Sycamore Hall 401 ................ 855-2592

Otto, associate dean

Optometry

Student Affairs Office ..................................... Optometry 310 ..................... 855-1917
Optometric Technology Programs ................ Optometry 310 ..................... 855-1917
Son, dean
Lepore, director, budgetary planning & administration & fiscal officer
Bonanno, executive associate dean for academic affairs and student administration
Candy, associate dean for research
Swanson, associate dean for graduate programs
Brooks, director, optometric technology programs
Vance, director, student administration
Hitzman, director of clinical affairs
Administrative Offices and Hours

Administrative offices are open Monday through Friday from 8 a.m. to 12 noon and from 1 p.m. to 5 p.m. and closed Saturday and Sunday. Exceptions are noted below.

Academic Affairs and Dean of the Faculties .................................................. Bryan Hall 205, 8 a.m.-5 p.m., M-F
Admissions, Office of ........................................ Maxwell Hall 101 .......... 8 a.m.-5 p.m., M-F
Health Professions and Prelaw Information Center ................................ Maxwell Hall ............. 8:30 a.m.-5 p.m., M-F
Social Work

Administrative Offices

Registrar, Office of .......................... Franklin Hall 100, 9 a.m.-4 p.m.
General Email .................................. registrar@indiana.edu
Registration Assistance .................. reghelp@indiana.edu
General Information ....................... 855-0121
Transcripts ..................................... 855-7505
Residential Programs & Services, Division of .......................... 801 N. Jordan, 8 a.m.-5 p.m., M-F, 855-1764
Academic Initiatives ......................... 801 N. Jordan, Room 221, 855-1764
Student Academic Center .................. 316 N. Jordan (Southeast Corner of 7th & Jordan), 855-7313
Student Activities .......................... IMU 371, 9 a.m.-5 p.m., 855-4311
Student Advocates ......................... Owen Hall 202, 855-0761
Student Affairs .............................. Frank Hall 200, 855-8187
Student Ethics .............................. 715 East 7th St., 8 a.m.-5 p.m., 855-5419

Academic Freedom

University Faculty Council Action [Approved May 17, 1966; Amended November 30, 1976]

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's and librarian's professional conduct. The teacher and librarian shall have full freedom of investigation, subject to adequate fulfillment of other academic duties. No limitation shall be placed upon the teacher's and librarian's freedom of exposition of the subject in the classroom, or library, or on the expression of it outside.

The teacher should not subject students to discussion in the classroom of topics irrelevant to the content of the course. No censorship shall be imposed on the librarian's freedom to select and make available any materials supporting the teaching, research, and general learning functions of the academic community. In public utterances the teacher and librarian shall be free of institutional control, but when either the teacher or librarian writes or speaks as a citizen, an endeavor should be made to avoid appearing as a spokesman for the University. The teacher or librarian should recognize that a professional position in the community involves the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

Cases involving alleged impairment of academic freedom shall be referred to the appropriate Board of Review and dealt with according to established procedure.

Code of Academic Ethics

University Faculty Council Action [Approved November 3, 1970; Board of Trustees, December 19, 1970; Amended: University Faculty Council, November 30, 1976; February 11, 1986; February 11, 1992; October 3, 1996; April 27, 2004; April 12, 2005; Board of Trustees, December 13, 1996, June 24, 2005.]

Preamble

The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual either surrenders rights nor escapes fundamental responsibilities as a citizen, but acquires additional rights as well as responsibilities to the entire University community. They do not require the individual to be passive and silent. They do require recognition of how easily an academic community can be violated.
Introduction

Applicability. The provisions of this Code apply to persons whose service to the University includes teaching, scholarship, librarianship and academic administration. Such persons are referred to in the Code as “Academic Personnel.” References in the Code to “Faculty” include tenured members of the faculty, librarians, and persons whose service to the University may lead to tenure.

Organization. This Code contains two major sections: first, a statement of rights and responsibilities; and second, a statement of enforcement procedures. The first section is divided into three subsections. The first subsection, in seven parts, is a general statement of the rights and responsibilities of Academic Personnel adapted from the “Statement of Professional Ethics” adopted by policy as the American Association of University Professors in April, 1966. The second subsection consists of representative responsibilities assumed with academic employment at Indiana University. The third subsection consists of the Rules of Conduct outlined in the prevailing Code of Student Rights, Responsibilities, and Conduct. It is assumed that academic professional will accept without reservation those rules of conduct which are generally applicable within the University community and which are expressed at the moment within the student code.

The second section is also divided into three subsections. The first subsection deals with initiation of complaints, the second with appropriate administrative actions, and the third with reviews of administrative action.

A. Rights and Responsibilities

I. General Statement

Scholarship. A scholar recognizes a primary responsibility to seek and to state the truth without bias. Striving to improve scholarly competence, continuous always to keep of his or her discipline, the scholar exercises critical self-discipline and judgment in using, extending, and transmitting knowledge, and practices intellectual honesty. Although subsidiary interests may be followed, these must never seriously hamper or compromise freedom of inquiry.

Teaching. A teacher encourages the pursuit of learning in students, holding before them the best scholarly standards of the discipline. Respecting students as individuals, the teacher seeks to establish a relationship of mutual trust, and adheres to the proper role as intellectual guide and counselor. The teacher makes every effort to foster honest academic conduct and to assure that the student’s scholastic performance reflects their true achievement, with reference to criteria appropriate to the field of study. Any exploitation of students for private advantage is rejected and their significant assistance is acknowledged. The teacher protects their academic freedom and serves as an example of this principle by assuring that each student and colleague is free to voice opinions openly and to exchange ideas free from interference.

Librarianship. A librarian in the academic community is responsible for the collection and dissemination of information and materials and for services pertaining there to in support of the teaching, research and general learning functions to the university. A librarian is obligated to keep abreast of the latest developments in the profession and with processes and services to improve library service.

Relations with Colleagues. As colleagues, academic personnel have obligations that derive from common membership in the community of scholars. Such persons respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of responsibility for the governance of the University.

Relations with Students. With regard to relations with students, the term “faculty” or “faculty member” means all those who teach and/or do research at the University including (but not limited to) tenured and tenure-track faculty, librarians, holders of research or clinical ranks, graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel including coaches, advisors, and counselors.

The University’s educational mission is promoted by professionalism in faculty/student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University’s educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power in such a context violate their duty to the University community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the vulnerability of a student in such a relationship is suspect, given the fundamental asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student’s interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as a violation of this Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number 1 or 2 below. If both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

1. Relationships in the Instructional Context. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.

2. Relationships outside the Instructional Context. A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and students are in the same academic unit or in units that are allied academically.

Relation to the University. Indiana University is committed to the concept of academic freedom and recognizes that such freedom, accompanied by responsibility, attaches to both parties of a teacher’s or librarian’s professional conduct. Within this context, each person observes the regulations of the University, and maintains the right to criticize and to seek revision and reform. A teacher or librarian determines the amount and character of work done outside the University with due regard to paramount responsibilities within it. When considering interruption or termination of service, the teacher or librarian recognizes the effect of the decision upon the program of the University and gives due notice. Above all, he or she strives to be an effective teacher, scholar, librarian, or administrator.

Relation to the Community. As members of the community, academic personnel have rights and obligations of any citizen. They should measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the University. When they speak or write as citizens, they are free as institutional members or disciplines. At the same time, their positions as members of a university and of a learned profession impose special responsibilities. When they speak or act as private persons, they will make it clear they are not speaking or acting for the University. They will also recognize that the public may judge their profession and the University by their utterances and conduct, and they will take pains to be accurate and to exercise restraint.

II. Specific Responsibilities

In addition to the preceding general statements of ethical performance within the academic profession, there are specific responsibilities which devolve upon the academic appointee who accepts a position at Indiana University. Observance of such responsibilities as the following is also a component of responsibility to the academic community.

1. A teacher will maintain a clear connection between the advance description and the conduct and content of each course presented to ensure efficacy of subject selection by students.

2. A teacher will clearly state the course goals and will inform students of testing and grading systems; moreover, these systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.

3. A teacher will plan and regulate class time with an awareness of its value for every student and will meet classes regularly.

4. A teacher will remain available to students and will announce and keep liberal office hours at hours convenient to students.

5. A teacher will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of race, sex, national origin, religion, age, or physical handicap.

6. A teacher will strive to generate a proper respect for an understanding of academic freedom by students. At the same time, a teacher will emphasize high standards and strive to protect students from irrelevant and trivial interruptions or diversions.

7. A librarian has an obligation to recommend and make improvements in library service.

8. A librarian recognizes the need for continual development, maintenance and improvement of professional and specialized bibliographical resources.

9. A librarian cooperates with the teaching and research faculty to develop the collection in support of the curricular offerings of the academic community.

10. A librarian recognizes intellectual and professional obligations to the patron, the university and the community at large.

11. A librarian recognizes intellectual and professional responsibilities to the discipline of librarianship.
III. Responsibilities as University Citizens

12. A librarian accepts the responsibility for the care and preservation of library materials.

13. Academic personnel will strive to protect not only their own right of freedom of inquiry, teaching, and expression but also their colleagues’ right to the same freedoms.

14. In the interest of avoiding actual or perceived conflict of interest, academic personnel shall not directly supervise employees with whom they are having sexual or amorous relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the Dean of the Faculty or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.

15. While in the classroom, academic personnel should refrain from adverse personal comments about their colleagues. At all times, academic personnel should exercise restraint and discretion in comments about other courses or divisions in the University.

16. Constructive criticism of colleagues is sometimes necessary in the interest of the individual criticized or the entire University community. To be constructive, however, such criticism should be channeled, in confidence, toward those persons (preferably the individual concerned, but also academic superiors, faculty committees, or administrative officers) who have the power to correct or influence the situation in a constructive way. Indiscriminate criticism or gossip about colleagues is condemned.

17. Each academic person retains the right to criticize and to seek to remedy, by appropriate means, regulations and policies of the University. Among means deemed inappropriate are: acts of physical violence against members or guests of the University community; acts which interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of University property.

18. It is equally inappropriate to advise others to commit such acts.

19. If criticizing the University, the academic person should be aware of ameliorative procedures which exist within the University and should use these procedures in preference to conducting public criticisms of the institutions or any of its divisions.

20. Each academic person will insure that outside commitments do not interfere in terms of time, energy, or conflict of interest with obligations to the University. As a safeguard against such interference, each will:

   a. report to an appropriate authority plans to engage in gainful employment, or accept a reasonable burden of administrative duties, and
   b. notify an appropriate authority of any invitation to serve as a consultant to an agency granting money to the University.

21. He or she will give adequate notice of resignation or termination of service. In order that instructional programs will not be interrupted, before leaving, the academic person will:

   a. complete all normal duties;
   b. provide complete records of grades and similar data to departmental chairpersons; and
   c. provide properly for incomplete class and thesis work.

22. He or she will work with colleagues individually and collectively toward furthering goals on personal and group interests so long as such cooperation does not require violation of intellectual and moral integrity.

23. Each academic person will accept a share of the obligation for helping the University function smoothly as a living and vigorous organization. Toward achieving this goal, each will serve on committees, accept a reasonable burden of administrative duties, and work cooperatively with administrative officers of the University in order to further all the legitimate goals of the institution.

III. Responsibilities as University Citizens

In retaining the rights to speak and act as citizens of the communities in which they dwell, academic personnel must assume as well the responsibilities which are incumbent upon the citizenship. Academic personnel, therefore, accept and adopt the provisions of the Indiana University Code of Student Rights, Responsibilities, and Conduct pertaining to personal misconduct on University property [Part II, Section H], which is printed below.

Personal Misconduct on University Property

The university may discipline a student for the following acts of personal misconduct which occur on university property, including, but not limited to, academic and administration buildings, residence halls, athletic and recreational facilities, and other university serviced property, such as sororities and fraternities:

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

2. Assuming another person’s identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.

3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.

