

**MINUTES OF THE
IUP UNIVERSITY SENATE**

April 27, 2010

Chairperson Broad called the April 27, 2010 meeting of the University Senate to order at 3:35 p.m., in Eberly Auditorium.

The following Senators informed the Senate Leadership that they could not attend: Carranza, Farag, Greenawalt, Hulings, Intemann, Johnson, Kuo, Marx, Motycki, Pembleton, Rafoth, Rieg, Sink

The following Senators were absent from the meeting: A. Ali, Atwater, Barger, Beck, Beisel, Camp, Carter, Cekada, Clutter, Colen, Desmond, Gart, Gunter, Guth, Hall, Hannibal, Hull, Irani, Kennedy, Laverick, S. Martin, Mensch, Mocek, Moore, Turner, Veilleux, Wick, Williams, Wisnieski, Zuraikat

The minutes of the April 20, 2010 meeting were **APPROVED**.

Agenda items for the April 27, 2010 meeting were **APPROVED**

Library and Educational Services Committee (Senator Jozefowicz)

FOR INFORMATION:

In Spring 2010, LESC met monthly. Various reports regarding ACPAC, the Distance Education Planning and Work Group, library services, and technology services were discussed. Among highlights of these reports are the following items:

Construction on the front of the IUP Library is continuing and will hopefully be completed near the end of the semester. The IUP library conducted a new LibQUAL survey (conducted by all PASSHE libraries), and results across faculty/undergraduate/graduate student response groupings, as well as overall results, are being analyzed. The library celebrated National Library Week April 11th - 17th. The IUP library is undergoing the five-year review process including a site visit by an external reviewer. The search process for a permanent IUP Dean of Libraries is underway.

The large 2 gigabyte expansion of e-mail space for faculty is complete (this is the largest expansion of e-mail space in IUP history). As has been announced all year through various channels, the license for WebCT will expire in June. In particular, June 8, 2010 will mark the last day that WebCT will be available for general use. Therefore, WebCT will not be available for Summer 1 courses. All WebCT users should have migrated their materials from WebCT to Moodle by June 8, 2010. Staff working through IT services including the Instructional Design Center have been helping faculty throughout the year to make the transition to Moodle as seamless as possible. Various Moodle training workshops have been offered throughout the

2009-2010 academic year (see <http://www.iup.edu/itsupportcenter/howto.aspx?id=48557> for a listing of upcoming workshop and training offerings).

As has been communicated by IUP's IT services regarding learning management system (LMS) issues, "Although PASSHE recently announced that it has signed a five-year agreement with Desire2Learn (D2L) to replace Blackboard and e-College as the lone commercial PASSHE LMS provider beginning July 1, 2010, IUP will continue to transition and maintain Moodle as its fully supported LMS." The latest "Provost News" report (<http://www.iup.edu/page.aspx?id=85093>, March 2010) includes a summary of Moodle/D2L FAQ's.

Members of LESC have served on a faculty-led Action Team tasked by ACPAC to make a recommendation regarding a new optical scanning system to replace the current, outdated system used to scan student course evaluations and to score exams electronically (i.e., bubble sheets taken to the Test Scoring Services center in Delaney Hall). The Action Team has compiled a list of possible vendors, invited vendors to give demonstrations on their products, created/deployed/analyzed a faculty survey regarding the use and satisfaction of the current system, considered the costs associated with a short list of new systems, and is making a recommendation to ACPAC regarding selection of a new product. The Action Team is presenting its formal recommendation to ACPAC at the next ACPAC meeting on April 21. ACPAC working in conjunction with IT services and central administration is expected to proceed with final selection, purchase, and implementation of a new optical test-scoring system. No go-live date for this new system has been set to date. Individual academic Departments should be aware that once the new system is in place, new exam bubble sheets will be needed. It is expected that each Department will purchase these sheets through Central Stores in the way that they currently purchase scan sheets.

University Senate Research Committee (Chair Sciulli)

The committee met on April 6, 2010.

