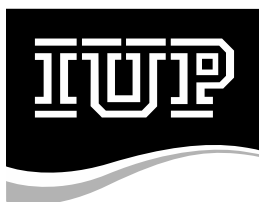


UNDERGRADUATE CATALOG 2016–17

Academic Policies

This document is a direct extract from the full 2016–17 *Undergraduate Catalog*. As a result, the original page numbering will appear.

For information on other colleges at IUP, or about specific courses, please consult the full 2016–17 catalog, available at www.iup.edu/registrar/catalog. Earlier catalogs are also available at this web address.



Indiana University of Pennsylvania

Academic Policies

Note: Please see individual college sections for policies pertaining only to particular colleges and majors.

Classification of Students

To be classified as full-time for the fall, spring, or summer, undergraduate students must be currently enrolled in at least 12 credits. Full-time classification for students enrolled in instructional periods that do not conform to the regularly scheduled academic sessions will be based on the number of enrolled credits during that period of enrollment (e.g., one credit in one week of instruction would equal the minimum full-time certification standard).

For purposes of designating students by class, the following credit classification ranges are used:

Freshmen	Fewer than 30 credits
Sophomores	30-59 credits
Juniors	60-89 credits
Seniors	90 credits or more

Class designations are based on credits earned rather than credits attempted. People holding a degree and working toward a second baccalaureate degree may be classified as seniors.

Excess Credit Load

A student who wishes to schedule 18 or more credits must obtain approval from the dean of the college of the student's major; approval will be predicated on various criteria, such as the student's demonstrated competencies, total courses, and specific conditions. If approval is granted, the dean will set the credit limit and make the appropriate computer entry.

Schedule Changes (Drop/Add)

From the student's initial registration time for a given semester through the end of the drop/add period, as defined by the academic calendar (www.iup.edu/academiccalendar), a student may modify his/her schedule to the extent that classes are available or permission to register for a closed or restricted section has been granted and entered into MyIUP. Each student is responsible for completing all appropriate transactions in MyIUP to ensure schedule accuracy. Note that, while the department may enter permission to register for a section, the student must complete the actual registration transaction in MyIUP.

Experiential Learning

Internship Experiences

University-sponsored internships are often an important part of an academic program. Students may apply for an internship if they have completed 60 credits and have at least a 2.0 GPA. Forty hours of supervised internship is equivalent to one academic credit hour. A maximum of 12 credits is applicable to an undergraduate degree program from internship experiences. Internships are available at a variety of venues, such as governmental agencies, businesses, foundations, and other organizations.

Students who are interested in internships must consult with their program's academic advisor, since they may need to meet additional internship requirements specific to their program, department, or college.

In all cases, an approved agreement between the university and the external organization at which the internship will be performed must be in place before the student can be enrolled for internship credit.

Cooperative Education (Co-ops)

Some departments allow students to participate in cooperative education experiences. These experiences provide students with opportunities to gain practical work experiences related to their academic programs. These experiences may be the first contact students have working in their profession. They are often offered for zero credit and are typically unpaid.

Students may apply for co-ops if they have completed 30 credits and have at least a 2.0 GPA. They typically participate in these programs during their sophomore or junior years, often during the summer. Interested students

need to consult with their academic advisors concerning the availability and requirements of co-ops within their department.

In all cases, if students decide to register for a co-op course, an approved agreement between the university and the external organization at which the co-op experience will be performed must be in place before the student can enroll in the course.

Prior Learning and Credit/Exemption Examinations

There are a variety of examinations through which students may earn college credit or exemptions. Courses for which credits or exemptions are awarded by examination will not be used in the determination of GPAs.

When a student receives credit for a course by examination, the credit will be applied to graduation requirements just as though the course had been taken. A student who passes an exemption examination will be exempt from taking that course in his/her academic program. If a student is granted exemption only (no credits) from a course, he/she may need to take another course to fulfill degree requirements.

Where examinations are not available, portfolio assessment may provide a student with the opportunity to earn university credit for college-level learning gained through work and life experience. Each department will determine the maximum number of credits to be awarded for portfolio assessment for its majors.

No more than one-half of the credits required for a student's major may be earned through any combination of examinations or portfolio assessment, nor can these credits be applied toward university residency requirements for awarding of degrees.

Advanced Placement Examinations

Courses taken by students before college admission under the Advanced Placement Program of the College Entrance Examination Board may be recognized by the award of college credit. Those who earn a score of 3, 4, or 5 in the Advanced Placement Examination may be granted credit toward the number of credits required for graduation. For questions regarding the granting of Advanced Placement Examination credits, consult with Transfer Services in the Admissions office.

CLEP Examinations

Students who have had other opportunities for instruction or who have advanced in a given field may gain credit for a course through the College Level Examination Program (CLEP) offered through University Testing Services. For questions regarding the granting of CLEP examination credits, consult with Transfer Services in the Admissions office.

International Baccalaureate Examinations

Courses taken by students before college admission under the International Baccalaureate Program may be recognized by the award of college credit. Those who take and pass the Higher Level examination with a 4 or higher may be granted credit toward the number of credits required for graduation. For questions regarding the granting of International Baccalaureate examination credits, consult with Transfer Services in the Admissions office.

Departmental Examinations

In some departments, students have an opportunity to gain exemption or credit through successful completion of comprehensive examinations by requesting from the academic department an exam as a substitute for completing all the usual requirements of the course.

Portfolio Assessment

Portfolio assessment may provide some students with the opportunity to present evidence of learning for evaluation by a faculty member. It is designed for those with extensive documentable knowledge from work experience, travel, independent study, or other out-of-class experiences. Through portfolio assessment, these experiences are evaluated to determine their appropriateness and applicability for university credit.

Credit awarded through portfolio assessment must conform to specific course titles in the *Undergraduate Catalog* (i.e., no credits will be awarded for general areas of knowledge) and will only be awarded for undergraduate courses. Only currently enrolled students are eligible to request portfolio assessment, and any credits awarded must be intended for use as part of a degree or certificate program.

Before portfolio assessment credits can be awarded, approval must be obtained from the chairperson of the department offering the course, the dean of the appropriate IUP college, and the director of the Office of Extended Studies. Once approved, the title of the course, the credits, and indication that credit was earned through portfolio assessment will be recorded on a student's academic record.

If a related examination is available through the College Level Examination Program (CLEP) or if a departmental examination has previously been established for the course, a portfolio assessment of those credits will not be accepted.

For information about portfolio assessment fees and instructions on how to apply for portfolio assessment, consult with the Office of Extended Studies.

Change of Major

To qualify for a change of major, a student must be in academic good standing (2.00 cumulative GPA). This requirement does not apply to students in their first semester at IUP without a GPA. All students must meet any other requirements specific to the new major. All teacher certification programs have requirements beyond a 2.00 GPA. Please refer to the individual college sections in this catalog for change of major policies pertaining to specific colleges and majors.

A student must apply for a change of major in the office of the dean of the new major. Before seeking a change of major, the student should consult with the departmental chairpersons of both the "old" and "new" majors.

When a student changes colleges, the dean (or dean's designee) of the college of the new major will evaluate the student's credits before approving the change. A copy of the evaluation will be made available to the student and his/her new advisor if a change of major is effected.

In cases involving students who are veterans, the dean (or dean's designee) of the new major shall give the veteran a statement of prospective approval and the effective date of the proposed changes. This statement shall also indicate the amount of extended time the change of major will entail, if any.

The veteran shall take this statement to the veterans' counselor at least one month before the effective date of the change. No change of major shall be made by veterans until VA approval has been assured.

Academic Advising

All students are assigned academic advisors. In some curricula, the advisors continue with the same group of advisees from year to year. In other curricula, the freshman advisors remain with their advisee groups only for the students' first year. The student is then assigned an academic advisor for the remaining years to his/her degree in a chosen field. Faculty members advise students on academic achievement, dropping courses, changing curriculum, student activities, study schedules, and career options. Students may identify advisors by signing in to MyIUP (my.iup.edu), selecting the "Academics" page, and then under the "Advising" section, selecting "Advisor contact information." Students should then contact their advisors. Should a student fail to identify an advisor, he/she may contact the chairperson of the department for an advisor assignment.

While a faculty member serves to advise the students as they progress to graduation, students are ultimately responsible for knowing and fulfilling the requirements for graduation in their degree program.

Dual Baccalaureate Degrees

A student who has earned a minimum of 28 undergraduate credits from IUP and is in good academic standing may apply to pursue a second baccalaureate degree concurrently with the first. This application must be submitted to

the dean of the college in which the major program of study for the second baccalaureate degree is housed. If admitted to a second baccalaureate degree program, the student must designate one of the two degree programs to be primary. To receive both degrees at graduation, the student must earn at least 30 credits beyond the requirements of the designated primary program of study. The student must earn a minimum of 150 credits to receive both degrees concurrently. Furthermore:

- The student may not be graduated until both the degrees are completed.
- All requirements for the curriculum of each degree must be satisfied.
- A course required in both degree programs does not have to be repeated for the second degree, but exceptions might apply at the departmental level.
- All university requirements, such as a minimum GPA and number of residency credits taken at IUP in the major, must be met for each degree separately.
- Should a student elect to discontinue the pursuit of receiving two baccalaureate degrees simultaneously and decide to apply for graduation with one degree, the student will be bound to the Postbaccalaureate Studies requirements if a later return to IUP is desired.