4. Unauthorized release or use of any university access codes for university computer systems, duplicating systems and other university equipment.

5. Conduct that is lewd, indecent, or obscene.

6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other university or university-authorized activity. (See Guidelines for Dealing with Disruptive Students in Academic Settings, University Faculty Council, April 12, 2005)

7. Actions that endanger one’s self, others in the university community, or the academic process.

8. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a building or other property.

9. Unauthorized entry, use, or occupancy of university facilities.

10. Unauthorized taking, possession or use of university property or services or the property or services of others.

11. Damage to or destruction of university property or the property belonging to others.

12. Unauthorized setting of fires on university property, unauthorized use of or interference with fire equipment and emergency facilities.

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

14. Possession of any weapon or potential weapons on any university property contrary to law or university policy; possession or display of any firearm on university property, except in the course of an authorized activity.

15. Sale of any firearms from university property or using university facilities, including through computer and telephone accounts, intentional possession of a dangerous article or substance as a potential weapon.

16. Acting with violence.

17. Aiding, encouraging, or participating in a riot.

18. Harassment, defined in Part I of the Code as follows: “Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other unwelcome conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s education, or submission to or rejection of such conduct by a student is used as the basis for academic conditions affecting the student, or the conduct has the effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive learning environment. Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex or gender identity, sex or gender expression, sexual orientation, marital status, veteran’s status and that: adversely affects a term or condition of an individual’s education, housing, or participation in a university activity, or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in university activities.”

19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically or in written form.

   a. Stalking is defined as repeated, unwanted contact in the forms of including, but not limited to, phone calls, e-mail, physical presence, and regular mail.

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

20. Physical abuse of any person, including the following:

   a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.

   b. Physical behavior that involves an express or implied threat to violence against members or guests of the University community; acts which interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of University property.

   c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, or participation in university sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur.
General Registration Information

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B. Enforcement Procedures

I. Initiation of Complaints

Any concerned person may initiate complaints about alleged violations of this code. Such complaints should be brought to the attention of an appropriate chancellor or dean, or to the appropriate Dean of the Faculties or his deputy; the Dean of the Faculties shall provide for confidential representations regarding such violations. Charges of discriminatory practice may be referred also to the appropriate Affirmative Action officer.

II. Administrative Action on Violations of Academic Ethics

The line of administrative action in cases of alleged violation of academic ethics shall be the chairperson; the academic dean, the appropriate Dean of the Faculties; the appropriate Chancellor; a Vice President, where appropriate; or the President. Subject to the substantive standards of University tenure policy and the procedural safeguards of the faculty institution, sanctions appropriate to the offense shall be applied by the academic administrators. Possible sanctions include the following: reprimand, consideration in establishing annual salary, consideration in promotion decisions, consideration in tenure decisions, retention of salary, termination of employment, and immediate dismissal.

III. Review of Administrative Action

Any concerned person may initiate complaints about alleged violations of the Code of Ethics, whether or not the action resulted from proceedings provided in this Code, shall have such rights as are provided by the rules governing appeals to the Faculty Board of Review (or to an Associate Instructor Board of Review) of the appropriate campus. Appointees also have the rights of hearing and appeal provided by any other procedure of the University for the review of administrative action.

Policy on Student Academic and Personal Misconduct

Faculty are required to report all incidents of academic misconduct to the Dean of Students and may report incidents of personal misconduct, such as classroom incivility. For information about policies and procedures, including due process requirements, see the Indiana University Code of Student Rights, Responsibilities, and Conduct Code. Procedures for Bloomington Campus. The local campus offices of the Dean of Students, Affirmative Action, and Faculty and Academic Affairs, are available to assist students in addressing their complaints. The complete code is accessible on the internet at http://dsa.indiana.edu/Code/.

Policy on Faculty Misconduct

Students who believe that any of their rights have been violated by a member of the university faculty or administration may make a formal complaint according to procedures outlined in the Indiana University Code of Student Rights, Responsibilities, and Conduct Code: Procedures for Bloomington Campus. The local campus offices of the Dean of Students, Affirmative Action, and Faculty and Academic Affairs, are available to assist students in addressing their complaints. The complete code is accessible on the internet at http://dsa.indiana.edu/Code/.

Alcohol and Drug-Free Campus Policy

In compliance with the Drug-Free Workplace Act of 1988, and 20 USCS 1011, the following policy shall govern the conduct of all University students and employees [including but not limited to faculty, appointed and hourly employees, and student-hourly employees] on all campuses and workplaces controlled by Indiana University.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property or in the course of a University activity.

2. As a condition of employment with Indiana University, University employees are required:
   a. to abide by the prohibition contained in paragraph 1, above; and
   b. to notify the campus Provost in the event they are convicted under any criminal drug statute for a violation occurring on University property, no later than five days after such conviction.

3. Students who believe that any of their rights have been violated by a member of the university faculty or administration may make a formal complaint according to procedures outlined in the Indiana University Code of Student Rights, Responsibilities, and Conduct Code. Procedures for Bloomington Campus. The local campus offices of the Dean of Students, Affirmative Action, and Faculty and Academic Affairs, are available to assist students in addressing their complaints. The complete code is accessible on the internet at http://dsa.indiana.edu/Code/.

4. An express or implied threat to:
   a. Interfere with an individual’s personal safety, academic effort, employment, or participation in university-sponsored activities and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
   b. Injure that person, or damage his or her property, or
   c. “Fighting words” that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

5. An express or implied threat to:
   a. An express or implied threat to:
      1. Use or possession of alcoholic beverages may be permitted on an event-by-event basis in designated undergraduate residences (including fraternity and sorority houses) supervised by a live-in employee specifically charged with policy enforcement, when temporary permission is granted by the Dean of Students for events at which persons of lawful drinking age may lawfully possess and use alcoholic beverages.

6. Use or possession of alcoholic beverages may be permitted in areas accessible to the public, if specifically approved by the campus Chancellor.

7. The Chancellor or Dean of Students may make rules covering these uses. Those rules shall be enforceable as provisions of this code.

8. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or university policy.

9. Indiana University prohibits:
   a. An express or implied threat to:
      1. A violation of any Indiana or federal criminal law.

10. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

11. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

12. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

13. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

14. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

15. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

16. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

17. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

18. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

19. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

20. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

21. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

22. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

23. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

24. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

25. An express or implied threat to:
    a. To violate any Indiana or federal criminal law.

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

27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.
3. Any University employee found to be under the influence of alcohol or a controlled substance while on University property, or in the course of a University activity, is subject to disciplinary action described in paragraph 5, below.
4. Any University employee convicted of a criminal alcohol violation or of a violation of the criminal drug statutes occurring on University property is subject to disciplinary action described in Paragraph 5, below.
5. Consistent with local, state and federal law, and with applicable Indiana University policies and procedures, Indiana University will discipline students and employees who violate this Alcohol and Drug-Free Campus Policy up to and including expulsion, termination of employment, and/or referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation program.
6. Any employee whose use of alcohol or of controlled substances away from the University can reasonably be established to be the cause of poor attendance or performance problems may be counseled to seek rehabilitation from available University or community resources. See the University’s publication “Procedure for Handling Alcohol and Drug Abuse Among Staff Employees” or the local telephone directory for a list of available resources.
7. When notice of a criminal drug statute conviction for a violation occurring on University property is received, the campus Provost’s office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1989.
8. Each campus Human Resources Office shall maintain and periodically publish for its campus a list of available University and community resources for alcohol or drug abuse assistance or rehabilitation programs. In addition, each campus Human Resources Office shall provide employees with information about the dangers of alcohol or drug abuse in the workplace.
9. Students may obtain information regarding drug or alcohol counseling, treatment, or rehabilitation programs from Indiana University’s Alcohol-Drug Information Center, Student Health Center, Counseling and Psychological Services, or Dean of Students Office.

Criminal Penalties—Alcohol and Drugs
The following information is provided with regard to state and federal criminal penalties related to alcohol and drug possession or use. Conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, loss of one’s driver’s license, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties. But all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his or her driver’s license. Any selling of alcoholic beverages without a license is illegal.

Possession, or use, distribution, or manufacture, of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and
- fines up to $10,000 (Indiana)
- fines up to $250,000 (federal)
- imprisonment up to 50 years (Indiana)
- imprisonment up to life (federal)
- confiscation of property.

Health Risks Associated with Alcohol and Controlled Substances (Drugs)
The following information is provided with regard to the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs). Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning and make driving unsafe.

- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders, and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:
- impaired short term memory or comprehension
- anxiety, delusions, hallucinations
- loss of appetite resulting in general damage to the user’s health, over a long term
- death

The health risks associated with drugs or excessive use of alcohol are many, and are different for different drugs. But all non-prescription use of drugs, and excessive use of alcohol, endangers your health. THERE ARE NO GOOD REASONS FOR USING A DRUG THAT IS NOT PRESCRIBED BY YOUR DOCTOR OR FOR DRINKING TO EXCESS.

Bloomington Campus Calendar Principles
Bloomington Faculty Council Action (November 19, 1991, April 29, 1997)
This statement describes the policies that are implicit in the campus calendar approved by the Bloomington Faculty Council in 1986.

1. The calendar for the academic year shall be composed of two semesters.
2. Each semester shall be preceded by one week for orientation/registration. There shall be an additional break of one week between the end of the second summer session and the beginning of orientation/registration for the fall semester.
3. The first semester shall contain fourteen weeks and two days of instruction (that is, 72 class days, not counting Saturdays) plus one week (5 exam days) of final examinations. The second semester shall contain fifteen weeks of instruction (that is, 75 class days, not counting Saturdays) plus one week (5 exam days) of final examinations.
4. The standard length of a three-credit-hour course shall be 50 minutes three times a week or 75 minutes twice a week. The break between classes shall be 15 minutes.
5. The first days of classes and the first day of final exams for each semester shall fall on a Monday. The last day of classes shall fall on a Saturday, and the last day of final exams shall fall on a Friday.
6. Thanksgiving Recess shall be four days (Wednesday, Thursday, Friday, and Saturday), and Spring Recess shall be six days (Monday through Saturday).
7. The beginning of the second semester shall be determined by the day of the week upon which New Year’s Day falls. Classes shall begin on a Monday (in order to have an unbroken week), preceded by a Wednesday, Thursday, and Friday for advising and registration. Therefore, when New Year’s Day falls on a Tuesday, classes shall start on the first Monday in January, when New Year’s Day falls on any other day, classes shall start on the second Monday in January.
8. The break between semesters (that is, between the end of final examinations and the start of classes) shall be three weeks.
9. The Spring Recess shall fall on the week following the ninth week of classes during the second semester.
10. The final examination period for semester courses shall be two hours.
11. The summer session shall be divided into a six-week session and an eight-week session.
12. There shall be no classes on Dr. Martin Luther King Jr. Day during the spring semester and it will be observed on the third Monday of January. There shall be no classes on Memorial Day during the first summer session and no classes on the Fourth of July during the second summer session. Classes shall not meet on the preceding Friday when July 4 falls on a Saturday nor on the following Monday when July 4 falls on a Sunday.
13. There shall be no special final examination period for the summer sessions.

*By action of the Board of Trustees on January 24, 1997, Dr. Martin Luther King, Jr. Day will be observed on the third Monday of January, and classes will not be held on that day.

The Bloomington Campus Calendar and Scheduling Committee shall review these calendar principles annually.

Campus Security Policies
Reporting Procedures The campus provides several ways to report crimes and related problems. Individuals may contact the IU Police Department whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses. Observations ranging from crimes in progress to suspicious behavior to an open manhole can and should be reported to IUPD. You may contact IUPD at either 855-4111 or 857-4111. If you are calling about an emergency, dial 911 from any campus phone. Emergency phones at 20 different locations around campus connect directly to the IUPD dispatcher. If the problem is not a matter of public safety nor within...
provides individual counseling to persons who have been sexually assaulted. The center desks are open between 8:00 a.m. and midnight. The center desk telephone is forwarded to an on-call staff member when the office is closed.