The committee reviewed 18 Small Grant proposals. Of the reviewed proposals 13 were awarded \$13,969.00 in Small Grants to the following individuals:

- Azad Ali
- Charlene Bebko
- Kathryn Bonach
- John Ford
- Susan Glor-Scheib
- Derek Hatfield
- Mary Jane Kuffner Hirt
- Catherine McClenahan
- Mary Louise Metz
- Nurhaya Muchtar
- Susan Palmisano
- Theresa Shellenbarger
- Therese Wacker

The committee will meet next on May 4 at 2:15 in Stright Hall.

Development and Finance Committee (Chair Domaracki)

Committee Reports

Parking Committee Report – There was no report. Parking committee will reconvene on 4.01.10

Budget Report - Student Fees – The Student Fee increases listed in the “Proposed Column” of the Student Fee Proposals attachment have been approved. See Appendix 1

Old Business

Weyandt NSF Grant – All indications are that the National Science Foundation Grant written to renovate eight (8) labs in Weyandt Hall will be awarded as submitted. It is anticipated that official word will be received in three to four weeks. More details can be obtained at the Active Capital Projects Website.

Active Capital project website (www.iup.edu/facilities/acp) – A website of active capital projects has been created and can be visited at the address link above. On the right side of the homepage of this site is a list of all active capital projects. (This site will be referenced frequently in future Development & Finance Committee Reports)

Annual Facilities Inspection – During the week of April 5th members of the Council of Trustees will tour six (6) to eight (8) buildings on campus as part of the Annual Facilities Inspection. This is a Board of Governors requirement that give local Trustees opportunity to review campus, ask questions and receive updates about various projects.

Firearms Policy Update – This policy requires that all campus police qualify two times a year to meet the Municipal Officers Education and Training Commission Standards. Each officer must achieve 75% of the standards and has three attempts to qualify. Three failing attempts at qualification warrants discussion regarding dismissal. Two paragraphs in the written Policy discussing the previous two sentences have been merged from two different locations to one location in the document. See Appendix 2.

Surveillance Camera Policy - Changes to the Surveillance Camera policy have been made to make the language clear that it is the requesting unit’s responsibility for paying for installation and upkeep of cameras. See Appendix 3.

New Business

Procurement – IUP Files and Records Retention Policy – In compliance with the Right to Know Law Section 504B4-Policies and Procedures the IUP Retention of University Records Policy Statement is attached For Senate Information. Any comments or questions regarding this policy can be directed to Bob Bowser. See Appendix 4.

Respectfully Submitted:
Joseph Domaracki 4-12-10

EXHIBIT 8 – 2010-2011 FEE INCREASES

**Indiana University of Pennsylvania
Revised Student Fee Proposals for Academic Year 2010-2011**

Presented to IUP Council of Trustees for Review - December 17, 2009 with changes noted with asterisk.
Rates effective beginning for Fall 2010 term unless otherwise noted.

MANDATORY FEES	2009-2010 Fee Per Semester	2010-2011 Proposed Fee Per Semester	Proposed Increase	Percent Increase
Wellness Fee and Community Wellness Fee (Name change from "Health and Wellness Fee")		See Attachment I		
Transportation Fee	12.50	18.00	5.50	44%

OPTIONAL/INDIVIDUAL SERVICE FEES	Current Fees	Proposed Fees	Proposed Increase	Percent Increase
Athletic Training Fee	-	15.00	15.00	New Fee
Culinary Arts Instructional Fee	7,232.00	7,613.00	381.00	5%
Culinary Arts Transportation Fee	175.00	200.00	25.00	14%
Differential Tuition for High-Demand Graduate Programs	-	See Attachment II		New Fee
Disney International Program	-	2,000.00	2,000.00	New Fee
Industrial Hygiene Laboratory Equipment Fee	-	40.00	40.00	New Fee
Judicial Fees for Service	-	See Attachment III		New Fee