Undergraduate Course Attendance Policy

The university expects all students to attend class.

Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:

- Each policy must be distributed in writing during the first week of the course. Normally, it is expected that the information dealing with class attendance standards will be distributed with the course syllabus.
- Each policy must define some limited level of allowable absence.
- Each policy must recognize students' need to miss class because of illness, personal emergency, university-sponsored activities, bereavement, or active military duty.
- Each policy must not penalize students who add the class during the regular or specified university drop-add period and must allow those students to make up work missed before adding the class.

Bereavement-related Class Absences

The university community recognizes the impact that the loss of a family member or loved one may have on the emotional and academic wellbeing of a student. In such circumstances, a student may request that a bereavement absence notification be sent to their faculty by contacting either the Advising and Testing Center or the dean's office of the college of their major, who will send an e-mail to the student's faculty stating that the student is away from the university due to the death of a family member or loved one. Documentation that verifies the death (e.g., a funeral program, death notice, obituary, etc.) and the nature of the student's relationship to the deceased may be requested.

The university encourages allowances for the grieving process, while acknowledging the faculty member's right in determining the terms of variance from the course syllabus. The student is expected to take the initiative to make all arrangements for meeting academic requirements. The university community also encourages students affected by a loss to contact the IUP Counseling Center or other university and community resources, as appropriate, if they are in need of ongoing emotional support.

Anticipated Class Absence for University Representation and Participation

The university community recognizes the value of student participation in cocurricular and extracurricular activities of the university, while acknowledging the faculty member's right to determine the terms of variance from the course syllabus. Ideally, the student is expected to notify the professor as soon as the student knows that a class will be missed due to a university sponsored event. The faculty may request documentation signed by the activity director, coach, or advisor detailing the specifics of the event in advance.

The student must take the initiative to make all arrangements for meeting academic requirements before the anticipated class absence. Excused

absences for participation in university-sponsored events will not result in a penalty to the student, provided that the student makes up missed work as required by the professor.

Sophomore Screening for Junior Status Approval

General policy at IUP permits each college to determine its own scheme for evaluating the development and progress of its major students. However, each college is expected to employ some effective procedure for such evaluation.

Several of the colleges use a procedure called “Sophomore Screening for Junior Status Approval” with the following required: All students (in such a college) enrolled in their fourth semester or who will complete 60 credits attempted by the end of the current semester must apply for Junior Status Approval by filling out an application form by the deadline date designated and announced.

All students should check with their faculty advisors to determine which colleges use the “Junior Status” screening procedure and the criteria for Junior Status Approval.

University Policy on Semester Course Syllabi

Each faculty member shall prepare and distribute a course syllabus, without charge, to each student within one week of the start of the course. The syllabus will be consistent with the course content and catalog description that was approved by the Curriculum Committee of the University Senate for the initial course offering or revision. Course syllabi may be distributed in hard copy or electronic versions. The course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of the course plan and requirements.

It is recommended that each syllabus include

- the faculty member’s name, office location, telephone number, IUP e-mail address, and office hours,
- an outline of the course content, objectives, and prerequisites, as appropriate,
- information about any required textbook(s) with title, author, and edition, as well as any other required materials,
- information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, academic integrity, expectations for class participation, and attendance,
- a statement of policies and/or penalties for make-up exams and late submission of assignments,
- a statement addressing accommodations for students with disabilities.

Inclement Weather Policy and Procedures

IUP is committed to the safety and security of its students, faculty, staff, and visitors. Therefore, the decision as to whether university classes or programs and events will be held during period of adverse weather conditions is based on the overall concern for the university community.

In the event of cancellation of classes or events, or closure of the university, a notification will be provided via the list below.

Radio: WDAD-AM 1450; WCCS-AM 1160; U-92 FM 92.5; WTAE-AM 1250; KDKA-AM 1020

Television: KDKA-TV, WTAE-TV, WJAC-TV, WPXI-TV

Other Media: IUP website: www.iup.edu; IUP Information Line: 724-357-7538; IUP Daily, IUP text subscribers, social media

The university’s Inclement Weather Policy and Procedures is available at www.iup.edu/weatherpolicy. Questions regarding this policy may be directed to the Office of Human Resources, 724-357-2431.

The president has the authority to cancel or postpone IUP-sponsored or hosted activities or events due to inclement weather conditions or other environmental factors that may jeopardize the safety of patrons traveling to or from the event. If a decision is made to cancel or postpone the activity or event, the vice president of the sponsoring division will assume respon-

sibility for notifying activity or event participants of the cancellation or postponement in an appropriate and timely manner.

Grading Policies

After each semester or session, a grade report will be available to each student by signing in to MyIUP (my.iup.edu).

Grades and Quality Points

In the grading system, the following grades are used in reporting the standing of students at the end of each semester or session:

Grade	Description	Quality Points
A	Excellent	4 quality points/credit
B	Good	3 quality points/credit
C	Average	2 quality points/credit
D	Passing	1 quality point/credit
F	Failing	0 quality points/credit
P	Passing	0 quality points/credit (for credit courses only)
S	Satisfactory	0 quality points (for 0-credit courses only)
U	Unsatisfactory	0 quality points (for 0-credit courses only)

Other Designations (carrying no quality points):

AUD	Audited Course
EXM	Examination
FOL	Portfolio Assessment
I	Incomplete—For more information, see policy explanation.
L	Late Grade/Continuing Course—For more information, see policy explanation.
OL	Other Location
Q	Total Semester Withdrawal—Used before 2002 when a student had totally and officially withdrawn from the university for a given semester
R	Research in progress (graduate thesis/dissertation only)
TR	Transfer
XMT	Exemption
W	Withdrawal—For more information, see policy explanation.
*	Grade not reported by instructor. No grade information was reported by the end of the normal grading period.

Grades followed by the following designations indicate the application of a policy that has amended the student’s cumulative grade point average.

.	Institutional Credit (credit counts toward enrollment status but does not count toward graduation or in GPA calculation)
..	Canceled Semester (see policy explanation)
*	Fresh Start (see policy explanation)
:	Extended Credit (graduate thesis/dissertation only)

Determining GPA

Cumulative grade point average (CGPA) is determined by multiplying the credits for a course by the quality points received for that course. Then, the total number of semester quality points for all courses is divided by the total number of credits attempted.

Quality points are not calculated for credits from other schools (i.e., a student transferring from another school earns quality points only on work taken at this university).

Institutional credits are associated with courses numbered below 100. Institutional credits do not apply to degree requirements for graduation but are used to determine enrollment status (full- or part-time), including financial aid and athletic (NCAA) eligibility.

Audit Policy

All audited courses will be identified as such on the student’s grade report and transcript. Work taken on an audit basis will not be graded and will not count toward the fulfillment of requirements for a degree to be awarded by IUP. Since credits attempted and quality points will not be awarded for audited courses, they will not affect the student’s grade-point average in any way. Auditors will pay normal tuition and such other fees as may be required for the course.

To audit an undergraduate course, a person must be admitted to the university and have met course prerequisites. Students wishing to audit a course for which they registered should obtain a Course Audit form from the office of the department offering the course. Students must first register for the course before filing a course audit form. All audit processing, including revocation of previously requested audit classification, must be completed during the regular drop/add period. Copies of the completed form are returned to the Office of the Registrar, to the department chairperson, and to the student. Audit students have the same privileges as other students in all course work. There is no limit on the number of courses which may be audited.

Midterm Grade Report Policy

To help undergraduate students monitor their academic performance, faculty members will provide a warning to students with unsatisfactory performance at midterm. Each semester, the registrar will establish and announce the dates for the window within which midterm grades may be posted by faculty members and read by students and advisors. Faculty members will assign a midterm grade of “D” (danger or potential failure) or “F” (failure) by using MyIUP (my.iup.edu).

The midterm grade is an advisory grade and is not a permanent part of a student’s academic history. It is not used to determine enrollment status, dismissal, or eligibility for financial aid, housing, or athletics.

Pass-Fail Policy

A student may take courses on a pass-fail basis to a total of 15 credits throughout his/her university career. The student is limited to one pass-fail course in any given semester during the sophomore, junior, and senior years. All courses in the student’s Liberal Studies program and courses that meet major and minor requirements are excluded from this prerogative. When scheduled, such a course shall be included in the student’s normal course load for the semester.

The student must declare his/her intent to choose pass-fail in a specific course no later than six weeks after the beginning of the semester or the equivalent time span in a summer session. Once declared, this pass-fail option may not be revoked. Instructors will not be notified of the identity of pass-fail students in their courses. The grade given by the instructor will be translated to a “P” or “F” during grade processing.

A student shall be given academic credit without quality points for a course taken pass-fail upon receiving a passing mark in the course. The credits successfully completed under pass-fail (“passed”), within the overall 15-credit limitation, shall be recorded as counting toward the total credits earned for graduation but not toward the credit-attempted data used in the calculation of the cumulative grade point average. However, if a student fails a pass-fail course, he/she will receive the “F” grade and the corresponding grade point average. An “F” earned under the pass/fail option may be repeated only under the graded option to provide the quality points to correspond to the “hours attempted” incurred with the “F.”