The residential living areas in the residence hall are locked around the clock. All visitors in these areas must be escorted by a resident. Dining rooms, classrooms, and public lounges are accessible to the public. Additional safety information about the residence halls, including the guest policy, may be found in other campus publications, such as the residence halls handbook and calendar.

Facility Safety and Access Physical Plant staff inspect the campus lighting system every two weeks. Call the Physical Plant Operations Center at 855-8728 to report a broken or otherwise ineffective light. Although the Operations Center is open 24 hours a day, only emergency repairs will be made on evenings or weekends.

Generally, all residence halls are supposed to be locked around the clock. However, there are exceptions to this policy. Contact a member of the Residence Life staff to learn the policy for a specific residence hall. Additional safety information about the residence halls, including the guest policy, may be found in other campus publications, such as the residence halls handbook and calendar.

Access to academic buildings is determined by individual building supervisors; contact the appropriate supervisor for specific information. Generally, however, faculty and staff are available in these buildings during the regular business hours of 8 a.m.-5 p.m. weekdays. Building Services staff, who are easily identified by their tan and brown uniforms, are present in the buildings during many of the remaining hours. You are encouraged to report to them any safety concerns or suggestions, or you may call the Building Services Division of the Physical Plant at 855-3121.

Law Enforcement Authority The IU Police Department coordinates law enforcement and security on the Bloomington campus. All officers are trained and have full police authority. The Bloomington Police Department is the municipal police force for the City of Bloomington. BPD officers respond to off-campus calls, but also may assist IUPD officers with on-campus incidents. Calls to 911 made from campus phones will be received by IUPD, those made from off-campus phones are received by BPD.

Educational Programming Each year near the beginning of the fall semester, the IU Police Department releases data showing crimes reported on the Bloomington campus in the previous year. This information is published in various news media, as well as certain campus publications, such as “Toward an Even Safer Campus,” and is presented in a manner compliant with federal law.

The Bloomington campus’ Commission on Personal Safety coordinates an extensive program of student education, special services, and campus improvements. Students are informed about personal safety matters from the moment they arrive on campus. Orientation includes multiple presentations on various safety issues, including physical safety, the security of personal property, date or acquaintance rape, and alcohol use.

Many of these programs and their related publications are shared with campus employees, too. All members of the campus community—students, faculty, and staff alike—are told that personal safety for each of them depends upon their joint efforts and mutual concern.

Off-Campus Behavior Off-campus behavior is generally not subject to action through the campus disciplinary system. However, any violation of law, wherever it occurs, may be reported to University officials, either directly or through the agency of the IU Police Department. Such violations, either on campus or off, may subject students to campus disciplinary action.

Alcohol-Drug Policies See index in this publication.

Sexual Offenses Many of the foregoing programs and services are designed to address sexual offenses, in addition to other criminal or personal safety matters. Beyond these basic safety services and programs, however, are those that directly address sex offenses and related safety concerns.

Access to the state registry of sex offenders can be found on the Indiana University Police Department web site [www.indiana.edu/~iupd].

Among these are the Sexual Assault Crisis Service, which is staffed 24 hours a day by professional counselors. The service is free to all students, faculty, and staff, as well as other members of the campus community. Its crisis telephone line is 855-8728; its general business number is 855-5711. The Service provides individual counseling to persons who have been sexually assaulted and need assistance. Support groups are coordinated by the Service, and staff are willing to talk with friends and family of those individuals who have been sexually assaulted.

The local community provides other resources for sexual assault victims, including the Middle Way House, Inc. and Bloomington Hospital. Middle Way House provides 24 hour services to victims and survivors of domestic violence, in addition to temporary shelter. The shelter also coordinates educational programs addressing issues related to sexual assault.

The campus administration, through its Dean of Students Office, will change the living situation or academic arrangements for a student victim of sexual assault where such changes are reasonable. As with all other offenses processed through the campus disciplinary system, the person accused of a sexual offense will be provided due process. However, victims of sexual offenses will be informed of the outcome of any campus disciplinary proceedings brought.

Indiana University Police Department Bloomington Campus The Clery Report

The following crime report represents those crimes that were reported to the Indiana University Dean of Students Office and the Indiana University Police Department.

Statistics by Calendar Year [January-December]

<table>
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1Incidents reported must meet the legal definition of rape. It is recognized that rape is often an under reported crime.

The Clery Report incidents were hate-motivated.

CRIMINAL ARRESTS

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DRUG LAWS 277 17 106
On Campus 166 159 133
Non-Campus 3 3 1
Residential Facilities for Students 162 116 74
Public Property 108 15 26
WEAPONS LAWS 1 1 2
On Campus 0 1 1
Non-Campus 0 0 1
Residential Facilities for Students 0 0 0
Public Property 1 0 0

DISCIPLINARY REFERRALS 2005 2006 2007
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On Campus 828 999 1561
Non-Campus 0 5 3
Residential Facilities for Students 827 985 1512
Public Property 0 0 0
DRUG LAWS 88 102 124
On Campus 88 101 0
Non-Campus 0 1 0
Residential Facilities for Students 86 90 114
Public Property 0 0 129
WEAPONS LAWS 0 0 0
On Campus 0 0 0
Non-Campus 0 0 0
Residential Facilities for Students 0 0 0
Public Property 0 0 0

Driving and Parking Information and Regulations (Abridged)

All students, faculty, and staff are responsible for knowing and following University driving and parking regulations.

Students, faculty, and staff operating motor vehicles on University, fraternity, or sorority property are responsible for adhering to all University driving and parking regulations at all times of the calendar year, including examination and vacation periods. Student, faculty, and staff motor vehicle regulations are available in 310 S. Fess (Henderson Parking Garage), where parking decals may be obtained by those eligible to purchase them.

All areas and facilities in the University parking system (except those reserved for visitors) are designated and differentiated by a system of alphabetic coding—A, C, D, and E zones. Decals issued for parking privileges will, according to letter and zone, indicate the nature of the parking privileges permitted the holder.

Areas available for parking by students eligible and properly registered for parking privileges are:

1. For commuting students, any area designated “E.”
2. Indiana Memorial Union pay parking lots, Jordan Ave. Parking Garage, the 11th and Fee Lane Garage, the Poplars Garage, the Atwater Garage and the Henderson Garage.
3. Areas designated “D-Zone” may be used only by those students living in the area and displaying the proper zone decal.
4. An eligible student who possesses or operates a motor vehicle on University property must obtain a student decal at the time the vehicle is brought into the University community. Bicycles must also be registered with Parking Operations, display a permit, and park in areas designated for bicycle parking.
5. The central campus is closed to student automobile traffic from 7 a.m. to 6 p.m. Monday through Friday. Vehicles bearing any valid decal may park in any NON-24 HOUR space from 5 p.m. to 7 a.m. and all day Saturday and Sunday. The “D” and “E” spaces are available to any vehicle from Friday at 5 p.m. to Sunday at 11 p.m.

Metersed parking areas marked “Visitor Parking” are not to be used by students, faculty, or staff. Visitors will not be permitted to park in areas reserved for faculty, staff, and students.

Any vehicle in violation of parking regulations or apparently abandoned may be towed without notice and stored at the owner’s expense.

The responsibility for finding a legal parking space rests with the motor vehicle operator. The purchase of a decal does not guarantee a parking space.

Certain parking spaces are reserved for the specially designated vehicles of disabled faculty and students. These parking spaces are exclusively assigned for this purpose and vehicles in violation will be towed on the first offense. The international disabled symbol is used for the identification of such spaces.

Ethnic Information Policy

Ethnic information is gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and is requested in reports required by the U.S. Department of Education. Students may refuse disclosure of this information or request its removal from records without penalty at Franklin Hall 100 during regular business hours.

Extended X (Expanded-FX) Policy

Bloomington Faculty Council Action (May 3, 1994)

The council amended the F/X policy to read:

Any undergraduate student may reattempt a course for which he/she received a grade below an A during the first five courses of coursework. A student may exercise this option for no more than three courses, totaling no more than 10 credits. A student may use this option only once for a given course.

The student’s transcript shall record both grades. For the course retaken, only the second grade shall be counted in the determination of the student’s grade-point average (GPA). Any GPA calculated in accord with this policy shall be marked with an asterisk denoting that a lower grade has been replaced by a second grade in the course.

Note: This policy was implemented First Semester 2001-02. Courses taken prior to that term do not apply. See Extended X Implementation Policies below.

Extended X (Amended-FX) Implementation Policies

(April 2001)

The following decisions were made by the Bloomington Faculty Council on March 6 and 20, 2001, with regard to implementation of the new Bloomington campus grade forgiveness policy. A statement of the policy appears above.

1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the new policy.
2. Students may replace any course taken prior to or during the term in which their forty-fifth credit hour is earned.
3. All IU coursework and any transferred course credits earned at another institution will be included in calculating the “first forty-five hours.”
4. The following grades cannot be replaced under the expanded FX policy:
   S, P, W, I, R, NC.
5. GPA credit hours for the replaced course will be removed at the point at which the course is replaced.
6. Courses repeatable with different content are not eligible for replacement under this policy unless a unit chooses to permit this by means of a specific authorization procedure.
7. A student may not request reversal after asking for and applying the GPA exclusion.
8. A student may not replace a grade with a second grade of W, I, R or NC.
9. A student who re-enrolls in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the GPA exclusion policy to a specific course by the date of automatic withdrawal.
10. Initially, the Extended-X policy will adhere to FX policy (UFC documents 1975, 1976, 1979, 1984, 1987) administrative practice and guidelines regarding exceptional cases, where these are not in conflict with the provisions of the Extended-X Policy nor with these Implementation Policies. A statement of the applicable practices has been compiled and is on file with the Dean of Faculties and with the Office of the Registrar.
11. In initial implementation of the Extended-X policy, as under the FX policy, Bloomington joins all other campuses in honoring the principle that the grade forgiveness policy on the degree granting campus is applicable for each student. Hence, if an IUB student transfers to another campus with more liberal grade replacement policies, IUB will honor requests from that campus, on behalf of the student, to replace an IUB grade that may not be replaceable under IUB policy. Were the student to return to IUB for graduation, however, that course exclusion would not apply.
Graduation Rate

The completion or graduate rate for first-time full-time students (certificate, associate and baccalaureate degree-seekers) entering IU Bloomington may be found at the following Web site: www.indiana.edu/~uri. A paper copy of the report will be provided upon request.

Immunization Data Collection Policy

In accordance with the 1995 Indiana Code 20-12-7, “Immunization Requirements at the Postsecondary Level,” all students who attend Indiana University Bloomington for their first major semester during or after First Semester 1995-96 must provide immunization information to the Office of the Registrar. One of the purposes of this policy is to enable the University to provide a safer and healthier environment for students.

The law stipulates that “if a student fails to comply . . . by the beginning of the student’s second academic term, the postsecondary institution shall prohibit the student from matriculating in the campus of the postsecondary institution, where applicable, until the requirements are met.” Therefore, students who do not provide the required immunization data will be prevented from registering for the semester or session following their matriculation semester.

In order to be in full compliance with this state requirement, students must provide dates of immunizations for the following diseases: measles/rubeola (requires two immunizations), rubella/german measles, mumps, tetanus and diphtheria (tetanus and diphtheria booster within the last 10 years). Religious exemptions and proof of disease history (measles/rubeola and mumps only) are also considered to be in full compliance with state law. Please note that students filing religious exemptions will be required to leave campus if an outbreak of any listed preventable disease occurs on or near campus. A physician’s signature is not required if the student has been immunized and is able to provide the month and year for the required immunizations. However, if medical contraindications exist, a physician’s signature is required to document each specific medical contraindication.