HOUSING FEES	2009-2010 Fee Per Semester	2010-2011 Proposed Fee Per Semester	Proposed Increase	Percent Increase
Indiana Campus:				
Residence Hall				
Single Occupancy	2,742.00	2,934.00	192.00	7%
Super Single Occupancy	2,873.00	3,074.00	201.00	7%
Double Occupancy	1,930.00	2,065.00	135.00	7%
Triple Occupancy	1,296.00	1,387.00	91.00	7%
McCarthy Hall Single Occupancy	2,742.00	N/A		
University Towers:				
Single Occupancy	3,578.00	3,828.00	250.00	7%
Double Occupancy	2,363.00	2,528.00	165.00	7%
Double Occupancy Regular Bedroom	2,494.00	2,669.00	175.00	7%
Double Occupancy Large Bedroom	2,704.00	2,893.00	189.00	7%
Triple Occupancy	2,322.00	2,485.00	163.00	7%
Camps and Conferences:				
Single Occupancy	24.71	26.44	1.73	7%
Double Occupancy	17.40	18.62	1.22	7%
Apartment Single	31.68	33.90	2.22	7%
Apartment Double	25.98	27.80	1.82	7%

EXHIBIT 8 – 2010-2011 STUDENT FEE INCREASES (CONTINUED)

HOUSING FEES (continued)	2009-2010 Fee Per Semester	2010-2011 Proposed Fee Per Semester	Proposed Increase	Percent Increase
Punxsutawney Campus: (Changed from UAI to IUP ownership in 2010-2011)				
Fall and Spring Rates				
1 Bedroom	3,292.00	3,489.00	197.00	6%
2 Bedroom, 2 beds	3,191.00	3,382.00	191.00	6%
2 Bedroom, 4 beds	2,512.00	2,663.00	151.00	6%
4 Bedroom	3,191.00	3,382.00	191.00	6%
Summer Weekly Rate				
1 Bedroom	226.00	240.00	14.00	6%
2 Bedroom, 2 beds	219.00	232.00	13.00	6%
2 Bedroom, 4 beds	173.00	183.00	10.00	6%
4 Bedroom	219.00	232.00	13.00	6%
Culinary Rate				
1 Bedroom	2,486.00	2,636.00	150.00	6%
2 Bedroom, 2 beds	2,410.00	2,555.00	145.00	6%
2 Bedroom, 4 beds	1,898.00	2,011.00	113.00	6%
4 Bedroom	2,410.00	2,555.00	145.00	6%
Commons Fee				
Fall	96.82	102.63	5.81	6%
Spring	96.82	102.63	5.81	6%
Summer 10 Wks	65.92	69.88	3.96	6%
Summer Weekly	6.60	7.00	0.40	6%
Summer - Culinary 11 Wks	72.10	76.64	4.54	6%

DINING FEES*	2009-2010 Fee Per Semester	2010-2011 Proposed Fee Per Semester	Proposed Increase	Percent Increase
On Campus, Off Campus, Apartments:				
Plan A/F (19 meals/wk + \$150 Flex)	1,218.00	1,240.00	22.00	2%
Plan B/F (14 meals/wk + \$200 Flex)	1,209.00	1,230.00	21.00	2%
Plan B (14 meals/wk)	1,009.00	1,030.00	21.00	2%
Plan C/F (165 meals/semester + \$200 Flex)	1,205.00	1,226.00	21.00	2%
Plan D/F (10 meals/wk + \$200 Flex)	1,167.00	1,187.00	20.00	2%
Plan K/F (Any 125 + \$200 Flex)	1,161.00	1,181.00	20.00	2%
Off Campus and Apartments Only:				
Plan E/F (75 meals/semester + \$150 Flex)	736.00	748.00	12.00	2%
Summer Session Rates:				
Plan A (19 meals/wk)	356.00	364.00	8.00	2%
Plan B (14 meals/wk)	335.00	342.00	7.00	2%
Plan D (10 meals/wk)	321.00	328.00	7.00	2%
Plan G (5 meals/wk)	180.00	184.00	4.00	2%

* Differential Tuition Rate has been revised since December submission

* Dining Rate Increase has been revised to reflect the actual CPI-U (Reduced from 6% to 2% while flex dollars remain fixed)