The summer sessions, collectively or in any combination, shall be considered a unit similar to a spring or fall semester for pass-fail purposes. Hence, a student is permitted to take only one course during the summer on a pass-fail basis.

Exceptions: Currently, there are two courses that are exceptions to the Pass-Fail Course Policy. EDUC 389 and NMDT 434 are offered only on a pass-fail basis.

I (Incomplete) Policy

The designation of “I” is used to record work, which so far as covered, is of passing grade but is incomplete because of personal illness or other unavoidable reason. Changes of grade to convert designations of “I” must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the faculty member does not change the “I” designation using a Change of Grade Form, it will be converted to an F.

In rare circumstances, the student and/or faculty member may ask for an extension of the deadline. In this event, the dean of the college in which the course is taught may approve the extension, providing the faculty member concurs. To monitor designations, the registrar shall submit to department chairs routine semester reports of outstanding “I” designations.

Procedure

A faculty member assigning the “I” designation must complete an Incomplete Grade form with the dean’s office indicating the work to be completed, deadlines for completion (it is not necessary to permit the maximum allowable time), and guidelines to establish a final grade. Copies of the completed form will be sent to the department chairperson, the dean of the college in which the course was taught, and the student receiving the “I” designation.

Upon completion of the course work, or notification by the student that the course work will not be completed, the faculty member must submit a Change of Grade form to indicate the final course grade.

Receiving an “I” designation in a course means that the course does not satisfy prerequisites.

L (Late Grade, Continuing Course) Policy

The designation of “L” (Late grade, continuing course) is appropriate for cases in which student work is expected to extend beyond a given semester/session. The designation of “L” is not to be confused with a designation of “I,” which is only appropriate for individual students unable to complete their course work because of unexpected illness or personal emergency. “L” designations are appropriate for

- internships, practicums, field experience courses, workshops, and independent studies that, by design, extend beyond the normal end of the grading period,
- others as approved by the department chairperson and the dean of the college in which the course is taught. If a specific course is always eligible for “L” designations, the dean may grant standing approval for “L” designations every time the course is offered.

Faculty members wanting to use the “L” option for eligible courses must notify the registrar two weeks before the end of classes so that the grades can be pre-entered. “L” designations that are not precoded may be given only with the permission of the department chairperson and the dean of the college in which the designation is awarded.

Instructors will convert “L” designations to letter grades at the end of the course. Unless an extension is obtained from the dean of the college in which the course was taught, an “L” designation unresolved at the end of one year will be converted to an F.

To monitor “L” designations, the registrar shall submit to each faculty member routine semester reports of all outstanding “L” designations awarded by that faculty member. The purpose of these reports is to help inform faculty members as they help students complete their course work.

The “L” designation is considered as having met the prerequisite for subsequent course enrollments.

Grade Change Policy

Once earned grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal. It is not appropriate to change a grade based on options, such as supplemental assignments, that are not equally available to all students. The deadline for corrections of clerical and/or calculation errors is the end of the next regular (fall/spring) semester after the grade has been awarded.

Course Repeat Policy

A student may not normally repeat an academic course. Exceptions to this policy are

- Repeatable courses:** Repeatable courses: Certain courses are eligible for repeat for credit and grade. These courses are advanced art studio courses, music ensembles, special topics courses (281, 481) if the topic is different, and other specifically designated courses.

2. D and F grades:

- a. *Repeat with replacement:* Undergraduate students are permitted to replace the grades and quality points in the GPA calculation for courses in which they receive a D or F grade by repeating that course at IUP. No more than six repeat-with-replacement attempts are permitted for undergraduate students. A single course can be repeated a maximum of two times. The most recent grade (regardless of whether it is higher or lower) will be the grade used in the GPA calculation. However, the transcript continues to document all academic work, and repeated courses are not deleted from the visual record.
 - b. *Course transfers:* Students seeking to replace or average D and F grades must repeat these courses at IUP. If an IUP course in which a student received an F is repeated at another institution, the credit will transfer to IUP if the course grade is C or better, but the original F will continue to count toward the IUP GPA. If an IUP course in which a student received a D is repeated at another university, neither the grade nor the credit will transfer.
 - c. *Postbaccalaureate students (Undergraduate):* Students seeking to replace or average D and F grades must repeat these courses at IUP. If an IUP course in which a student received an F is repeated at another institution, the credit will transfer to IUP if the course grade is C or better, but the original F will continue to count toward the IUP GPA. If an IUP course in which a student received a D is repeated at another university, neither the grade nor the credit will.
3. **Other grades:** Courses in which students earned a grade of “A,” “B,” “C,” or “P,” may be repeated only on an audit basis. New grades will not be assigned, and additional credit will not be awarded.

Canceled Semester Policy

The Canceled Semester Policy provides for cancellation from the cumulative record of the effects of **one semester below a GPA of 2.00** for the purpose of helping a student improve academic standing. The student must have been separated from the university for two calendar years (24 consecutive months).

Semester to be canceled refers to any semester of enrollment, whether full- or part-time. Students may elect to use an enrolled summer as their “semester” to be canceled. The entire summer of any given year will be treated as a semester for the purpose of cancellation of grades. Cancellation removes the mathematic effect of all grades (passing, failing, withdrawals) from the semester, but there is no abridgement of the transcript. All courses and original grades remain visible on the official transcript; credit toward graduation remains for those credits associated with passing grades.

A student readmitted under this policy must meet current degree requirements and will be reviewed under current academic standards requirements applicable at the time of readmission.

This policy may be invoked only once in a student’s undergraduate enrollment in the university. While readmission may be based on the application of the canceled semester, the transcript record will reflect this only after the student is enrolled and attending IUP. It is not a tool to qualify for transfer to another institution.

The student must apply to the college of which he/she was a member at the time of last enrollment. If a student wishes to enter a major in a college other than the one from which he/she was separated, he/she will apply to the original college, which will forward the application and related records to the new college for action. The college will inform the Office of the Registrar if the application is approved. Authorization for registration will come from that office.

Fresh Start Policy

A student who has been separated from the university for a minimum of two calendar years (24 consecutive months) and has been readmitted may apply for a Fresh Start from the appropriate college dean or designee. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the college dean or designee may implement this policy.

This policy may be applied only once. For a first bachelor’s degree, a minimum of 30 credits must be completed at IUP after a student returns to IUP under this policy. For a first associate degree, a minimum of 15 credits must be completed at IUP after a student returns to IUP under this policy.

A student who wishes to enter a major in a college other than the one from which he/she was dismissed will apply to the original college, which will forward the application and related records to the new college for action.

Conditions for a Fresh Start Record: All credits and grades for IUP course work taken before readmission under this policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission.

Prior Record: Previously accepted transfer credits and IUP courses in which grades of C or better were earned before readmission will be reviewed in terms of appropriateness (applicability, timeliness) to the new degree. Those courses, approved by the college dean or designee, will be counted as credits earned and applied toward graduation in the manner of transfer credits.

Academic Standards: A student who is readmitted under the provisions of this policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of readmission. A student readmitted under this policy waives the right to exercise the Canceled Semester Policy.

Academic Honors

IUP recognizes academic achievement through Provost Scholars, Dean’s Lists, and graduation honors.

Provost Scholars

Provost Scholars are recognized annually. At the start of the fall semester, any undergraduate student who meets all of the following requirements will be named a Provost Scholar if he or she

- is a candidate for first bachelor’s degree,
- is a current junior or senior with a minimum of 45 credits earned at IUP,
- has a cumulative GPA of 3.50 or higher,
- has not received this award previously (recognition is given only once).

Dean’s List

Undergraduate students receive recognition on the Dean’s List for each semester (or summer session cumulatively) in which they earn at least a 3.25 GPA based on at least 12 credits of graded (not P/F) undergraduate course work, or a combination of graded undergraduate course work and graded graduate course work applying to the baccalaureate degree.

Graduation Honors

Traditional Latin honors are awarded at graduation to first bachelor’s degree candidates with appropriate academic records. Calculation is based on all undergraduate credits and quality points earned at IUP. Graduation honors are not granted for second (subsequent) degrees. The distinctions are

Cum laude—3.25 to 3.49 cumulative GPA

Magna cum laude—3.50 to 3.74 cumulative GPA

Summa cum laude—3.75 to 4.00 cumulative GPA

Withdrawal Policies

Individual Course Withdrawal Policy

The Individual Course Withdrawal Policy provides students who are unable to complete a course with the option of withdrawing from that course. This option should be taken only after other options have been discussed with the instructor and/or the student’s advisor.

Individual Course Withdrawals may be processed by signing in to MyIUP (*my.iup.edu*) between the day after the conclusion of the drop/add period and the end of the first two-thirds of the course. After the two-thirds point of a course, students may no longer process Individual Course Withdrawals.

A student needing to withdraw from a course after the deadline must process a request through the office of the dean of his or her college. Approval of the late withdrawal is contingent on documentation of catastrophic cir-

circumstances preventing the student from completing the course. If approved, the college office will arrange for recording the “W” designation.