Beginning First Semester 2003-04, the university shall provide detailed information of the risks associated with meningococcal disease and the availability and effectiveness of vaccination to students (or parent if student is under age 18). The student (or parent if student is under age 18) will provide a signature that they have reviewed provided information regarding meningococcal disease or have received the vaccination series. In addition, all new students who are not citizens or residents of the United States must provide documentation that they have been tested for tuberculosis in the United States, the date the test was taken, and the results of the test.

New students, including intercampus transfer students new to the Bloomington campus, are required to complete the immunization form and submit the Online Immunization Compliance form in OneStart before the first day of classes.

1. Navigate to the OneStart page, http://onestart.iu.edu, click the login button.
2. Log in using your Username and Password.
3. Click the Services & Information tab, then the Self-Service link on the sidebar.
4. Locate the Services & Information section.
5. Click the Immunization Compliance link.

Noncompliance warnings for students who do not respond to the early request for immunization data will be sent to students’ official university email address. Registration for the next semester or session will be prevented for students who do not provide this required data to the Office of the Registrar. In order to maintain the confidentiality of medical record information, immunization data provided to other University offices cannot be used to comply with this state mandated requirement.

Questions concerning these requirements for immunization information should be directed to a Service Representative, Office of the Registrar, Franklin Hall 100, (812) 855-0121, registrar@indiana.edu. Also, link to http://registrar.indiana.edu for specific information on immunization requirements and to follow a link that will allow you to record your immunization data online.

Intercampus Transfer Students

Transferring to Other Indiana University Campuses

Each year many students transfer from one campus of the university to another to continue their studies toward a degree. Few other multi-campus universities are organized in such a way as to accommodate or facilitate these transfers. Credits transferred from one campus of Indiana University to another will be evaluated and accepted in terms which are at least as favorable as credits from other institutions, applying the same criteria used in evaluating external credits.

Students who wish to transfer from any IU campus to another should follow these procedures:

1. Inform your academic adviser of your decision as soon as possible. Degree requirements may vary from one campus to another but if your adviser knows of your plan, your academic program may be designed to meet the requirements of the campus you will eventually attend.
2. Contact the department chairperson (or the designated adviser) at the campus you plan to attend. Discuss your plan and ask about any special procedures. For example, transfers in fine arts must submit portfolios of their work and music transfers must audition.
3. Fill out the appropriate intercampus transfer application located on the web at http://www.ipuui.edu/~moveui/.
4. When you arrive on the new campus, contact your designated adviser as soon as possible. Discuss your academic progress to date and the additional course work required for your new degree program.

Nondiscrimination Policy

Equal Opportunity/Affirmative Action Policy of Indiana University

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women.

Code of Student Rights, Responsibilities and Conduct

The Code of Student Rights, Responsibilities and Conduct issued by Indiana University on August 15, 1997, provides regulations governing actions and interactions of members of the university community. The Code describes the individual rights of the student to include the student’s right to be free of sexual harassment, racial harassment, and harassment based on sexual orientation. Copies of the Code may be obtained from the Dean of Students Office on each of the campuses.

Policy Against Sexual Harassment

For more information or to make a complaint contact:
Office of Affirmative Action, Poplars 825, 855-7559
Dean of Students Office, Bryan Hall 205, 855-8187
Dean of Faculties Office, Bryan Hall 111, 855-9973
University Human Resources, Poplars 163, 855-0406

The office receiving the complaint will notify the Office of Affirmative Action, which will serve as a clearing house for all such incidents and will provide investigative procedures.

Indiana University Policy Against Sexual Harassment

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. Indiana University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

Once a person in a position of authority at Indiana University has knowledge, or should have had knowledge, of conduct constituting sexual harassment, the University could be exposed to liability. Therefore, any administrator,
supervisor, manager or faculty member who is aware of sexual harassment and condones it, by action or inaction, is subject to disciplinary action.

A. Definitions

Following federal guidelines, Indiana University defines sexual harassment as follows:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. the attempt or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

B. Application

This University policy is designed to protect all members of the University community. It applies to relationships among peers as well as to superior/subordinate relationships. It also applies to all individuals, regardless of their gender or sexual orientation.

C. Provisions

1. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.
2. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.
3. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.
4. It is the obligation and shared responsibility of all members of the University community to adhere to this policy.

D. Enforcement Principles

Enforcement and implementation of this sexual harassment policy will observe the following principles:

1. Each campus must have procedures—consistent with notions of due process—for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.
2. The Campus Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.
3. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a “need to know” in order to implement this policy.
4. Investigations must be conducted promptly and thoroughly.
5. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The university will look at the record as a whole, as well as the context in which the alleged misconduct occurred.
6. Both the charging party and the respondent will be notified of the outcome of the investigation.
7. In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

Policy on Consensual Relationships

Academic Handbook, 1997, pages 36 & 37:

Relations with Students: With regard to relations with students, the term “faculty” or “faculty member” means all those who teach and/or do research at the University including but not limited to tenured and tenure-track faculty, librarians, holders of research or clinical graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel including coaches, advisors, and counselors.

The University's educational mission is promoted by professionalism in faculty/student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the University community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student.

Voluntary consent by the student in such a relationship is suspect, given the fundamental asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as a violation of the Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number 1 or 2 below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

1. Relationships in the Instructional Context. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.

2. Relationships outside the Instructional Context. A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

Personnel Policies for Professional Staff, (policy 2.2, page 12):

Consensual romantic relationships

It is in the interest of Indiana University to provide clear direction to all employees about the risks associated with consensual romantic or sexual relationships between members of the university community where a conflict of interest between the parties exist or may exist.

Conflicts of interest may arise when relationships occur between and among employees, students, and prospective employees. This policy and ethical principles already preclude staff from evaluating the work of others with whom they have intimate familial relationships, or from making hiring, promotional, transfer, or similar decisions concerning such persons.

These same principles apply to consensual romantic or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision making. Additionally, in the event of a charge of sexual harassment, the university will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Whenever a conflict of interest occurs, or may occur, because of a consensual, romantic relationship, it is the employee’s responsibility to tell the immediate supervisor about the relationship. If the relationship involves one's immediate supervisor, then the employee should go to the next level of management. The next level of management is responsible for making arrangements to eliminate or solve any conflict or possible conflict.

Personnel Policies for Appointed Support Staff, Represented by CWA, Local 4730 (policy 6.2, page 2):

MEMORANDUM OF UNDERSTANDING:

During the course of our 1995 negotiations the University and the CWA discussed the need to alter the University Sexual Harassment policy to specifically address the issue of consensual romantic and/or sexual relationships in the workplace where a conflict may exist. The parties have reached an agreement concerning a Statement concerning consensual romantic and/or sexual relationships. This statement is included as part of this memorandum. The University Administration and the CWA will jointly recommend to the
appropriate University committees and officials that the principles contained within this Statement be incorporated in the University Sexual Harassment Policy. In the interim period, this Statement will be circulated to everyone who supervises clerical and technical employees and who will be expected to comply. 

Statement on Consensual Relationships

It is in the interest of Indiana University to provide clear direction to all employees about the risks associated with consensual romantic and/or sexual relationships between members of the university community where a conflict of interest between the parties exist or may exist.

Conflicts of interest may arise when such relationships occur between and among employees, students, and prospective employees. University policies and ethical principles already preclude staff from evaluating the work of others with whom they have intimate familial relationships, or from making hiring, promotional, transfer, or similar decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships and require, at a minimum, that appropriate arrangements be made for effective decision making. Additionally, in the event of a charge of sexual harassment, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed with the relationship.

Whenever a conflict of interest exists, or may exist, because of a consensual romantic and/or sexual relationship in the workplace, it is the responsibility of both parties to disclose the consensual romantic and/or sexual relationship to their immediate supervisor or the next level of management if the relationship involves the immediate supervisor. The supervisor or next level of management shall be responsible for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University.

Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act (ADA), the Indiana Civil Rights Act, and Indiana University policy, prohibit discrimination in employment and educational programs against qualified individuals with disabilities. It is the policy of Indiana University to provide reasonable accommodations or academic adjustments when necessary. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment.

The student’s participation in programs or services of the university. Medical documentation will be kept confidential. Students, staff, and faculty members to document their disability (from an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment.

REQUESTS FOR ACCOMMODATIONS FOR STAFF for the Bloomington campus under the Americans with Disabilities Act

1) To receive an accommodation under the ADA, employees must file an application with the Accommodation Specialist [with Human Resources Management]. Employees are permitted to make the request on university time, but they must first request release time from their supervisor. Employees may be accompanied by a union representative or a representative from the Bloomington Professional Council when they meet with the Accommodation Specialist. During the initial meeting with the Accommodation Specialist, the employee will discuss with the Accommodation Specialist the potential for accommodations under the ADA.

a) The Accommodation Specialist will determine what documentation is needed to support the employee's request for accommodation.

b) The responsibilities of the university and the employee throughout the process will be clarified.

2) After reviewing the documentation and the facts of each request, the Accommodation Specialist will determine if the employee is eligible for accommodations under the ADA.

3) The Accommodation Specialist will review the marginal and essential functions of the job, the functional limitations of the disability, and the reasonableness of an accommodation. The Accommodation Specialist will then facilitate a discussion with the supervisor/unit head/dean and the employee to determine what accommodations may be reasonable.

4) The Accommodation Specialist may seek advice from third party experts when necessary. Medical documentation shall be retained only by the Accommodation Specialist and shall be kept confidential.

5) It is the responsibility of the Accommodation Specialist to determine the reasonable accommodation in a particular case after reviewing all the facts. The Accommodation Specialist will outline the process for providing the accommodation verbally and in writing to the employee and the department.

6) The employee is responsible for contacting the Accommodation Specialist if reasonable accommodations are not implemented in an effective and timely manner. The Accommodation Specialist will work with the employee and the department to resolve disagreements regarding the recommended accommodation.

REQUESTS FOR ACCOMMODATIONS FOR STUDENTS for the Bloomington campus under the Americans with Disabilities Act

1) To receive an accommodation under the ADA, students must file a request for services with the Office of Disability Services for Students (DSS), a unit of the Division of Student Affairs. Requests for accommodation to disability should be made far enough in advance to allow DSS staff adequate time to coordinate needed services. It is recommended that requests be made prior to the beginning of a semester or as soon as a disability becomes known.

2) Students must provide documentation of disability that includes a specific diagnosis and describes the functional limitations of the condition, particularly as it may affect participation/performance in courses, programs, services, jobs, activities, and facilities of the University. (Guidelines for documenting specific categories of disabling conditions can be found at the DSS website at www.indiana.edu/~idss.) The documentation should be prepared by a licensed professional practicing in a field directly related to the disability. The professional or the student must submit the documentation to DSS in a timely manner. All documentation will be retained by only the DSS office and will be kept confidential.

3) If there is a discrepancy between options of faculty and/or the academic unit and the student regarding the appropriateness of academic accommodations, the DSS office will facilitate discussion and promote resolution between faculty/academic unit and the student. It is the responsibility of the Office of Disability Services for Students to determine reasonable accommodation, taking into account the content of the course, the student's disability, and the documentation of disability. Nothing in these procedures requires a fundamental alteration to the course and/or the program of study.

4) Students are expected to meet with their instructors during office hours, or by prearranged appointment, to make appropriate and timely notification of their need for academic accommodations. Students are expected to be active participants in the accommodations process. Students are responsible for notifying DSS staff if reasonable accommodations are not implemented in an effective and timely way.
Bloomington Faculty Council Affirmative Action Committee has made an accommodation for those students who request alternate arrangements because of their religious observances. This practice has not been effective; each year, especially during the fall semester, Indiana University receives many complaints of non-compliance. Therefore, the Bloomington Faculty Council Affirmative Action Committee and the Bloomington Campus Calendar Committee recommend adoption of the following policy and procedures.