ATTACHMENT I

WELLNESS FEE PER SEMESTER

New Titles: Wellness Fee and Community Wellness Fee

		<u>Current 2009-2010</u>		<u>Proposed 2010-2011</u>	<u>Fee Change</u>
Wellness Fee					
Indiana Campus Full-Time Undergrad	\$	155 mandatory	\$	155 mandatory	No Change in value
Community Wellness Fee					
All Indiana Campus					
Part-Time Undergrad and all Grad	\$	35 mandatory	\$	35 mandatory	No Change in value
Computed at 25% of Wellness Fee; not able to be waived; assess to all graduate and part-time undergraduate students					
Other Students and Spouses (optional)					
Wellness Fee	\$	155 optional	\$	155 optional	No Change in value
Community Wellness Fee	\$	35 optional	\$	35 optional	No Change in value
Fees for Service					
based on utilization		Various		Various	

ATTACHMENT II

PROPOSAL FOR DIFFERENTIAL GRADUATE TUITION

2/8/2010

Programs and percentages submitted by College Deans.

Student FTE based on total annual graduate enrollments (Summer, Fall, & Spring).

New tuition revenues based on actual Fall'09 rates.

<i>College / Level / Degree Program</i>		<i>Student FTE (est.)</i>	<i>Percent Increase</i>	<i>New Tuition Revenues (est.)</i>
<u><i>Eberly College of Business & Information Technology</i></u>				
Masters	MBA/Executive Track	79	5%	\$13,509
<u><i>College of Education and Education Technology</i></u>				
Doctoral	Comm Media & Instruct Tech, PHD	52	5%	\$9,182
	Curriculum & Instruction, DED	84	5%	\$15,208
Masters	Adult & Community Ed/Comm Tech, MED	71	5%	\$12,481
	Speech-Language Pathology, MS	95	5%	\$16,731
	Community Counseling, MA	126	5%	\$21,782
	School Counseling, MED	116	5%	\$19,974
<u><i>College of Health & Human Services</i></u>				
Masters	Criminology, MA	127	5%	\$24,705
	Nursing, MS	71	5%	\$12,197
	Safety Sciences, MS	119	5%	\$26,688
	Sport Science, MS	100	5%	\$21,568
<u><i>College of Humanities & Social Sciences</i></u>				
Doctoral	English/Composition & TESOL PHD	126	5%	\$31,237
Masters	English/TESOL, MA	39	7%	\$13,000
<u><i>College of Natural Sciences & Mathematics</i></u>				
Doctoral	Clinical Psychology, PSYD	104	5%	\$24,410
Grand Totals		1,310		\$262,674

ATTACHMENT III

Judicial Fees for Service – 2010-2011

The following fees will be assessed based on judicial sanctions:

Warning	No Fine
Ed Task	No Fine
Parent Notice	No Fine
Alcohol Education/Assessment	\$ 35.00
Disciplinary Probation	\$ 50.00
Stayed removal from residential building	\$ 75.00
Removal from Halls	\$ 75.00
Banned from Halls	\$ 75.00
Stayed Suspension	\$100.00
Suspension (must be paid to re-enroll)	\$100.00

In a typical situation, a student receives multiple sanctions. In this case, only the highest fine will be issued. Example: If a student is placed on DP and Stayed removal from halls, s/he would pay \$75.00, **NOT** \$125.00 (DP + stayed removal).

When a previous sanction is extended as a result of a return through the judicial process, s/he would pay the fine for the sanction that was extended (i.e.. extended DP = \$50.00, etc).

When a student has a judicial sanction **and** the sanction to attend an alcohol education/assess, s/he would pay the fine for the sanction and \$35.

Appendix 2

SECTION FOUR – Firearms Qualifications and Requirements

1. It is mandatory that all officers qualify twice a year.
2. New officers may not carry a firearm unless they have been certified by an approved firearms instructor and provide proof of certification to the Director of Public Safety.
3. To achieve qualification status, an officer must meet or exceed the minimum qualification score (75%) for each specific course fired.
4. If an officer fails to qualify with a score of 75% or higher, after two qualification attempts, that officer will turn in their weapon and he/she will be assigned alternative duty by the Director of Public Safety. During this time it is the officer's responsibility to request scheduling for remedial training. The officer will then schedule a retest within ten days from the date that they were put on alternative duty. Remedial training will include, but not be limited to, use of force, safety, and basic shooting skills. The officer must re-shoot the entire course previously failed. If the officer qualifies with a score of 75% or higher, as certified by an instructor, restoration to regular duties will be implemented.
5. Any officer who fails to qualify with a score of 75% or higher on their third and final attempt, will have their status reviewed by the appropriate university personnel (Director of Public Safety and the Associate Vice President of Human Resources). Inability to qualify will be considered as grounds for dismissal.
6. A review will be conducted, upon the completion of each qualification, with recommendations supplied to the Director of Public Safety and by the trainers and instructors, in regard to training requirements and/or improvement.