Since instructors inform students of their unsatisfactory performance in class before the withdrawal deadline (Midterm Grade Report Policy), students will be able to discuss course withdrawals with instructors and/or academic advisors to assess alternatives. Students should be aware of the potential impact of course withdrawal on activities that require full-time status, such as financial aid eligibility (percent of completion and eligibility to move to the next class level), athletic eligibility, and health insurance. Students are also cautioned to consider the detrimental impact of “Ws” in a transcript review by a prospective employer or graduate school.

Total University Withdrawal Policy

The Total University Withdrawal Policy provides students who are unable to complete a term with the option of withdrawing from all classes, and thus from the university, for that term. During the fall and spring semesters, Total University Withdrawals may be processed between the first day of classes and the end of the 11th week of the term. During summer and winter terms, the deadline is the two-thirds point of each course for which the student is registered. Questions about academic impact of withdrawal should be directed to the Advising and Testing Center (see “Process” below). Questions about the financial impact of withdrawal should be addressed to the Office of the Bursar and/or the Office of Financial Aid.

Late Withdrawal: Any undergraduate student who needs to withdraw from the university after the deadline must process a waiver through the office of the dean of his or her college. Approval of the waiver is contingent on documentation of catastrophic circumstances preventing the student from completing the term. Approved waivers must be submitted to the Advising and Testing Center and attached to the Total University Withdrawal form for processing as below.

Involuntary Withdrawal: Any undergraduate student involuntarily withdrawing from the university as a result of suspension or expulsion unrelated to violations of the Academic Integrity Policy will automatically have the designation of “W” assigned to each registered course as a result of such judicial action.

Process: Undergraduate students voluntarily withdrawing from the university should first review information on withdrawals on the Advising and Testing website (www.iup.edu/advisingtesting) and check the financial impact of withdrawal. Then they must process a Total University Withdrawal either via MyIUP (my.iup.edu) or by form completion with the Advising and Testing Center, Pratt Hall, 724-357-4067 (V/TD; advising-testing@iup.edu). Once the Total University Withdrawal has been processed, a withdrawal designation (“W”) will be assigned to all registered courses from which the student is withdrawing. There are no financial leniencies for withdrawals caused by medical situations. IUP’s percentage of forfeiture rates follow state and federal dictates, which do not address medical situations.

Readmission: Students should refer to the Readmission Policy in the Admissions section of this catalog for further information about returning to IUP.

Involuntary Withdrawal Policy

Purpose: The purpose of this policy is to provide a procedure for determining whether an identified student’s behavior poses a direct threat (as defined herein) and for responding to such behavior. Rarely does student behavior pose a direct threat. However, involuntary withdrawal may be appropriate when

- the student displays behavior that is not prohibited by and/or could not be adjudicated by the Student Behavior Regulations or the Academic Integrity Policy, but that nonetheless poses a direct threat; and
- the student demonstrates a risk of repeated display of such behavior.

Policy: In the absence of other reasonable means or university procedures available for addressing a student’s behavior that poses a direct threat, the university will conduct an individualized assessment of the student behavior and circumstances related to the observed behavior of concern and, if

appropriate, implement the involuntary, total withdrawal of the identified student from the university.

The student may appeal an involuntary withdrawal decision or may seek re-enrollment to the university at a later time, in accordance with the guidelines and procedures articulated below. The decision regarding an appeal or re-enrollment request will be considered on the basis of whether the student continues to pose a direct threat.

The policy will be applied in a nondiscriminatory manner, and decisions will be based on consideration of the student’s conduct, actions, and statements, not on knowledge or belief that the student has a disability.

Definitions:

- A. **Direct Threat:** behavior that poses
- significant risk to the health or safety of others, or
 - significant risk of damage to university property, or
 - substantial disruption to the activities or education of other students
- B. **Significant Risk:** behavior that has a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm to the university community, given information concerning the behavior that is available at the time of consideration
- C. **Substantial Disruption:** behavior that continually and considerably interferes with other students’ participation in academic, work, extra-curricular, housing/residence life, or other university-related activities

Procedures:

A. Review Process

1. When made aware of an identified student whose behavior could warrant involuntary withdrawal, the vice president for Student Affairs (or designee) will convene and oversee an Involuntary Withdrawal Review Team to conduct an individualized assessment of the student behavior and circumstances related to the observed behavior of concern and advise him/her whether a direct threat exists. Members of this team will include a representative from the Health Service, the Counseling Center, Disability Support Services, and the student’s academic dean (or designee). Depending on the nature of a particular case, and in accordance with FERPA and other relevant laws, other individuals who can assist in evaluating the potential risk posed by the student’s behavior, including professionals qualified to interpret the information available for consideration, may be identified to advise the vice president and review team.

The goal of the vice president and review team will be to ascertain whether the student’s behavior poses a direct threat. Factors to consider may include

- the nature, duration, and severity of the risk of harm;
 - the likelihood that the potential harm will occur;
 - if the student asserts to have a legally protected disability entitled to reasonable accommodation, whether reasonable modification of university policies, practices, and procedures would sufficiently mitigate the risk.
2. The vice president and review team may request to review educational records and/or to consult with various university community members or others who may be knowledgeable of the student and/or the behavior of concern.
 3. The vice president and review team may request that the student take part in a medical/psychological evaluation. In such a case, the vice president and review team will identify a qualified and licensed health professional who is independent from the university to conduct the evaluation. The university will be responsible for the fees associated with this evaluation.
 4. The vice president and review team will request a personal meeting(s) with the student. Although it is highly desirable that the student choose to attend such a meeting(s), the review process may proceed if he/she does not attend. Furthermore, the direct threat review process will proceed regardless of the student’s ongoing university status. At the meeting(s), the vice president and review team will present and discuss the information that is available for consideration. The student may choose to have an advocate accompany and take part with him/her in the meeting(s).

5. Based on the review team's assessment, including consultation with professionals qualified to interpret the information available for consideration, the vice president may conclude that a direct threat exists and, if so, will determine an appropriate next step, which may entail involuntary, total withdrawal of the student from the university but would not preclude other actions depending on the particular situation.
6. The review decision will be communicated by the vice president to the student and will provide the primary information that led to the decision. Any conditions for later re-enrollment will also be communicated at that time. The decision and related information will be communicated in writing to the student and may be additionally communicated in other forms if the situation permits.
7. At any time before conclusion of the review process, the student may withdraw voluntarily.

B. Appeal Process

1. The decision of the vice president may be appealed in writing by the student to the IUP president.
2. An appeal must be filed within 90 calendar days after the decision of the vice president is communicated in writing to the student.
3. The president's decision on the appeal will be final and conclusive.
4. During the appeal process, the student will remain totally withdrawn from the university.

C. Re-enrollment Process

1. A student for whom the vice president for Student Affairs concluded a direct threat exists may later request re-enrollment to the university. A request must be made to the vice president for Student Affairs. In his/her request, the student should provide evidence that he/she would no longer pose a direct threat and that any conditions for re-enrollment have been met. Such student is responsible for any fees associated with treatment, activities, and/or evaluations that he/she has taken part in or obtained in an attempt to demonstrate appropriateness for re-enrollment.
2. The vice president will convene and oversee the Involuntary Withdrawal Review Team regarding the re-enrollment of the student.
3. The vice president and review team may request an updated, independent, university-obtained medical/psychological evaluation and/or request to meet with the student. The university will be responsible for the fees associated with this evaluation.
4. The decision of the vice president will be based on a determination of whether the student can return safely to the university community and no longer pose a direct threat.

D. Emergency Situation

At any time before the initiation or conclusion of the review process, the vice president may implement an interim involuntary withdrawal of the student from the university, should immediate action appear warranted. A review process, as outlined above, will occur as soon as reasonably possible to consider the interim decision.

Recision: This policy will not be rescinded or modified except by action of the IUP president, following consultation with the University Senate, and in accordance with University Senate Bylaws and Constitution.

Publications Statement: The IUP Office of the Vice President for Student Affairs will publicize and transmit this policy to all members of the university community.

Withdrawal from IUP and Its Impact on Student Financial Aid

Students taking a total university withdrawal from all of their courses at IUP may find their financial aid for that particular semester affected. The 1998 Reauthorization of the Higher Education Act requires educational institutions to calculate a Return of Federal Student Aid Funds (Title IV aid) for students who withdraw from all classes on or before the 60 percent attendance point in the semester. A pro-rata schedule is used to determine the percentage of the semester attended; that percentage determines the amount of federal funds earned. The Office of the Bursar applies the federal guidelines and returns the unearned portion to the federal programs in the following order: (1) Unsubsidized Federal Direct Loan, (2) Subsidized Federal Direct Loan, (3) Federal Perkins Loan, (4) Federal Direct PLUS

Loan, (5) Federal Pell Grant, and 6) Federal Supplemental Educational Opportunity Grant.

Example: If a student withdrew on the 32nd calendar day of a semester that encompassed 106 calendar days (not including breaks of five or more days), the student would have attended 30 percent of the semester. Therefore, the student would have earned 30 percent of his or her federal aid.

In addition to affecting current eligibility, a total withdrawal can affect future eligibility for financial aid. Please refer to the section regarding satisfactory academic progress.

IUP Policy for Enrolled Students Called to Active Military Service

IUP provides two options for students who are currently enrolled but called to active military duty before the end of the semester:

Option 1

The student may choose to do a total semester withdrawal from all his/her classes and, under a State System of Higher Education policy, receive a full refund for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of the withdrawal. This option requires that the student withdraw from every course and receive no grade for any course taken in that semester.