**Policy**
Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances.

**Procedures**
1. The Dean of the Faculties Office will prepare a list of dates for the major religious holidays (as specified by leaders of the local religious communities). This list will be included each semester in the Schedule of Classes along with this policy and with a note to the effect that students wanting accommodations for observance of other religious holidays should contact their instructors. The Dean of the Faculties Office will send out, well in advance of any given semester, the dates of those same holidays, with the added information that detailed descriptions of the major holidays and padding is or may be involved with the observance of them is available on the IU web pages. The Dean of the Faculties Office will write regularly to the various deans and chairs, indicating that they, in turn, are to inform the faculty (including associate instructors) under their supervision concerning this policy and of the importance of observing it. The Dean of the Faculties Office will alert department chairs and scheduling officers to religious holidays at least one year in advance so that they can avoid scheduling examinations for multi-section classes on religious holidays.

2. If a conflict with a religious observance exists, a student must make a request for a reasonable accommodation for that observance by the end of the second week of the course. The request is to be in writing. The Dean of the Faculties Office will develop a standardized form to be used for this purpose, and copies of that form will be made widely available. The form is available for printing or downloading at [http://www.indiana.edu/~deanfac/holidays.html#acc](http://www.indiana.edu/~deanfac/holidays.html#acc).

3. The instructor and the student should discuss what a reasonable accommodation should include in a given case. Generally, it is insufficient to require a student to forego taking an exam or doing some other major assignment even if the instructor agrees to average the remaining exams or other assignments. The student must be given the opportunity to do appropriate make-up work that is intrinsically no more difficult or demanding than the original exam or assignment.

4. If the instructor and student agree on the accommodation, the plan should be carried out.

5. If after discussion there is no consensus on the accommodation, either the student or the instructor may request guidance from an Office of Affirmative Action advisor. The Dean of the Faculties Office will confer with both the instructor and the student and may seek advice from anyone else that could provide helpful information. The Dean of the Faculties will then make a determination concerning the appropriate accommodation.

6. Either the instructor or the student may appeal the decision to the Office of Affirmative Action within ten business days of the determination by the Dean of the Faculties.

**Accommodations for Religious Observances**

**Bloomington Faculty Council Action (Approved February 15, 2000)**

**Introduction**
It is the policy of Indiana University, as it is also federal law, that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. Past practice has been to circulate a memo to faculty and instructors at the beginning of the fall semester, in order to alert them to the need to schedule exams and other requirements around the holidays or to make an accommodation for those students who request alternate arrangements because of their religious observances. This practice has not been effective; each year, especially during the fall semester, Indiana University receives many complaints of non-compliance. Therefore, the Bloomington Faculty Council Affirmative Action Committee and the
Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules shall take effect February 1, 1974, provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by this Rule, if he or she attended the university before that date and while he or she remains continuously enrolled in the university.

1. “Residence” as the term or any of its variations (e.g., “resided”), as used in the context of these Rules, means the place where an individual has a permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.

2. A person shall be classified as a “resident student” if he or she has continuously resided in Indiana for at least 12 consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the University, subject to the exception in (c) below. A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but except as provided in Rule 2(c), such person must be a resident for 12 months in order to qualify as a resident student for fee purposes.

b. A resident student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the registrar’s determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If the determination is taken within the time provided herein, the decision of the registrar shall be final and binding.

8. A student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the registrar’s determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If the determination is taken within the time provided herein, the decision of the registrar shall be final and binding.

9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student’s situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.

10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the university, as well as to such other punishment which may be provided for by law.

3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.

4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the 12 months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of 12 months from the residence qualifying date, i.e., the date upon which the student commenced the 12-month period for residence. The following factors will be considered relevant in evaluating a requested change in a student’s nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more of these factors require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.

a. The residence of a student’s parents or guardians.

b. The situs of the source of the student’s income.

c. To whom a student pays his or her taxes, including property taxes.

d. The state in which a student’s automobile is registered.

e. The state issuing the student’s driver’s license.

f. Where the student is registered to vote.

g. The marriage of the student to a resident of Indiana.

h. Owners of the university.

i. The residence claimed by the student on loan applications, federal income tax returns, and other documents.

j. The place of the student’s summer employment, attendance at school, etc.

k. The student’s future plans including committed place of future employment or future studies.

l. Admission to a licensed profession in Indiana.

m. Membership in civic, community and other organizations in Indiana or elsewhere.

n. All present and intended future connections or contacts outside of Indiana.

o. The facts and documents pertaining to the person’s past and existing status as a student.

p. Parents’ tax returns and other information, particularly when emancipation is claimed.

5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinafter set forth.

6. The registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.

7. A student enters with a status of resident or nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal. A student at any one time has but one residence, and a residence cannot be lost until another is gained.

8. If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalid provision or application, and to this end the provisions of these rules are severable.
Continuing eligibility to remain classified as a resident student for fee-paying purpose depends upon the continued maintenance of eligible immigration status. Contact the registrar's office for more information.

Taxpayer Relief Act of 1997
Education-Related Federal Income Tax Credits

The Taxpayer Relief Act of 1997 offers two nonrefundable federal income tax credits for qualified education expenses paid each calendar year. This act provides for a maximum tax credit of $1,650 per student for the Hope Scholarship credit (as adjusted for inflation beginning tax year 2002) and a maximum tax credit of $2,000 per family for the Lifetime Learning Credit after January 1, 2003. Refer to IRS Publication 970 for more information about the associated eligibility requirements.

Beginning in calendar year 1998, all eligible education institutions are required to submit an information return [Form 1098-T, Tuition Payment Statement] to the student and to the IRS. The information filed with the IRS must contain the student's Social Security Number (SSN). Since Indiana University does not use a student's SSN exclusively as his/her identification number (SIDN), every student must complete Form W-9S [Request for Student or Borrower Social Security Number] each calendar year in which the student is enrolled. This form is available electronically through OneStart Self-Service (http://onestart.iu.edu) and can also be obtained from Financial Management Support, Customer Service, Poplars 525, (812) 855-0375.

For more information about the education tax benefits, visit the Taxpayer Relief Act of 1997 web site at http://taxpayer.lms.indiana.edu or send email to taxpayer@exchange.ucs.indiana.edu.

Voter Registration

In compliance with certain federal and state requirements, Indiana University Bloomington is making self-mailing voter registration forms available on campus as well as providing information about links to electronic sites where such forms can be found.

The sites on campus for securing the self-mailing forms include:
- Office of the Registrar, Franklin Hall 100
- Herman B Wells Library, West Tower, 1st floor, Reference Desk
- Certain City, Town and Township Offices
- County Voter Registration Office
- Public Libraries
- State License Branches
- Indiana Secretary of State

Forms can also be obtained at the following offices:
- Office of the Registrar, Franklin Hall 100
- Herman B Wells Library, West Tower, 1st floor, Reference Desk
- Certain City, Town and Township Offices
- County Voter Registration Office
- Public Libraries
- State License Branches
- Indiana Secretary of State

Voter Registration Forms are also available on line at the Election Assistance Commission Website (www.eac.gov) and the Indiana Secretary of State web site. To download and print the form you will need Adobe® Acrobat Reader®.

Registration Deadline: Applications must be postmarked (or hand delivered to your county voter registration office) no later than 29 days before the next election.

For more information on registering to vote in the State of Indiana visit the Indiana Secretary of State web site.

Indiana University Bloomington Evaluation Services and Testing (BEST)
Franklin Hall 104, Ground Level
Telephone [812] 855-1595
Computer-Based Test Registration [812] 856-0684
http://www.indiana.edu/~best
Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m. and by appointment

Indiana University Bloomington Evaluation Services and Testing (BEST), a unit of Instructional Support Services, administers a wide variety of national, institutional, and computer-based standardized exams in conjunction with national test organizations and Indiana University academic departments. Numerous instructional support services are also available to faculty.

National testing includes paper-and-pencil undergraduate/graduate admissions exams (ACT, GRE Subject Tests, LSAT, MAT, PCAT, PRAXIS PPST, SAT Reasoning and Subject Tests), as well as professional licensure and certification exams (Certified Paraprofessionals Exams, CHES, MPRE, Optometry National Boards, PRAXIS Series Exams). Registration information is available at BEST during regular office hours. Information on the following tests may be obtained by visiting the office indicated: LSAT and MCAT (Health Professions/Prelaw Information Center, Maxwell Hall 010), and MPRE (School of Law Dean of Students Office, Law Building 024).

Computer-based testing, under the auspices of Educational Testing Service and Prometric, is available for selected graduate/professional admissions and professional licensure exams. Computerized versions of the GRE General Test, Medical College Admission Test, and PRAXIS I: Pre-Professional Skills Test in Reading, Mathematics, and Writing can be taken by appointment during regular office hours. Unlike paper and pencil exams, there are no national test dates or registration forms. Registration information and fee payment are collected during the appointment process. BEST also administers the computer-based MCAT and IELTS TOEFL on established national test dates. These exams require online registration with and fee payment made directly to the appropriate national testing organization. Candidates for all computer-
based exams should make appointments as far in advance of the desired test date as possible. Testing by appointment is generally offered Monday through Friday, except university holidays. Testing on other days may be offered as needed. Appointments can be made and further information obtained by calling [812] 856-0684.

**Institutional testing** consists of foreign language placement and exemption exams in French, Spanish, German, Latin (undergraduate only), and Italian (undergraduate only). These tests measure one’s level of proficiency in a language studied previously. At the undergraduate level, test scores provide a basis for placing students into the most appropriate level of language coursework. At the graduate level, students may satisfy University Graduate School requirements for language study through superior exam performance.

Additionally, BEST supports the academic mission of Indiana University through scoring and analyzing classroom tests, offering web-based assessment services for faculty, administering a student rating system of teaching and instruction, and consulting with faculty on survey development and assessment issues.

Those wishing to learn more about BEST and its services are invited to view the internet site above and/or to call the office for assistance.

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**Office of the Bursar**

Franklin Hall 011
601 E. Kirkwood Avenue
bursar@indiana.edu
[812] 855-2636
http://bursar.indiana.edu

**Hours:** Monday-Friday, 9 a.m.-4 p.m.

Students having questions about payment of fees should refer to the General Financial Information section in this publication for specific amounts or contact the office by e-mail to bursar@indiana.edu or at [812] 855-2636.

Students who wish to have all or a portion of their fees refunded should follow the drop/add procedures outlined in this publication. (Note: Students who wish to have all or a portion of their fees refunded should consult with faculty on survey development and assessment issues)

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**Disability Services for Students**

www.indiana.edu/~subdds

The Office of Disability Services for Students coordinates services and referrals for students with disabilities.

Academic accommodations and other services are determined on an individual basis as supported by documented need. Accommodations and services available to qualified students, include, but are not limited to, letters to faculty, test accommodations such as extended time, readers, or scribes; note takers; recorded texts; interpreters for the deaf; accessibility information; accessible van transportation within the campus area; assistance improving study skills; and referral to other campus and community resources.

For more information, contact: Disability Services for Students, Franklin Hall 006, Bloomington, IN 47405, call [812] 855-7578, or visit our Web site at www.indiana.edu/~subdds. Office Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

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**Veterans Support Services**

Veterans who are eligible for benefits under the GI Bill should check with the office if they fall under one of these categories: Chapter 30-GI Bill [Active duty Education Assistance Program], Chapter 31-Disabled veterans qualified for Vocational Rehabilitation, Chapter 32-Veterans who participated in the Contributory Education Program (VEAP), Chapter 35-Children of deceased or 100 percent disabled, or former POW veterans; Chapter 1606-Selected Reserve Educational Assistance Program, and Chapter 1607-Reserve and National Guard who have been called to active duty.