Appendix 3
POLICY STATEMENT

Subject: Surveillance Camera Policy

Date: March 3, 2010

Distribution Code:

Reference Number:

A

Addition X

Originating Office:

President's Approval

Deletion

New Item

Office of Public Safety / Police

Purpose

This University Policy regulates the use of surveillance cameras and surveillance monitoring.

Scope

This policy is applicable to all University employees requesting approval to purchase, install and operate surveillance cameras on campus. *All costs associated with the purchase and installation of equipment will be the responsibility of the requesting department.*

Objective

The objective of this policy is to regulate the use of surveillance cameras in order to protect the legal and privacy interests of the University and the University community.

Policy

All surveillance cameras will only be installed with the advance approval of the Vice President for Administration and Finance and the Surveillance Review Panel ("Panel") as defined by this policy. Only authorized personnel, as determined by the Vice President for Administration and Finance and the Panel, will be involved in, or have access to, surveillance monitoring.

Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplicating of recorded information.

For all existing systems installed prior to the issuance of this policy, supervisors must submit a Security Camera Location Document (appendix A) to Public Safety.

The conduct of surveillance monitoring or recording, and the use of surveillance cameras, must be in a manner consistent with all University administrative policies and procedures.

The conduct of surveillance monitoring or recording, and the use of surveillance cameras at the University are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

The Surveillance Review Panel will limit camera positions. Any view will be no greater than what is available with unaided vision.

Images obtained through surveillance monitoring or recording must be retained by the department sponsoring the authorized surveillance cameras for a length of time deemed appropriate for the purpose of monitoring, but not to exceed 90 days, unless such images have historical value, or are being used for a criminal investigation in accordance with this policy. University Police must be involved when recordings are being retrieved for criminal investigations, and those recordings must be stored in the Investigations Evidence Room of the Public Safety Office. Surveillance recordings will be stored in a secure location with access by authorized personnel only.

Any employee violating this policy may be disciplined, up to and including termination under relevant provisions of collective bargaining agreements. Employees will be provided due process consistent with the PASSHE Board of Governors policies and labor agreements.

Information inappropriately obtained in violation of this policy shall not be used in any disciplinary proceeding against any University employee or student.

This policy does not apply to the use of legally permissible wiretapping or electronic surveillance by University Police or other law enforcement agencies during criminal investigations, or in legitimate academic uses of a surveillance camera that have been approved by the University's Institutional Review Board for the Protection of Human Subjects.

Definitions

Surveillance

Camera Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of university facilities and/or people in university facilities. Images captured by surveillance cameras may be real-time or preserved for review at a later date. Such devices may include, but are not limited to the following: close circuit television, web cameras, real-time surveillance systems, and computerized visual monitoring.

Surveillance

Monitoring or

Recording The process of using a surveillance camera to observe, review or store visual images for purposes of deterring crime and protecting safety and security.

University
Facilities All University space on University owned, leased or controlled property, both internal and external, and includes all buildings, offices, common spaces, labs, grounds, and all other spaces.

Surveillance

Review Panel A group comprised of the Vice President for Administration and Finance, Director of Public Safety and Police, and one delegate each from the Office of Human Resources and Information Technology Services.

Responsibilities

Surveillance Review Panel –

- Reviews all requests for installation and/or placement of surveillance cameras.
- Reviews complaints regarding surveillance camera locations and determines whether the policy is being appropriately followed. Periodically reviews existing surveillance camera locations to ensure that the placement of fixed location surveillance cameras conforms to this policy.
- Provides a copy of this policy to supervisors involved in surveillance monitoring and recording.