To process a total semester withdrawal, undergraduate students must contact the Advising and Testing Center, 216 Pratt Hall, 724-357-4067, (www.iup.edu/advisingtesting) or e-mail at advising-testing@iup.edu) to complete the necessary paperwork to assign the course withdrawal designations and to start the process for refunds; graduate students must notify the School of Graduate Studies and Research, 101 Stright Hall, 724-357-2222 (www.iup.edu/graduate).

Any student who has elected to use this option shall be granted readmission for the next semester in which the student wishes to return to IUP. The student's academic standing at the time of readmission shall remain as it was before the call to active military duty.

For federal student aid recipients, the return of Title IV student aid will be applicable.

Option 2

If a substantial part of the semester (typically two-thirds to three-quarters of the semester) has been completed by the time the student is called for active military duty, he/she may meet with each instructor to determine an appropriate grade. Since assignment of grades is the responsibility of the instructor, he/she may assign whatever grade is appropriate. If the appropriate grade is an "incomplete," IUP will extend the deadline by which the incomplete must be removed to *180 days from the time the student returns from active duty*. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of leaving the university for active duty.

Undergraduate students must contact the Advising and Testing Center to complete the necessary paperwork to start the process for refunds; graduate students must notify the School of Graduate Studies and Research.

Any student who has elected to use Option 2 who wishes to return to IUP must contact the Office of the Registrar to have his/her status reactivated.

Questions may be addressed to the Office of the Registrar, 300 Clark Hall, 724-357-2217 (www.iup.edu/registrar).

Academic Standards Policy

- A. **Purpose:** The university establishes minimum standards for cumulative grade point average (CGPA) to encourage academic accomplishment and timely progress toward graduation. This policy applies to all undergraduate students.
- B. **Terminology**
 1. *Academic Good Standing:* Students maintaining a CGPA of at least 2.00 are in Academic Good Standing.

2. *Probation:* Students whose CGPA falls below the 2.00 standard are on Probation during the next semester for which they are registered.
3. *Extended Probation:* Students who have been authorized to continue, even though they have not achieved a 2.00 CGPA after one semester of probation, are on Extended Probation during the next semester for which they are registered.
4. *Academic Recovery Plan:* Students whose CGPA falls below the 2.00 standard must develop an Academic Recovery Plan for achieving Academic Good Standing.
5. *Academic Recovery Hold:* An Academic Recovery Hold is placed on the records of students who fail to submit an Academic Recovery Plan, preventing them from processing any registration transaction.

C. Administrative Review and Enforcement of Standards

1. Each college, regional campus, and the Department of Developmental Studies will designate an Academic Standards officer who will be responsible for academic review and enforcement of standards.
2. An academic review is conducted at the end of each semester.
 - a. Students earning a 0.00 CGPA at the end of their first semester of enrollment will be dismissed from the university, except for students enrolled in only one course (up to 4 credits), who may be placed on probation at the discretion of the appropriate Academic Standards officer.
 - b. Other students falling below the 2.00 CGPA standard will be placed on probation at the end of the semester. They may continue on probation for one semester. They will be required to develop and implement an Academic Recovery Plan.
 - c. Students still below the 2.00 CGPA standard after a semester of probation are subject to dismissal. The Academic Standards officer may grant one semester of extended probation to those who (1) made progress toward Academic Good Standing while on probation or followed their approved Academic Recovery Plan and (2) have a reasonable mathematical chance of reaching a 2.00 CGPA after one additional semester. Other probation students will be dismissed.
 - d. Students still below the 2.00 CGPA standard after a semester of extended probation will be dismissed.
 - e. Students who regain Academic Good Standing but again fall below the 2.00 CGPA standard in a subsequent semester are permitted another semester of probation and, where appropriate, extended probation.
 - f. Students who fail to establish an Academic Recovery Plan before the beginning of registration for the next semester will incur an Academic Recovery Hold preventing registration.
 - g. Students referred by the Office of Admissions for first-year study at a regional campus may transition to the Indiana campus upon achieving 24 credits through two regular academic semesters at a 2.00 CGPA.
 - h. Students admitted through the Department of Developmental Studies remain under the direction of the department for at least an academic year after initial enrollment and until reaching the 2.00 CGPA standard.

D. Academic Recovery Plan: Students not meeting the 2.00 CGPA standard must design and implement a comprehensive plan leading to Academic Good Standing. The plan must be developed with and approved by the appropriate Academic Standards officer (or designee).

1. *Analysis:* Students must identify the factors contributing to their unsatisfactory achievement.
2. *Planning:* Plans must include a schedule of minimum grades needed to achieve Academic Good Standing.
3. *Commitment:* Students must commit to changes in behavior necessary to achieve academic success. This might include better time management, career exploration, and the use of such support services as academic advisors, tutoring, the Writing Center, the Counseling Center, the Department of Developmental Studies workshops on study skills and related activities, and any other

opportunities deemed important by the Academic Standards officer (or designee).

4. *Documentation:* Each plan must include an explanation of satisfactory methods of documentation. It is the student's responsibility to provide documentation supporting compliance with the agreed upon plan, if requested.

E. Readmission

1. Students dismissed under this policy may not be readmitted for at least one calendar year.
2. Dismissed students may, after one calendar year, apply for readmission through the Office of the Registrar.
 - a. A decision for readmission of a student in probationary or dismissed status, regardless of whether the student was dismissed by the university or the student voluntarily withdrew, is the responsibility of the Academic Standards officer of the college the student wishes to enter. If the student is seeking admission to a new college, the officer of the new college will consult with the officer of the former college before making a decision. The Office of the Registrar will officially change the major based on the Academic Standards officer's readmission letter to the student.
 - b. A decision for readmission of a student enrolled at a regional campus at the time of dismissal or voluntary withdrawal, regardless of whether the student was dismissed by the university or the student voluntarily withdrew, is the responsibility of the Academic Standards officer of the regional campus.
 - c. A decision for readmission of a student enrolled in the Department of Developmental Studies/Act 101 at the time of dismissal or voluntary withdrawal is the responsibility of the Developmental Studies Academic Standards officer.
3. Those students who, in the opinion of the appropriate Academic Standards officer, are likely to achieve academic success may be readmitted.
4. Students may be readmitted only once under this policy. Subsequent readmission may be available under the Canceled Semester Policy or the Fresh Start Policy.

IUP Student Grade Appeal Policy

Purpose

Grade Review and Grade Appeal are designed as means to resolve differences between students and faculty members related to grading.

Grade Review

A student may disagree with the instructor's professional evaluation of his or her work but have no grounds for making an appeal based on a claim of discrimination, capriciousness, and/or error as defined below. In these cases, the student should discuss the matter directly with the instructor and, if unsatisfied, with the chairperson of the department in which the course was offered and, if still unsatisfied, with the dean of the college in which the course was offered. If resolution does not occur during grade review, the decision of the instructor shall be final. If there is basis for claiming discrimination, capriciousness, and/or error, the student may proceed with a grade appeal.

Grade Appeal

If a student believes that an improper grade has been assigned, an appeal may be filed only on the following grounds:

1. **Discrimination:** On the basis of race, ethnicity, color, religion, national origin, sex, age, ancestry, disability, gender identity, sexual orientation, veteran status, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. Disagreement with the instructor's professional evaluation is not sufficient by itself for a claim of capriciousness.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

Procedures of Appeal

Level I: Informal Resolution

Every effort should be made to resolve the disagreement at Level I. Once a student has determined the proper grounds for appeal, he or she must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college that offers the course. A Student Government Association member may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

Level II: Appeal Screening

- A. **Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, three members elected by and from the Senate Academic Committee (one faculty, one administrator, one student), and one student appointed by the Student Government Association. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty members. If a quorum of the Level II committee is not available to meet within the designated time limits, the Office of the Provost will seek additional members from the appointing bodies. If these bodies are unable to respond in a timely manner, the Office of the Provost may select additional members from the appropriate groups.
- B. **Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Office of the Provost. This form must be filed within 60 calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Office of the Provost may extend the 60-day limit only in unusual circumstances when equity demands it. (Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.) The Office of the Provost will notify the appropriate dean, department chairperson, instructor, APSCUF president, and the Student Government Association president of the student's initiation of the Level II process.
- C. **Procedure to Process Appeal:** In addition to the appeal form, the student will be expected to submit pertinent information/documentation and rationale for his/her complaint, which will serve as supporting evidence. The faculty member instructor will be expected to submit in writing the course grading procedure and any other pertinent information. The director of Social Equity or designee will advise in appeals based on discrimination. Appeals based on capriciousness will be reviewed in light of the instructor's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuation. Denial of appeal continuation must be by a negative vote of a majority of those present. This committee will immediately inform the Office of the Provost of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the instructor of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Level III Grade Appeal Panel within 15 class days to be convened before the conclusion of the semester.

Level III: Appeal Review

- A. **Composition:** The Grade Appeal Panel will consist of five voting members: one academic dean or assistant/associate dean and four faculty members. The Student Government Association Executive Committee designee may advise as requested by the student. The director of Social Equity or designee will advise in appeals based on discrimination. The panel will be constituted from the Grade Appeal Pool by random selection. The panel chairperson will be elected by and from the panel before each review.