For more information, contact: Office of Veterans Support Services, Franklin Hall 006, IU, Bloomington, IN 47405, 812-856-1985.
enroll and complete Business X420, “Career Planning and Placement,” at the Bloomington campus. All students are required to submit resumes in Microsoft Word format.

In addition to the traditional on-campus interview program, we strive to bring students and employers together in informational (non-interview) settings. These efforts take place through a variety of special programs including career fairs, roundtable internship fairs, off-campus job listings, corporate presentations, corporate web sites, virtual job fairs, and other specialized events.

Complete details can be found at the UCSEO website: http://ucseo.indiana.edu.

School of Education
IU Education Careers, W. W. Wright Education Building 1000, 8 a.m.-5 p.m. M-F; 856-8506

The IUW Careers assists registrants in locating teaching, administrative, special service positions in schools, colleges, universities, and as appropriate in business industry, and governmental agencies; (2) assists registrants with the development of an employment credential and upon request sends that credential to prospective employers and other eligible agencies; (3) provides career counseling and planning services for students and alumni desiring such assistance; (4) conducts research concerning supply and demand and employment trends, issues, and procedures; (5) assists employers in finding the best qualified candidates for vacant positions in their respective institutions and agencies; (6) sponsors on-campus recruiting activities for education students and, (7) conducts a class (M202) regarding employment strategies.

Any individual who has earned a degree from IU or who has completed 12 hours of credit and is a currently enrolled student at IU may register for placement assistance. The IUW Careers Site is: http://education.indiana.edu/careers. There is no fee for registration, updating the placement file, or receiving career development services. The placement year begins on October 1 and ends on September 30.

The staff encourages students to complete their on-line placement registration early in the placement year since educational employers request formal credentials as a part of the employment process. Students are encouraged to register early in the year they will become available for employment.

Placement counselors are available to advise students in all aspects of the job search process. Assistance is provided in resume development and in helping each student organize, plan, and conduct a successful employment campaign.

Indiana University Maurer School of Law—Bloomington Office of Career & Professional Development, Law Building 020 Monday-Friday 8 a.m.-5 p.m., 855-0258

The Office of Career & Professional Development serves as a bridge between employers and law students, offering a spectrum of services to assist students in their personal career development. OCED works year-round assisting students and alumni with their part-time, summer, and full-time employment needs. A customized approach empowers each student with a professional career team that develops a unique strategy based on their values, interests, personality and skills. Among the many services offered are: (1) job search and career development seminars; (2) individual career coaching sessions; (3) on-campus and on-location recruiting events in selected cities; (4) job listing website; (5) national job fairs; (6) career resource collection and teleconference interview equipment.

The website keeps students abreast of new developments (www.indiana.edu/careers) and special events. Seminar topics include Self Assessment, Job Search Techniques, Professional Tool Kit (Resume, Cover Letter, Portfolio, Interview Boot Camp, Legal Specialties, Networking, Alternative Careers with a Law Degree, Public Interest or Government Careers and more. Indiana Law has many distinguished alumni who return annually to share their career wisdom and participate in these special career seminars.

Jacobs School of Music
Music Placement Services, Music Practice Building PB135, 8 a.m.-12 p.m., 1 p.m.-4 p.m. M-F; 855-6000


School of Public and Environmental Affairs
Office of Career Services, SPEA 200 Hours: Monday-Friday, 8 a.m.-5 p.m.
http://www.indiana.edu/~speaweb/careers/

SPEA’s Office of Career Services provides comprehensive career development services for students pursuing careers in the public, private, and not-for-profit sectors. The services offered to students include: (1) A web-based job listing service, SPEACareers.com, (2) on-campus recruiting, (3) individual career counseling, (4) employer information sessions, (5) alumni mentoring, (6) user-friendly web-based career resources and an extensive career resource library.

Undergraduate students are required to complete V252, “Career Development and Planning,” a full-semester, two-credit course, which assists students with self-assessment and preparation for the labor market and overall post-graduate success.

The Office of Career Services also coordinates and administers the Indiana University Washington Leadership Program [WLP]. The WLP affords 20-30 IU students the opportunity to take classes and participate in high-level internships in our nation’s capital. WLP participants earn IU academic credit for this experience. The WLP is offered every fall and spring semester and it is open to all IU-Bloomington majors, and SPEA majors on other IU campuses.

Office of the Registrar
Hours of Service: 9 a.m.-4 p.m. (Monday through Friday)
Telephone: (812) 855-0121
General Email: registrar@indiana.edu
Registration Email: reghelp@indiana.edu
http://registrar.indiana.edu

General Information Information regarding the Release of Student Information Policy, registration, and drop/add deadlines and procedures, and other general information is available in the Enrollment and Student Academic Information bulletin [See index].

Student academic record information not found in the Enrollment and Student Academic Information bulletin can be obtained by contacting the Office of the Registrar, Franklin Hall, 855-0121.

Comments or questions regarding the planning, management, and evaluation of enrollment or the Enrollment and Student Academic Information bulletin should be directed to the Office of the Registrar, Franklin Hall 100, 855-0121.

Certification/Verification At press time, an alternative means of providing enrollment certification was under discussion. Please refer to the Office of the Registrar website at http://registrar.indiana.edu/enrollmentverif.shtml for current procedures regarding enrollment verifications for loan deferments, insurance companies or other student benefit program organizations. Academic record information available for verification may include prior and/or current enrollment, enrollment status, GPA, and final degree conferred.

Enrollment Certifications will not be issued to students who have outstanding financial obligations *, including past due accounts with the Bursar (812) 855-2636, Student Loan Administration (812) 855-4511, Dean of Students/Greek Housing (812) 855-8187, or Student Ethics (812) 855-4463. If you have a past due balance with any of these offices, there will be a “hold” on your record and we will not be able to issue your Enrollment Certification. Please contact these offices for clearance before submitting an Enrollment Certification request.

**The exception to this rule is Enrollment Certifications required for student loan deferments.

According to federal law and IU policy, we must obtain a student’s signature before we can release “private information” such as grades, GPA, good academic standing, and class schedule.

Change of Name Any student whose name has been legally changed should report to the Office of the Registrar, Franklin Hall 100, to file a change of name form. This change will be reflected on the student’s academic record and diploma, once processed, notification of a name change will be sent to the student’s school (and major department for students in the College of Arts and Sciences or University Graduate School).

Change of Address Any student whose local [Bloomington area] address or telephone, or permanent student home (Stdt home) address or telephone has changed should immediately report that change of address. [*Exception: students living in the Halls of Residence or university housing should not update their local address. This information will be maintained by the university.]

There are several options for reporting the change:

• you may use the OneStart at http://onestart.iu.edu and update your address electronically. From the Services page, click Student Self-Service, and then the Go to Student Center link in the Student Center box. Scroll down to the Personal Information section to locate your addresses.
• you may submit the change by e-mail to: RER-Address-exchange@indiana.edu
• you may change your address during your registration session
• you may report the change in person to Franklin Hall 100
• you may submit the change in writing to: Office of the Registrar, Franklin Hall 111. Be sure to include your name, as it appears on your record, and your student identification number.
• or you may report the change by fax: (812) 855-3311.

If you have any questions, you may call the Office of the Registrar at 855-0121.
Note: If a student is also an employee, there will be an employee home [Home] address as well. Changes to that address will need to be submitted to Human Resources. Academic employees should submit their changes to Faculty Records.

<table>
<thead>
<tr>
<th>Item</th>
<th>Mailing Addresses</th>
<th>When Mailed (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment and Student Academic Information bulletin</td>
<td>Local</td>
<td>12-20 weeks prior to the next semester</td>
</tr>
<tr>
<td>Problems</td>
<td>Local or summer sessions</td>
<td>throughout the semester</td>
</tr>
<tr>
<td>Diplomas</td>
<td>Student Home</td>
<td>10 weeks after final degree is awarded</td>
</tr>
</tbody>
</table>

Note also that student home [Stdh home] address is the only address reflected on the student’s permanent records.

Final Grades
Final grades will be available via OneStart as they are submitted by the faculty and posted to your record. To view your grades from OneStart:
- Select the Student Self Service link from the left margin of the main Services page.
- Select SIS Student Center.
- Under the blue Academics bar, click on the My Academics and Grades link.
- Under Term Information, click the View Grades link.
- If prompted, select the appropriate term. Scroll to the bottom of the page and click the yellow Continue button.

Please note that your semester and cumulative grade point averages will not be available until the grades are officially posted to the transcript (see Official Calendar in this publication). Grades are available via OneStart at any time, except for 5:00 a.m. to 6:00 a.m. each morning, Monday through Saturday, and 12:01 a.m. to 8:00 a.m. on Sunday.

Grade Symbols and Abbreviations
Grading and Credit Point System. The following grades are considered in computing semester or cumulative grade averages:

- A+ or A (Highest Passing) Grade) .................................. (4.0 Pts.)
- A– .................................. (3.7 Pts.)
- B+ .................................. (3.3 Pts.)
- B– .................................. (3.0 Pts.)
- C+ .................................. (2.7 Pts.)
- C .................................. (2.3 Pts.)
- D+ .................................. (1.3 Pts.)
- D .................................. (1.0 Pts.)
- F .................................. (0.0 Pts.)

The following grades are not considered in computing semester or cumulative grade averages:
- FX Denotes an undergraduate level course originally failed and subsequently retaken during or after first semester 1976-78. The course and assigned grade from the re-enrollment are shown as an additional line entry on the permanent academic record and the grade is computed in the cumulative grade-point average.
- I Incomplete Effective first semester 1977-78. Incomplete grades will be automatically changed to F after one calendar year unless the course instructor has submitted a grade earlier, or the student’s dean authorizes an adjustment for good cause. In exceptional circumstances, the course and assigned grade will be automatically changed to F after one calendar year. In exceptional circumstances, the course and assigned grade will be automatically changed to F after one calendar year.
- NC No Credit [established 1971].
- NR No Report filed by instructor.
- NY Used to signify enrollment in a special program for which credit when earned will be shown as an additional entry on the permanent academic record.
- O Denotes an Incomplete in a course taught through Purdue University.
- P Passed (pass-fail option) The pass-fail option permits graduate and undergraduate students to enroll in a course and receive a grade of P or F. Pass-fail option courses are normally limited to electives. The responsibility of approval, as well as special regulations affecting the option, rests with the dean of the student’s school or division—under procedures which the school or division establishes. Instructors of graduate students are not notified of students registering for this option. A grade of P cannot be subsequently changed to a grade of A, B, C, or D.
- R Deferred (effective second semester 1976-77) The grade R (deferred grade) used on the final grade report indicates that the nature of the course is such that the work of the student can be evaluated only after two or more terms.
- S Satisfactory (entire section graded S or F).
- W Withdrawn-Passing. Used to indicate withdrawal while passing or withdrawal during the automatic W withdrawal period. Effective second semester 1974-75 through second summer session 1995, indicates such withdrawals processed after the official drop and add period. Effective, beginning first semester 1995-96, indicate such withdrawals processed after the first week of classes.
- X Passed Without Grade [discontinued 1965, treated as Satisfactory]
- Withdrawal Grades See index for references to further information.

Indiana University academic record as maintained by the Office of the Registrar. Students should note that a cumulative GPA and hours calculations as applied to degree requirements and graduation are maintained by the offices of the deans and registrars of the student’s school and may differ from those appearing on the university record. Students should consult the student records office of their school for all questions pertaining to degree hours and degree GPA.

Pass/Fail Option
See index for references to further information.

Residence Classification
Every student who attends Indiana University is classified as either a resident or nonresident for fee-paying purposes. Students who wish to appeal their residence classification or who have questions about their classification should first review the Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes contained in this publication and then contact the Office of the Registrar, Franklin Hall 100, 855-2464.