Supervisors of Operators Involved in Surveillance Monitoring and Recording- Provide a copy of this policy to camera operators.

All Operators Involved in Surveillance Monitoring and Recording- Receive a copy of this policy and provide written acknowledgement that they have read and understood its contents and will perform their duties in accordance with this policy.

Vendor from whom surveillance camera system is purchased – Conduct initial training for all operators and provide certification for each person who is trained.

*Requesting department - **Responsible for all costs associated with equipment and installation.***

Procedures

1. Requests for installation and/or placement of surveillance cameras in university facilities must be approved by the Vice President for Administration and Finance and the Review Panel.
 - a. The requestor must submit the Request for Surveillance Camera Form (Appendix B) to their immediate supervisor to obtain approval from the manager of the department or division.
 - b. The manager of the department or division must submit the request form electronically to the Review Panel.

2. The Review Panel will consider all requests and make a recommendation for approval or denial to the Vice President for Administration and Finance.
3. Upon approval of the Panel, the requesting supervisor should consult the Procurement Office regarding the type of equipment to be purchased. Equipment should not be ordered prior to receiving installation approval.
4. University Police will designate appropriate locations for required signage indicating surveillance cameras are in use.
5. Signs shall also be posted in areas where cameras are conspicuous, such as computer labs, indicating surveillance cameras are in use.

Recision: Not applicable

Publications Statement: Will be published annually by Public Safety/Police

<u>Distribution:</u>	Distribution Code	Description
	A	All Employees All union leaders

Appendix A

SURVEILLANCE CAMERAS CURRENTLY IN USE ON CAMPUS

Department or College: _____

Department Manager or College Dean: _____

Date submitted: _____

Cameras are permanent: Yes ____ No ____

Are cameras linked to IUP's main system: Yes ____ No ____

Number of cameras in operation: _____

Location of cameras (building, floor, room or area):

- 1.
- 2.
- 3.
- 4.
- 5.

** If more than five cameras give the location of each camera on a separate piece of paper.

What is the purpose of the camera(s)?

Are cameras in proper working order? Are images clear and recognizable?

Are there cameras in place that are:

Not working - Yes____ No____

Dummy cameras - Yes ____ No ____

**RETURN COMPLETED FORM TO IUP PUBLIC SAFETY OFFICE, UNIVERSITY
TOWERS**

Appendix B REQUEST FOR SURVEILLANCE CAMERA

This form must be completed and submitted electronically by the department or division manager to the Surveillance Review Panel prior to ordering and installation/placement of any surveillance device, in accordance with the IUP Surveillance Policy.

Requestor: _____ Date _____

Department/Division Manager: _____

Division: _____

Number and Purpose of camera(s):

Camera location(s) (building, floor, room or specific area):

Panel Recommendation

	Approved	Denied
Human Resources	_____	_____
Information Technology Services	_____	_____
Public Safety/Police	_____	_____

Comments and/or reason for denial:

Vice President for Administration and Finance

Approved _____ Denied _____

Reason for denial:

Signature

For distribution after decision:

cc: Department Vice President
Requestor
Department head or college dean

Appendix 4

POLICY STATEMENT—NOT APPROVED

Subject: **RETENTION OF UNIVERSITY RECORDS**

Date: May 8, 2009

Distribution Code:

Reference Number:

Revision Date:

Addition ☐

Originating Office: Administration & Finance

President's Approval

Deletion ☐

New Item ☒

PURPOSE:

The university is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

SCOPE:

The University Policy for the Retention of Records is applicable to all departmental offices and other offices of the University and the university records (see the "*Definitions*" Section of this document) created, maintained and disposed of by those offices.

OBJECTIVE:

Indiana University of Pennsylvania requires consistent treatment of records. Maintenance, retention, and disposal procedures for university records (see the "*Definitions*" Section of this document) must be followed systematically by staff in designated official repositories.

In addition, duplicate or multiple copies of these records, retained in locations other than official repositories (see the "*Definitions*" Section of this document), must also be disposed of when they are outdated and no longer useful.