- B. **Membership:** The Grade Appeal Pool will be established in the spring semester to serve for the following academic year. Using random selection methods, the pool will be established by the Office of the Provost. A pool of three deans or assistant/associate deans and 12 full-time faculty members will be maintained. To establish the membership for each appeal panel, before each appeal, the names of pool members will be supplied to all parties involved. A panel member must recuse him or herself if there is a conflict of interest. The student and the instructor each may eliminate only one dean or assistant/associate dean and two faculty members. The opportunity to disqualify panel members will take place only once. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of the Provost will supplement the pool using appropriate random selection methods.
- C. **Procedure:**
- Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom he or she may consult but who may not participate in the proceedings.
 - The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the Office of the Provost will assemble a committee of three appropriate faculty members (knowledgeable in the discipline but excluding the instructor against whom the complaint was lodged), who will review the student's work and recommend to the panel the appropriate grade or suitable remedy. The panel will incorporate this recommendation in its determination, which it then forwards to the Office of the Provost for implementation, ordinarily within 30 days. The Office of the Provost will initiate the processing of grade changes resulting from Level III decisions. The Office of the Provost will notify the student of grade changes resulting from Level III decisions.
 - The written report sent to the Office of the Provost will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the instructor have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept for one year to ensure the appropriate action is taken before they are destroyed or returned to the individual presenting the evidence.
 - The Level III decision is final for all involved parties.

Ancillary Provisions

- A. **Amendment:** Amendments may be implemented upon concurrence by University Senate, APSCUF Representative Council, and Meet-and-Discuss. In the amendment process, specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.
- B. **Appeals on Procedural Grounds:** Decisions may not be challenged merely because the Office of the Provost fails to comply with Ancillary Provisions E, J, or I.
- C. **Confidentiality:** Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings. Those breaching confidentiality subject themselves to possible disciplinary action. This shall not abridge the First Amendment rights of the student appellant nor the instructor against whom the appeal has been filed.
- D. **Continuing Rights:** This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.
- E. **Discrimination:** Discrimination in this policy generally means unlawful discrimination. To the extent that any form of discrimination identified in this definition is not unlawful discrimination, this definition shall not be taken to create a cause of appeal against the university. In such cases, the final appeal procedures stated in this policy will be final and binding on the student.

- F. **Dissemination of Grade Appeal Information:** The Office of the Provost will annually report to the university community a statistical summary of grade appeal data that does not compromise confidentiality, including (1) the number of appeals filed, (2) the resolutions at levels II and III, and (3) the final implementation of level III decisions.
- G. **Faculty Compensation:** If a Level III Grade Appeal Panel (hearing) is scheduled at a time when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.
- H. **Intended Purpose:** Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of students or instructors.
- I. **Intentional Misrepresentation:** Intentional misrepresentation in the filing of grade appeals by students will be referred to the university judicial system for students. Intentional misrepresentation by faculty instructors in the grade appeals process will be referred to the Office of the Provost.
- J. **Support Mechanism:** The Office of the Provost, after consultation with the Senate Academic Committee and APSCUF, will be responsible for identifying a pool of at least 10 faculty members well versed in the preparation of grade appeals who will be available upon request to help students or faculty members prepare documentation for the grade appeals process.
- K. **Tenure and Promotion Committee Membership on Grade Appeals Committees:** Members of the university-wide tenure and promotion committees may not serve concurrently on grade appeals committees.
- L. **Training/Support:** Upon request, the Office of the Provost will offer information sessions/workshops to assist deans, chairs, grade appeals panel/committee members, and members of Student Government Association/university in identifying issues and to provide guidance for the resolution of grade appeals.

Academic Integrity Policy

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work should be the result of an individual's own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades should be the result of a student's own understanding and effort. All members of the IUP community—including students, faculty, and staff—are responsible for maintaining academic integrity, which includes knowing what IUP's academic integrity policies are and being able to identify academic misconduct. Academic misconduct includes any action which improperly impacts the assessment or representation of a student's academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University.

Types of Violations

Academic integrity violations can take many forms. Violations of IUP's standards of academic integrity include, but are not limited to, the following broadly defined categories:

1. **Plagiarism:** Plagiarism is a type of fraud that involves stealing someone else's work and lying about it. Using someone else's words, ideas, or data as if it were one's own work is plagiarism. Plagiarism applies to any type of source, whether published or unpublished, and to any type of assignment, whether written, verbal, or otherwise. Plagiarism can be avoided simply by acknowledging that certain material is the work of another, and then providing a citation that gives a reader the information necessary to find the source of the work. Any assignment submitted by a student that includes the words, ideas, or data of another must include complete, accurate, and specific references. Any verbatim statements must also include quotation marks. More information about what constitutes plagiarism and how to avoid it can be found online at the Office of the Provost website (www.iup.edu/academicintegrity).
2. **Fabrication:** Fabrication means making something up to deceive or mislead someone. This includes, but is not limited to, the use of fictitious data, research, citations, or any other kind of informa-

tion. Fabrication also includes making false claims to influence testing or grading, or to gain academic credit. More information about what constitutes fabrication and how to avoid it can be found online at the Office of the Provost website.

3. **Cheating:** Cheating is an attempt to misrepresent one's mastery of information or skills being assessed. Cheating takes many forms; it includes, but is not limited to, using (or attempting to use) unauthorized materials, assistance, information, devices or study aids in any academic exercise. Cheating also includes, among other things, using the same paper or work more than once without authorization of the faculty member to whom the work is being submitted. More information about what constitutes cheating and how to avoid it can be found online at the Office of the Provost website.
4. **Technological Misconduct:** Computer dishonesty, as addressed by university computing policies, includes, but is not limited to, using or attempting to use computing accounts or other information for which the student is not authorized; providing false or misleading information to obtain a computing account or access to other information resources; attempting to obtain information resource access codes (usernames, passwords, PINs, etc.) for another user's computing accounts; sharing information resource access codes (usernames, passwords, PINs, etc.) with other individuals; attempting to disguise the identity of a computing account or other information resource; using or attempting to use university network resources to gain or attempt to gain unauthorized access to remote computers including, but not limited to, port scanning; violating the terms of intellectual property rights, in particular software license agreements and copyright laws; using information resources to monitor another user's data communications or to read, copy, change, or delete another user's files or software without permission of the owner; and using or installing or attempting to use or install software not properly licensed. More information about what constitutes technological misconduct and how to avoid it can be found online at the Office of the Provost website.
5. **Academic Dishonesty:** Academic dishonesty consists of any deceitful or unfair conduct relevant to a student's participation in a course or any other academic exercise or function. Academic dishonesty includes, but is not limited to: tampering with grades, any action that unfairly impacts the assessment of one's academic work, disrupting or interfering with the learning environment or the ability of others to complete academic assignments, intentionally evading IUP academic policies and procedures, or failure to comply with previously imposed sanctions for academic violations. Academic dishonesty also includes violations of student conduct policies, as related to the academic environment. A comprehensive discussion of IUP's policies and student behavior expectations has been compiled in, "*The Source: A Student Policy Guide*." Downloadable copies of "*The Source*" are available online at the Office of Student Conduct website (www.iup.edu/studentconduct).
6. **Facilitating Academic Integrity Violations:** Facilitating academic integrity violations includes attempting to help another engage in an academic integrity violation.
7. **Classroom Misconduct:** Conduct that significantly disrupts the learning process or is a threat to others.

The university reserves the right to discipline any student for the above policy violations and any other action that an ordinary, reasonable, college student knows, or should know, might lead to the issuance of discipline. This means the university maintains the right to issue discipline for reasonable cause.

Charges of academic integrity violations may be brought by a faculty member or administrator. Students who observe or become aware of a violation of academic integrity by another student are strongly encouraged to report it to a university official. A faculty member/administrator who believes that a student has violated an academic policy should resolve the matter by Documented Agreement or by Formal Adjudication. *Sanction(s) may not be imposed on a student believed to have violated an academic policy without following one of these procedures.*

If charges are brought, the accused student shall have a fair and reasonable opportunity to answer, explain, and defend himself or herself against the charges. The university shall have the burden of proof in all cases.

Options for Resolution

Once an academic integrity violation has been established a faculty member or administrator must use one of the following options to resolve the alleged violation.

1. Resolution by Documented Agreement

The faculty member/administrator will schedule a formal conference with the student in an attempt to reach a mutually agreeable resolution. This conference must be scheduled/requested within ten (10) calendar days of the observation or discovery of the alleged violation absent unusual circumstances. If an agreement is reached, the faculty member/administrator must complete a Documented Agreement Referral form outlining the agreement and have it acknowledged by both parties: faculty member/administrator and student. The form is accessible online at MyIUP. If the violation pertains to work such as a thesis or comprehensive examination being judged or that has been judged by a committee, the conference must involve a majority of the committee, and the Documented Agreement Referral form must be agreed to by a majority of the committee and the student. Electronic copies of the form are distributed to the student, the faculty member/administrator filing the agreement, the department chair, the Office of the Provost, and the Office of Student Conduct. The form must be filed within 10 days of the conference.

By signing the Documented Agreement, the student waives any right to appeal the sanctions agreed upon and set forth in the Documented Agreement. If the student fails to fulfill the Documented Agreement, the faculty member/administrator may file an academic integrity referral against the student for noncompliance.