Students returning to Indiana University after an absence of twelve or more consecutive months will need to provide additional information to the Office of the Registrar in order to clarify their residence status for fee-paying purposes. This information concerns employment, residential addresses and enrollment at other institutions of higher education during the period since their last semester enrolled on any campus of Indiana University. Following registration for each session, a residence audit of the enrollment files will identify returning students. An email request will be sent to those returning students who have not yet submitted the electronic Residence Classification Form for Fee-Paying Purposes at Indiana University.

Room Scheduling
Any departmental secretaries, faculty members, etc., who wish to reserve a classroom for testing purposes, review periods, help sessions, etc., should contact their departmental scheduling officer. Scheduling officers (or members of departments without scheduling officers) should then contact the Office of the Registrar, Franklin Hall 285, 855-2489 by phone or by mail as appropriate.

Reservations for Summer 2009 will be processed by the Office of the Registrar beginning Wednesday, April 8, 2009.

In addition, any student wishing to schedule a classroom for a University-related activity should first contact the Student Activities Office, 855-4311. Indiana Memorial Union 371, to obtain a space application form. After this form has been obtained, the student should bring it to the Office of the Registrar, Franklin Hall 235.

Student Directory Exclusion
All students have the option of excluding their local address, student home [Stdh home] address, or telephone numbers from the Bloomington Campus Student Telephone Directory. This option can be exercised by filling out the appropriate form at the Office of the Registrar, Franklin Hall 100, by the end of the first week of classes. This information will be excluded every semester after the form is filed, or until the student notifies the Office of the Registrar, in writing, to withdraw the exclusion.

Transcripts
Any student whose University financial account is clear may obtain a copy of his or her academic record at Indiana University, or request a copy be sent to a third party. For a full description of our transcript information and in person, mail, fax, or online services, please visit the Office of the Registrar at http://registrar.indiana.edu and click the “Transcripts” link. For further inquiry you may contact the Office of the Registrar by email at registrar@indiana.edu or by phone at (812) 855-7505.

Transcripts are not issued to students if they have outstanding financial obligations to the University.

Undergraduate Class Standing
Undergraduate class standing is calculated using total Indiana University hours passed and transfer hours accepted:

- Freshman: 0-25
- Sophomore: 26-55
- Junior: 56-85
- Senior: 86 and higher

Withdrawal Grades
See index for references to further information.
Student Academic Center

http://www.indiana.edu/~sac
316 N. Jordan Ave.
(812) 855-7313

The Student Academic Center offers courses and programs that help students adapt to campus life, learn about campus resources, master study and test taking skills, and make the most out of the college experience. Students are encouraged to check out the SAC website or call us for information and help. See Special Course Listings in the publication for SAC courses.

Career Development Center and Arts & Sciences Career Services

The Career Development Center and Arts & Sciences Career Services helps students find and apply for summer, temporary, part-time and full-time jobs and internships, both on and off campus, work-study and non work-study. Our services include:
- Drop-in career advising (no appointment necessary)
- Resume and cover letter assistance
- Career advising
- Job and career fairs
- Career events
- Information about graduate school and help with the application process
- Courses about career development and job search skills

Visit us at www.indiana.edu/~career for a full description of our services, call us at 812-855-5234, or come see us at 625 N. Jordan (the corner of 10th and Jordan).

Student Financial Assistance

The Office of Student Financial Assistance, Franklin Hall 208, processes scholarships, grants, and loans for students attending the Bloomington campus. Any of these sources of financial assistance must be first used to pay instructional fees, housing costs, and other University charges at the time a student completes the registration process.

Limited financial assistance is available for summer sessions. To qualify for these funds, students must be enrolled in the appropriate number of credit hours. Additional information regarding the number of credit hours needed to qualify for financial aid may be obtained by visiting the Web at www.indiana.edu/~sfa. Students completing less than the requisite credit hours may have their financial aid reduced or cancelled for subsequent enrollment periods.

The 2008-2009 Free Application for Federal Student Aid (FAFSA), and any required supplemental forms, must be submitted by March 1 in order to determine financial aid eligibility. Additional information regarding application deadlines can be obtained by visiting the Web at www.indiana.edu/~sfa.

Recipients who receive federal financial aid are expected to attend classes and maintain regular progress towards their degree. Both class attendance and progress are periodically monitored.

General information on the financial assistance available to students enrolled may be obtained by visiting the web at www.indiana.edu/~sfa. Students with specific questions concerning financial assistance may contact the office in Franklin Hall, Room 208 or visit www.onestart.iu.edu to check on the status of specific awards.

Completion or Graduation Rates
Students who have questions about the completion or graduation rates at Indiana University-Bloomington may visit http://factbook.indiana.edu.

Information about Athletic Programs
Students who have questions about athletic program participation rates and financial support available to athletes may visit http://www.indiana.edu/~urr/.

IU Health Center

600 North Jordan across from the Main Library; 812-855-4011;
www.indiana.edu/~health. Hours: 8 a.m. to 4:30 p.m. Monday-Friday. Special hours for holidays and semester break. Please call to verify hours.

Services

The Health Center offers a variety of services provided by professionals with specialized training and experience in college student health care. The Health Center recently earned full accreditation by the Accreditation Association of Ambulatory Health Care, a nationally-known accreditation and review organization.

Medical care is provided for many types of health concerns. Scheduled appointments are available (855-7688) as is a walk-in clinic when a health problem is urgent or when an appointment is not available. Also available: women’s health services [gynecology], lab tests, x-rays, allergy shots, immunizations, physical therapy, an optometry [eye] clinic, and a pharmacy which accepts prescriptions from hometown physicians as well as Bloomington physicians.

Counseling and Psychological Services [CaPS], located on the 4th floor of the Health Center, is available for a variety of adjustment problems. Individual, couples, and group therapy is provided by psychologists and social workers; psychiatric consultation is also available.

The Sexual Assault Crisis Service (SACS) provides crisis intervention and counseling to victims of sexual assault and their family and friends [general info 855-5711, crisis line 855-8900]. The service is free and available to all members of the University community. Counselors are available 24 hours a day, seven days a week.

Health and Wellness Education offers health information to all members of the university. Health information is available via the world wide web, (www.indiana.edu/~health) via brochures, books, and video. Health educators provide information on a variety of health topics including nutrition, fitness, exercise, sexuality, stress management, weight reduction, and smoking cessation. Massage therapy is also available by appointment.

Charges
Payment for services may be made by cash, check, MasterCard, Visa, or Discover, or enrolled students may transfer charges directly to the Bursar’s Office. Although we do not accept insurance, the cashier will provide a special computerized receipt for you to submit to your insurance company.

Students currently enrolled in six (6) or more credit hours (both Summer Sessions combined) receive reduced rates because they pay a mandatory Health Fee assessed by the Bursar. Students who are enrolled in less than six (6) credit hours (both Summer Sessions combined), spouses of students, and dependents of students do not receive reduced charges because they do not pay the Health Fee.

If you wish to qualify for reduced charges, and are enrolled in one (1) or more credits (both Summer Sessions combined), you may opt to pay the Health Fee at the Health Center within two (2) weeks at the start of the first summer session.

For further information about the IU Health Center, call 812-855-4011 or visit our web page at www.indiana.edu/~health.

Adult Student Resources

IU Bloomington Continuing Studies

Adult Student Resources in Maxwell Hall, Room 020 provides support and referral for adults beginning or returning to college. ASR is a source of information and access to IU Bloomington programs for local adults. Free workshops on study skills, test-taking, and other topics of interest to adult students are offered. Adult Student Resources welcomes adults enrolled in all majors. For more information, visit our web site at continue.indiana.edu.
### Orientation Program for All New University Division Students

#### First Summer Session

<table>
<thead>
<tr>
<th>Activity</th>
<th>Participating Group</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required check-in with Orientation Programs</td>
<td>All new students who have been admitted to the University Division</td>
<td>Monday, May 11 By appointment</td>
<td>Students will receive necessary information by mail</td>
</tr>
<tr>
<td>Foreign Language Placement Exams</td>
<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Mathematical Skills Assessment Test</td>
<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td>Maxwell Hall</td>
</tr>
<tr>
<td>Registration</td>
<td>See publication for OneStart Self-Service availability</td>
<td>Monday, May 11</td>
<td>Registration using OneStart Self-Service or Warren W. Shirey Registration Center, Franklin Hall 101</td>
</tr>
</tbody>
</table>

**Classes Begin**: All students  
**Date**: Tuesday, May 12

#### Second Summer Session

<table>
<thead>
<tr>
<th>Activity</th>
<th>Participating Group</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required check-in with Orientation Programs</td>
<td>All new students who have been admitted to the University Division</td>
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<td></td>
</tr>
<tr>
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<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Mathematical Skills Assessment Test</td>
<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>All new students who have been admitted to the University Division</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>See publication for OneStart Self-Service availability</td>
<td>Thursday, June 18</td>
<td>Registration using OneStart Self-Service or Warren W. Shirey Registration Center, Franklin Hall 101</td>
</tr>
</tbody>
</table>

**Classes Begin**: All students  
**Date**: Friday, June 19
## Orientation Program for All New Students Except University Division

### Second Summer Session

<table>
<thead>
<tr>
<th>Activity</th>
<th>Participating Group</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation for international students</td>
<td>All new international students</td>
<td>Monday, June 15</td>
<td>Monitor <a href="http://www.indiana.edu/~intlserv">www.indiana.edu/~intlserv</a></td>
</tr>
<tr>
<td>Obtain registration information and arrange academic counseling</td>
<td>All new students in the College of Arts and Sciences</td>
<td>Contact Orientations Programs at 855-6189</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Placement Exams</td>
<td>Students new to the university must take a placement test in foreign language</td>
<td>Thursday, June 18</td>
<td></td>
</tr>
<tr>
<td>IU English Proficiency for international students</td>
<td>All new international students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting with dean of school</td>
<td>All new students in the following schools:</td>
<td>Please call 856-8500 for more information</td>
<td>Education</td>
</tr>
<tr>
<td></td>
<td>Education and Graduate Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health, Physical Education, and Recreation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Students will be contacted by the School of Law</td>
<td>Law Students will be contacted by the School of Law</td>
<td>Thursday, June 18 8 a.m.</td>
<td>Merrill Hall 011</td>
</tr>
<tr>
<td></td>
<td>Graduate Music students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Public and Environmental Affairs</td>
<td>For information, CALL 855-0635</td>
<td>SPEA 240</td>
</tr>
<tr>
<td></td>
<td>See publication for OneStart Self-Service availability</td>
<td>Thursday, June 18</td>
<td>Registration using OneStart Self-Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>or Warren W. Shrey Registration Center,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Franklin Hall 101</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>All students</td>
<td>Friday, June 19</td>
<td></td>
</tr>
</tbody>
</table>
Campus Pedestrian Safety
- + + + = Use lighted pedestrian routes, especially when walking alone

Visitor parking locations

Emergency telephone, no coin needed to call 911
Public telephone, no coin needed to call 911

Emergency facilities
- Indiana University Police Department
- State Police Post
- Fire Department

INDIANA UNIVERSITY
BLOOMINGTON
Campus Map
Summer 2009
Bloomington Campus 9-Year Calendar

(Tentative, subject to change)