If a documented agreement is not reached, the faculty member/administrator shall initiate the formal adjudication process by filing an Academic Integrity Referral form with the department chair within 10 calendar days of the conference with the student.

If a previous academic integrity violation for the student is on record, the matter will be referred to an Academic Integrity Board.

2. Resolution by Formal Adjudication

A faculty member/administrator should pursue formal adjudication: (a) if he/she cannot reach, or chooses not to attempt, a Resolution by Documented Agreement with the student regarding the case or sanctions to be imposed; or (b) if the faculty member/administrator believes that the violation is so severe that it warrants sanctions such as: awarding a failing grade on a project or exam when resubmitting the project or retaking the exam is not possible; involuntary withdrawal from part of IUP's academic or other programs; suspension; expulsion; or rescission of a conferred degree.

The faculty member/administrator should file a Documented Agreement Referral form with the department chair within 10 calendar days of the observation or discovery of the violation or within 10 calendar days of the failure to reach a resolution through Resolution by Documented Agreement. If the violation pertains to work being judged by a committee, the form must be approved by a majority of the committee. The form will contain a description of the alleged violation, including the time, date, and place of occurrence, and the recommended sanction if the student is found to have violated this policy.

Academic Integrity Board (AIB)

The AIB may be asked to hear cases filed at the Resolution by Formal Adjudication level. In addition, the AIB will hear all cases in which appeals to the chair's decision are accepted by the provost/designee. The AIB will also review sanctions in cases of multiple violations.

For undergraduate hearings and reviews, the AIB will be made up of four (4) faculty members, one of whom will chair the board, and two (2) under-

graduate students. For graduate-level hearings and reviews, the AIB will be made up of four (4) faculty members, one of whom will chair the board, and two (2) graduate students. A quorum requires the presence of four (4) people, at least one of whom must be an undergraduate student (for cases at the undergraduate level) or a graduate student (for cases at the graduate level). All members, including the chair, are voting members.

More information about the procedures for constituting an Academic Integrity Board can be found online at the Office of the Provost website (www.iup.edu/academicintegrity).

Appeals

These appeal procedures apply to cases resolved through formal adjudication. Cases of academic integrity that are resolved through Documented Agreement cannot be appealed.

If, after receiving the department chair's report on the outcome of the hearing, the faculty member/administrator or the student disagrees with the decision, the sanction, or both, he/she may appeal to the provost/designee in writing within ten (10) calendar days of receiving the report, for any of the following reasons, detailing the reason(s):

- a. Denial of a fair and reasonable hearing
- b. New evidence (applies when there is an acceptable reason why the information was not presented at the original hearing)
- c. Excessively harsh sanctions

The provost/designee may deny the appeal or direct the appeal to be heard by an AIB within ten (10) calendar days. All appeals involving sanctions of involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a degree will be heard by an AIB.

Unless the recommended sanction is suspension, expulsion, or rescission of a degree, the decision of the AIB is final and will be implemented by the provost/designee. Suspension, expulsion, or rescission of a degree may be recommended by the AIB but can only be implemented by the president/designee.

Multiple Violations

Information about prior violations is not relevant to determining whether a student violated the policy in the current case. The AIB may request information on prior violations only after determining that a violation has occurred. Information on prior violations may be used in determining the appropriate sanction.

If a student is found in violation of academic integrity two or more times, all materials within the student's past and present academic integrity files shall be used in determining appropriate sanctions. Students with multiple academic integrity violations of record may be subject to additional sanctions, including possible suspension or expulsion from the university.

For cases previously resolved by Documented Agreement or through formal adjudication at the department chair's level, an AIB hearing will be scheduled. This hearing will review all information pertinent to the determination of an appropriate sanction but will not reconsider the issue of whether the policy violation occurred. After considering the severity of the current and prior violations, the AIB may determine whether a more severe sanction is appropriate.

The AIB must submit a written report of the decision within ten (10) calendar days of its decision to the provost/designee, absent unusual circumstances, who will forward the decision to the involved parties.

The student may appeal any new sanction to the provost/designee under the appeal guidelines. The provost/designee may direct the appeal to be heard by a second AIB.

Sanctions

The following sanctions may be agreed upon by the student and faculty member/administrator through Documented Agreement. All grade reductions require the approval of the instructor of record. If the work is graded by a committee, a grade reduction requires the approval of the majority of the committee.

- a. **Single Grade Reduction:** Reduction of grade or failure on project, examination, quiz, or other academic exercise on which the student is alleged to have cheated.
- b. **Course Grade Reduction:** Reduction of course grade or failure in the course. If the violation involves a project spanning multiple courses (such as a dissertation or multiple semester internship), the grade reduction may apply to all courses involved.
- c. **Constructive or Educational Task:** A task that requires the student to examine his/her dishonest behavior and that may benefit the student, campus, or community.
- d. **Other:** Sanctions deemed appropriate and tailored to a specific violation as determined by the faculty member/administrator. Any reasonable sanction or combination of sanctions for a given violation may be agreed upon by the student and faculty member/administrator. In addition to the above, the following sanctions may be imposed through Formal Adjudication and/or AIB.
 - a. **Letter of Warning:** A warning letter may be issued indicating that the student has been found in violation of an academic policy and that failure to comply with policies in the future may result in further disciplinary action to be handled as a subsequent offense. The letter of warning will remain in effect for a period of time as specified by the individual or board hearing the case.
 - b. **Disciplinary Probation:** Disciplinary probation, which is for a period of time specified by the individual or board hearing the case, is an indication that a student's status at the university is seriously jeopardized. If the student is found in violation of another IUP policy during the probationary period, a more serious sanction will be levied, including possible involuntary withdrawal from part of IUP's academic or other programs, suspension, or expulsion from the university.
 - c. **Involuntary withdrawal from part of IUP's academic or other programs:** A student may be denied the right to participate in some IUP program(s). Such involuntary withdrawal might be imposed on either a temporary or permanent basis.
 - d. **Suspension:** A student may be suspended from the university for a specified period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove himself/herself from university premises, not attend classes or social activities, and not be present on university or Student Cooperative Association property during the period of suspension.
 - e. **Expulsion:** Expulsion may be considered under any of the following circumstances: when there is a very serious violation of the Academic Integrity Policy, when a student is proven to have violated the Academic Integrity Policy on more than one occasion, or when a student appears before the board after already having been suspended. Expulsion from the institution is permanent. Appeals to the sanction of expulsion must be submitted to the Office of the President. Suspension, expulsion, and rescission of a degree can be recommended by a faculty member/administrator, department chair, and AIB but can be imposed only by the president/designee.
 - f. **Rescission of a degree:** A student may have his/her degree rescinded if found to have plagiarized or not to have conducted his/her own research on his/her thesis.

Questions concerning the Academic Integrity Policy and Procedures can be directed to the Office of the Provost. More information about Academic Integrity Procedures can be found online at the Office of the Provost website (www.iup.edu/academicintegrity).

Research Integrity Policy

IUP is committed to the highest ethical standards with regard to scholarship conducted by all members of the university community, including faculty, managers, administrators, staff, and students (both undergraduate and graduate). Therefore, it is imperative that all those engaged in research—including undergraduate students—be aware of and adhere strictly to established policies and procedures designed to respond to any allegations or apparent instances of fraud or misconduct related to research activities.

IUP will deal forthrightly with allegations of misconduct associated with research. The university will conduct an inquiry and, if warranted, an investigation of any possible misconduct by IUP faculty, managers, administrators, staff, and students conducting research. If misconduct is determined to have taken place, appropriate disciplinary action will be taken.

Additional policies are in place to protect research involving human subjects or animals and to ensure compliance with state and federal law.

Students engaged in research can find more information about IUP's research policies, procedures, training, and other resources at www.iup.edu/research/policies.

Final Examination Policies

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose an appropriate activity that conforms to course objectives.

The terminating activity shall take place only at the time and location assigned by the Office of the Registrar. Unless granted an excused absence, the faculty member responsible for the course must be present to direct the terminating activity. Faculty members may require student participation in the terminating activity.

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Office of the Registrar, changes and absences must be approved by the instructor's dean. Faculty members are only obligated to offer a makeup in cases where officially scheduled exams are in conflict. Where such conflicts exist during the examination period, the following general rules apply:

1. The higher-numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the makeup in GEOG 102.
2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department, not its acronym, will be made. For example, a student enrolled in MATH (Mathematics) 350 and MGMT (Management) 350 would take the MGMT 350 exam at the assigned time and a makeup in MATH 350.

Maximum Number of Exams on One Day/Conflicts

A student may not be required to take more than three final exams on any one regularly scheduled examination day. For any exam over three, a makeup exam must be scheduled by the instructor for the student, at his or her request, into another mutually agreeable regular final examination period. The rules determining conflict resolution (listed above) will determine which exam or exams a student may request as makeups.

Night Exam Policy

All tests, examinations, and quizzes should normally be administered during the prescribed course hours. Deviations to allow night exams for valid educational reasons, within the guidelines listed below, must be approved by the department and the dean. This policy does not include final exams. For more information on final exams, refer to the final exam policy.

Guidelines

1. Night exams can only be scheduled on Monday through Thursday evenings within the 6:00-10:00 p.m. time period.
2. Appropriate physical facilities must be arranged in advance without encroachment upon other authorized university functions.
3. If night exams are to be given, the day of the week on which they will be given must be listed in the course schedule on MyIUP before registration.
4. No night exam can take precedence over a regularly scheduled class.
5. Arrangements for nonpunitive makeup exams at a mutually agreeable time must be available for students who cannot attend the night exam.
6. For each hour of night exams, an hour of regularly scheduled class time will be canceled. Such cancellations are prohibited for two class days.

immediately preceding or immediately following holiday and/or vacation periods and/or semester terminations, as published in the academic calendar.

Class Disruptions

Students and faculty alike should strive to create a class environment that reflects mutual respect and the importance of learning. If a student's behavior disrupts that environment, the faculty member has a responsibility to seek resolution of the problem.

A faculty member is empowered to request that a student leave during a particular class period if, in the measured opinion of that faculty member, the student (1) significantly disrupts the learning process or (2) is a threat to others.

If the student refuses to leave or if the faculty member deems it appropriate, law enforcement officers may be called to remove the student. If the behavior is especially egregious or potentially harmful, or if the student refuses to modify the behavior, the faculty member may, with the consent of his/her academic dean and in consultation with the department chairperson, keep the student from returning to class until the case can be adjudicated under the Academic Integrity Policy. When appropriate, criminal charges should also be filed.

If deemed appropriate, the adjudicators may render a decision that removes the offending student from the class or the university. If so, the university will assign, in lieu of a grade, a designation that indicates a withdrawal. If grades are due before a final decision has been reached, the instructor should assign a temporary designation of "I" (Incomplete).

If the student is allowed to return, the student will have the option of reentering another open section of the course if feasible. When appropriate, the student should be allowed a reasonable opportunity to make up any work missed during the forced absence.

If a student's grade is adversely affected by a capricious forced absence, the student may file a grade appeal.

IT Acceptable Use Policy

Purpose: This policy addresses the use of information technology resources (IT resources) at Indiana University of Pennsylvania ("the university"). IT resources are intended to support the university's instructional, research, and administrative operations.

Scope: This policy applies to all users of IT resources owned or operated by Indiana University of Pennsylvania. Users include students, faculty, staff, contractors, and guest users of computer network resources, equipment, or connecting resources.

Objective: The objective of this policy is to create a framework to ensure that IT resources are used in an appropriate fashion and support the university's mission and institutional goals.

Policy: Use of the university's IT resources is a privilege and signifies agreement to comply with this policy. Users are expected to act responsibly and follow the university's policies and any applicable laws related to the use of IT resources. This policy provides regulations to ensure IT resources are allocated effectively.

While the university recognizes the role of privacy in an institution of higher learning and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania's Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the university may also be viewed by technical staff working to resolve technical issues.

Definitions: Information technology (IT) resources include, but are not limited to, all university-owned or -operated hardware, software, computing equipment, systems, networks, programs, personal data assistants, cellular

phones, fax machines, telephones, storage devices, cable television, input/output, connecting devices via either a physical or wireless connection regardless of the ownership of the device connected to the network, and any electronic devices issued by the university. IT resources include all electronic media, voice, video conferencing and video networks, electronic mail, and related mediums such as blogs, wikis, websites, and electronic records stored on servers and systems.

Responsibilities of Users of IT Resources:

- Respect the intellectual property of authors, contributors, and publishers in all media.
- Protect user identification, password information, and the system from unauthorized use.
- Adhere to the terms of software licenses and other contracts. Persons loading software on any university computer must adhere to all licensing requirements for the software. Except where allowed by university site licenses, the copying of university-licensed software for personal use is a violation of this policy.
- Comply with federal, state, and local laws, relevant university personal conduct regulations, and the terms and conditions of applicable collective bargaining agreements. Applicable laws include, but are not limited to, those regulating copyright infringement, copyright fair use, libel, slander, and harassment.
- Become acquainted with laws, licensing, contracts, and university policies and regulations applicable to the appropriate use of IT resources. Users are expected to use good judgment and exercise civility at all times when utilizing IT resources and respect the large, diverse community utilizing these resources in a shared manner.
- Understand the appropriate use of assigned IT resources, including the computer, network address or port, software, and hardware.
- Comply with the university's Use of E-mail as an Official Means of Communication Policy. Electronic mail should never be considered an appropriate tool for confidential communication. Messages can be forwarded or printed, and some users permit others to review their e-mail accounts. Message content can be revealed as part of legal proceedings. Finally, messages are sometimes not successfully delivered due to a technical issue requiring authorized IT personnel to review message content as part of the troubleshooting process.

Prohibited Uses of IT Resources:

- Providing false or misleading information to obtain or use a university computing account or other IT resources
- Unauthorized use of another user's account and attempting to capture or guess passwords of another user
- Attempting to gain or gaining unauthorized access to IT resources or to the files of another user. Attempting to access restricted portions of the network, an operating system, security software, or other administrative applications without authorization by the system owner or administrator
- Interfering with the normal operation, proper functioning, security mechanisms, or integrity of IT resources
- Use of IT resources to transmit abusive, threatening, or harassing material or other communications prohibited by law
- Copyright infringement, including illegal sharing of video, audio, software, or data
- Excessive use that overburdens or degrades the performance of IT resources to the exclusion of other users. This includes activities which unfairly deprive other users of access to IT resources or which impose a burden on the university. Users must be considerate when utilizing IT resources. The university reserves the right to set limits on a user through quotas, time limits, and/or other mechanisms.
- Intentionally or knowingly installing, executing, or providing to another a program or file on any of the IT resources that could result in damage to any file, system, or network. This includes, but is not limited to, computer viruses, trojan horses, worms, spyware, or other malicious programs or files.

Procedures: Violations of this policy will be reported to appropriate levels of administrative oversight, depending on the statutes and policies violated. Suspected violations of federal and state statutes and local ordinances shall

be reported to the director of Public Safety (chief of campus police) for official action.

Nonstatutory violations of the Acceptable Use Policy, such as “excessive use,” may be reported to the chief information officer, the associate vice president for Human Resources, the Office of Student Conduct, and/or the director of Public Safety (chief of campus police).

A university employee or student who violates this policy risks a range of sanctions imposed by relevant university disciplinary processes, including denial of access to any or all IT resources. He or she also risks referral for prosecution under applicable local, state, or federal laws.

The University Senate—via the Library and Educational Services Committee—is responsible for recommending the university’s Acceptable Use Policy. Questions regarding the applicability, violation of the policy, or appropriate access to information should be referred to the chief information officer.

Use of IUP E-mail as an Official Means of Communications

Purpose: The purpose of this policy is to define IUP e-mail as an official method of communication for the university.

Scope: This policy applies to all students and employees except those employees who do not normally have access to e-mail.

Objective: The objective of this policy is to define the use of IUP e-mail as an official method of communication and the responsibility of e-mail users to monitor, read, and use their IUP e-mail accounts. As the IUP e-mail system provides a recognized method to authenticate the user, it is suitable to use for official communications.

Policy: Indiana University of Pennsylvania provides e-mail services to all students and employees as an official method of communication. Students and employees (except those employees who do not normally have access to e-mail) have a responsibility to read their IUP e-mail accounts and, if responding to or sending e-mail about IUP business, use their IUP e-mail accounts to do so.

Definitions: *E-mail user* is defined as any student or employee who has been issued an IUP e-mail account. *E-mail account* is an active IUP e-mail (@iup.edu). *E-mail spoofing* is the creation of e-mail messages with a forged sender address.

Responsibilities: Users are expected to check their e-mail accounts regularly and to use their IUP e-mail accounts when responding to or sending e-mail to IUP employees and students about IUP academic and administrative matters.

Procedures: The rationale for this policy is that for faculty members who wish to use IUP e-mail for communication to and from students, there is a policy that states that this is approved. Faculty members can put this policy in their syllabi and other documents. Communicating via the IUP e-mail system facilitates determining the identity of the sender. Users are therefore not permitted to impersonate other users by modifying e-mail header information for the purpose of deception. All forms of e-mail spoofing are prohibited.

Where applicable, academic and administrative offices should publish e-mail addresses that can be used to receive such e-mail. Faculty members should make students aware of their e-mail address by including it on their syllabi or by other means.

Visiting Student Program Policy

A. Purpose

1. To facilitate undergraduate student enrollment at institutions of Pennsylvania’s State System of Higher Education to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

B. Undergraduate Student Standards

1. The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.
2. Students may take a maximum of 24 credits via the Visiting Student Policy.
3. The student who presents evidence of good standing at the home university will be allowed to register for courses at other State System universities. The visiting student priority level for registration will be determined by each university.
4. All credits and grades accrued at other System universities shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.
 - a. It is the responsibility of the student to work with the student’s advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures.
 - b. It is the responsibility of the student to complete the Visiting Student Notification form and submit to the home institution prior to enrolling in courses at another State System institution.
 - c. Students cannot use the Visiting Student Program to repeat courses. Students cannot use the Visiting Student Program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university and placement availability at the requested institution.
5. The student shall register at, and pay tuition and fees to, the State System university visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.
6. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility of athletics, and credits to graduation are assured.