Fall Term

<table>
<thead>
<tr>
<th>Year</th>
<th>Day of Beginning</th>
<th>Classes Begin</th>
<th>Labor Day (classes meet)</th>
<th>Thanksgiving Recess begins (after last class)</th>
<th>Classes resume</th>
<th>Day of last classes</th>
<th>Days of examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>M</td>
<td>Aug. 31</td>
<td>Sept. 1</td>
<td>Nov. 25</td>
<td>Dec. 1</td>
<td>Dec. 13</td>
<td>M-F</td>
</tr>
<tr>
<td>2010</td>
<td>M</td>
<td>Aug. 29</td>
<td>Sept. 6</td>
<td>Nov. 23</td>
<td>Dec. 13</td>
<td>Dec. 11</td>
<td>Dec. 16</td>
</tr>
<tr>
<td>2011</td>
<td>M</td>
<td>Aug. 27</td>
<td>Sept. 5</td>
<td>Nov. 22</td>
<td>Dec. 13</td>
<td>Dec. 10</td>
<td>Dec. 16-20</td>
</tr>
<tr>
<td>2012</td>
<td>M</td>
<td>Sept. 2</td>
<td>Sept. 3</td>
<td>Nov. 20</td>
<td>Dec. 13</td>
<td>Dec. 8</td>
<td>Dec. 16-20</td>
</tr>
<tr>
<td>2013</td>
<td>M</td>
<td>Sept. 1</td>
<td>Sept. 2</td>
<td>Nov. 26</td>
<td>Dec. 13</td>
<td>Dec. 7</td>
<td>Dec. 16-20</td>
</tr>
<tr>
<td>2015</td>
<td>M</td>
<td>Aug. 29</td>
<td>Sept. 1</td>
<td>Nov. 22</td>
<td>Dec. 13</td>
<td>Dec. 1</td>
<td>Dec. 16-20</td>
</tr>
</tbody>
</table>

Spring Term

<table>
<thead>
<tr>
<th>Year</th>
<th>Day of Beginning</th>
<th>Classes Begin</th>
<th>Martin Luther King Jr Day (classes do not meet)</th>
<th>Spring Recess begins (after last class)</th>
<th>Classes resume</th>
<th>Day of last classes</th>
<th>Days of examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>M</td>
<td>Jan. 12</td>
<td></td>
<td>S</td>
<td>March 2</td>
<td>May 2</td>
<td>M-F</td>
</tr>
<tr>
<td>2010</td>
<td>M</td>
<td>Jan. 11</td>
<td></td>
<td>S</td>
<td>March 3</td>
<td>May 2</td>
<td>May 6-7</td>
</tr>
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<td>2011</td>
<td>M</td>
<td>Jan. 10</td>
<td></td>
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<td>May 2</td>
<td>May 6-7</td>
</tr>
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<td>M</td>
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<td>March 18</td>
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<td>May 6-7</td>
</tr>
<tr>
<td>2013</td>
<td>M</td>
<td>Jan. 8</td>
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<td>S</td>
<td>April 1</td>
<td>May 2</td>
<td>May 6-7</td>
</tr>
<tr>
<td>2014</td>
<td>M</td>
<td>Jan. 7</td>
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<td>S</td>
<td>April 4</td>
<td>May 2</td>
<td>May 6-7</td>
</tr>
<tr>
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<td>M</td>
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<td>S</td>
<td>April 7</td>
<td>May 2</td>
<td>May 6-7</td>
</tr>
<tr>
<td>2016</td>
<td>M</td>
<td>Jan. 5</td>
<td></td>
<td>S</td>
<td>April 10</td>
<td>May 2</td>
<td>May 6-7</td>
</tr>
</tbody>
</table>

Summer Term

<table>
<thead>
<tr>
<th>Year</th>
<th>Day of Beginning</th>
<th>Classes Begin</th>
<th>Memorial Day (classes do not meet)</th>
<th>Classes end</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>Tu</td>
<td>May 12</td>
<td></td>
<td>June 18</td>
</tr>
<tr>
<td>2010</td>
<td>Tu</td>
<td>May 11</td>
<td></td>
<td>June 17</td>
</tr>
<tr>
<td>2011</td>
<td>Tu</td>
<td>May 10</td>
<td></td>
<td>June 16</td>
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<tr>
<td>2012</td>
<td>Tu</td>
<td>May 8</td>
<td></td>
<td>June 15</td>
</tr>
<tr>
<td>2013</td>
<td>Tu</td>
<td>May 7</td>
<td></td>
<td>June 14</td>
</tr>
<tr>
<td>2014</td>
<td>Tu</td>
<td>May 6</td>
<td></td>
<td>June 13</td>
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<tr>
<td>2015</td>
<td>Tu</td>
<td>May 5</td>
<td></td>
<td>June 12</td>
</tr>
<tr>
<td>2016</td>
<td>Tu</td>
<td>May 4</td>
<td></td>
<td>June 11</td>
</tr>
</tbody>
</table>

* No classes, by action of the Bloomington Faculty Council, April 3, 2007.
Official Calendar, Bloomington Campus

Summer Term 2009
May 12–June 18, 2008
(First Summer Session, Intensives I and II)

Class Meetings
Classes begin
Memorial Day recess (classes do not meet)
Last day of classes

Registration
Academic advising begins for all students. (Each school and department will determine specific advising procedures and timetables.)

Class permissions available from academic units.

Early Registration using OneStart Student Center for all students currently enrolled in Spring 2009 according to scheduled appointments. In addition, the Registration Center is open Monday-Friday, 9 a.m.-4 p.m., Franklin Hall 101. (Individual student appointments are reflected through OneStart Student Center at https://onestart.iu.edu.)

Note: Students who register for First Summer Session or Intensives I or II on or after Tuesday, May 19, must obtain an authorizing signature from the course department for all credit classes. This includes students who register for Intensive II on Tuesday, June 2.

Fee Deadline

New Student Registration
Registration using OneStart Student Center for new undergraduate students, new graduate students, intercampus transfer students, and returning students who were not enrolled Spring 2009. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101.

Late Registration
Beginning this date, registration using OneStart Student Center for any student who has not yet registered. The Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101 [consult Late Registration section for instructions and procedures]. A late registration fee will be assessed. In addition, beginning Tuesday, May 19, students must obtain add authorization signatures from the department offering each credit class.

Fee Deadline

Late Drop/Add
Beginning on this date Late Drop/Add requests should be submitted using eDrop and/or eAdd. eDrop/eAdd is located in OneStart. On the Services tab, select the Student Self-Service link in the side bar. Under SIS click Late Drop and Add Classes.

For information concerning eDrop/eAdd services, please go to http://registrar.indiana.edu/dropadd.shtml

Last day to drop a course or to withdraw from all courses with an automatic grade of W.

IMPORTANT: After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. (University Graduate School students: see note below.)

Last day for deans to approve a course drop. (University Graduate School students: see note below.)
### Fee Refunds

<table>
<thead>
<tr>
<th>Description</th>
<th>M May 18</th>
<th>W May 13</th>
<th>W June 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for a 100% fee refund (course drop or complete withdrawal)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for a 50% fee refund (course drop or complete withdrawal)</td>
<td>F May 22</td>
<td>F May 15</td>
<td>F June 5</td>
</tr>
</tbody>
</table>

**NOTE:** For those classes meeting the entire Summer 2009 term (May 12-August 14), the following refund deadlines apply:
- 100% fee refund F May 22
- 75% fee refund F May 29
- 50% fee refund F June 5
- 25% fee refund F June 5

### Pass/Fail Option

<table>
<thead>
<tr>
<th>Description</th>
<th>W May 20</th>
<th>Th May 14</th>
<th>Th June 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for students to submit pass/fail option forms to the office of their school or division dean. (University Graduate School students: see note below.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Final Grades

| Description                                                                 | M June 15- | M June 15 | M June 15- |
|-----------------------------------------------------------------------------| Su June 21 | Su June 21| Su June 21 |
| Final grades (submitted online) for all classes due from faculty to Office of the Registrar by 3 p.m. of the third day following last class or final examination. | T June 16  | T June 16 | T June 16 |
| Final grades for First Summer Session, Intensive I, and Intensive II begin to be available through OneStart Student Center at [https://onestart.iu.edu](https://onestart.iu.edu). | W August 19 | W August 19 | W August 19 |

**Grades are official as of this date. Term and cumulative grade point averages are now available through OneStart Student Center at [https://onestart.iu.edu](https://onestart.iu.edu).**

### University Graduate School:

Forms requiring dean's approvals should be obtained from the office of the dean in the school of the student's major department.
Official Calendar,
Bloomington Campus

Summer Term 2009
June 19–August 14, 2009
(Second Summer Session, Intensives III, IV and V)

Class Meetings
Classes begin:
Independence Day recess (classes do not meet)
Last day of classes

Registration

Academic advising begins for all students. (Each school and department will determine specific advising procedures and timetables.)

Class permissions available from schools and departments.

Early Registration using OneStart Self-Service for all students currently enrolled in Spring 2009 according to scheduled appointments. In addition, the Registration Center is open Monday-Friday, 9 a.m.-4 p.m., Franklin Hall 101. Individual student appointments are reflected through OneStart Student Center at https://onestart.iu.edu.

Note: Students who register for Second Summer Session or Intensive III on or after Friday, June 26, must obtain an authorizing signature from the course department for each class. This includes students who register for Intensives IV or V on Thursday, July 10 or Wednesday, July 29.

Fee Deadline

Registration using OneStart Student Center for all currently enrolled students during First Summer Session, Intensive I, or Intensive II 2009. In addition, the Registration Center is open 9 a.m.-4 p.m., Franklin Hall 101.

Late Registration

Beginning this date, registration using OneStart Self-Service for any student who has not yet registered. A late registration fee will be assessed. In addition, beginning Friday, June 26, students must obtain add authorization signatures from the department offering each credit class.

Drop/Add


IMPORTANT: After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. [University Graduate School students: see note below.]

Late Drop/Add

Beginning on this date, all Late Drop/Add requests should be submitted using eDrop and/or eAdd. eDrop/eAdd is located in OneStart. On the Services tab, select the Student Self-Service link in the side bar. Under SIS click Late Drop and Add Classes.

For information concerning eDrop/eAdd services, please go to: http://registrar.indiana.edu/drop/add.shtml.

Last day to drop a course or to withdraw from all courses with an automatic grade of W.
Last day for deans to approve a course drop. (University Graduate School students: see note below.)

Fee Refunds

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for a 100% fee refund (course drop or complete withdrawal).</td>
<td>Th June 25 - M July 23</td>
</tr>
<tr>
<td>Last day for a 50% fee refund (course drop or complete withdrawal).</td>
<td>Th July 2 - W July 15</td>
</tr>
</tbody>
</table>

NOTE: For those classes meeting the entire Summer 2009 term (May 12 - August 14), the following refund deadlines apply:
- 100% fee refund M May 18
- 75% fee refund F May 22
- 50% fee refund F May 29
- 25% fee refund F June 5

Pass/Fail Option

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for students to submit pass/fail option forms to the office of their school or division dean.</td>
<td>Th July 2 - Tu July 14</td>
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</tbody>
</table>

Final Grades

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final grades (submitted online) for all classes due from faculty to Office of the Registrar by 3 p.m. of the third day following last class or final examination.</td>
<td>Tu August 11 - M August 17</td>
</tr>
<tr>
<td>Final grades for Second Summer Session and Intensives III, IV, and V begin to be available through OneStart Student Center at <a href="https://onestart.iu.edu">https://onestart.iu.edu</a></td>
<td>W August 12 - W August 19</td>
</tr>
<tr>
<td>Grades are official as of this date. Term and cumulative grade point averages are now available through OneStart Student Center at <a href="https://onestart.iu.edu">https://onestart.iu.edu</a>.</td>
<td>W August 19 - W August 19</td>
</tr>
</tbody>
</table>

University Graduate School:

Forms requiring dean’s approvals should be obtained from the office of the dean in the school of the student’s major department.
The Summer 2009 term includes both First and Second Summer sessions.

Registration using OneStart Student Center is available from March 25 through May 18 (and also June 18-25 for Second Summer Session).

Registered students have access to continuous Drop/Add and waitlist information using OneStart Student Center from March 25 through the first week of classes.

Waitlist Requests will remain active through Tuesday, May 19 (First Summer Session) and Friday, June 26 (Second Summer Session), unless dropped prior to those dates.

Official Calendars begin on page 62.
Student/faculty regulations and policies begin on page 34.
Accommodations for Religious Observances policy/procedures begin on page 44.
Index on page 55.