This policy is intended to ensure that the university:

- meets legal standards;
- optimizes the use of space;
- minimizes the cost of record retention;
- preserves the history of the university;
- destroys outdated and useless records.

POLICY:

Indiana University of Pennsylvania requires that different types of records be retained for specific periods of time, and has designated official repositories for their maintenance. These records must be managed according to procedures that are outlined in this document.

DEFINITIONS:

These definitions apply to these terms as they are used in this policy:

Active Record	A record with current administrative use for the department that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.
Archival Record	A record that is inactive; not required to be retained in the office in which it originated or was received; and has permanent or historic value. Archival records are retained and preserved indefinitely in the University Archives.
E-Mail Record	An e-mail record with current administrative, legal or fiscal value. Records remain active for varying numbers of years, depending on the purpose for which they were created. Records remain active for varying numbers of years, depending on the purpose for which they were created.
E-Mail Non-Record	Communications that serve no administrative, legal or fiscal purpose to the University. It contains information that is personal, chit-chat, information only or will be maintained by a separate department for operational, fiscal or legal purposes. E-mail non-records are to be disposed of immediately.
E-Mail Transitory Record	A Transitory e-mail record has short term administrative, legal or fiscal value once the administrative, legal or fiscal use has expired, has little or no documentary or evidential value or is useful for a short period of time to ensure that a task is complete or prepare a final product. A transitory e-mail record should be disposed of as soon as it is no longer needed for evaluation or discussion toward a final product.

DEFINITIONS (Continued):

Official Repository	The unit designated as having responsibility for retention and timely destruction of particular types of official university records. Such responsibility is assigned to the unit's administrative manager or a designee.
Open Records Officer	A designated employee of the university that receives requests submitted to the university under the Commonwealth's Right to Know Law, Act 2008-3, directs requests to other appropriate persons within the university or to appropriate persons in another agency, monitors the university's progress in response to requests to assure compliance and issues interim and final responses under the Right to Know Act.
Possession of a Record	A record possessed by the university or a record in the possession of a third party with who the university has contracted.
Right to Know Record	A record, including a financial record, of the university that is not exempt under section 708 of the Right to Know Law, Act 2008-3, is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree, or is not protected by a privilege.
University Archives	This includes permanent retention of official records and reports of the university, its officers and component parts; maps and architectural records; audiovisual materials including still photographs and negatives, motion picture film, oral history interviews, audio and video tapes; and artifacts and ephemera documenting the university's history.
University Archivist	The individual responsible for 1) designating which official university records are archival; and 2) effecting the transfer of archival records from the office in which they originated or were received to the University Archives at such times and in the manner and form prescribed by the Archives and subject to the appropriate retention and disposition schedules that are outlined in this document.
University Record	The original copy of any record. Official repositories for these records are identified in Tables I and II of this document.

RESPONSIBILITIES:**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Academic Actions, (Dismissal, etc.)	Office of the Registrar	5 years from date of last attendance
Academic Integrity Code Violations	Center for Student Life	Minimally 7 years from the ending date of the last sanction imposed.
Academic Records	Office of the Registrar	Permanent
Account Collection Data (non-Perkins)	<i>Office of the Bursar</i>	6 Years
Advance Placement	Office of the Registrar	5 years from date of last attendance
Application for Graduation	Office of the Registrar	5 years from date of last attendance
Applications for Readmit	Office of the Registrar	5 years from date of last attendance
Audit Authorizations	Office of the Registrar	1 Year from date of document
Change of Grade Forms	Office of the Registrar	Permanent
Change of Course (Add/Drop)	Office of the Registrar	5 years from date of last attendance
Class Lists	Office of the Registrar	Permanent
Class Schedules	Office of the Registrar	1 Year from date of document
Correspondence Relevant	Office of the Registrar	5 years from date of last attendance
Credit / No Credit Pass / Fair etc	Office of the Registrar	5 years from date of last attendance
Credit by Exam Scores	Office of the Registrar	5 years from date of last attendance

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Curriculum Change Forms	Office of the Registrar	5 years from date of last attendance
Degree Audit Records	Office of the Registrar	5 years from date of last attendance
Disciplinary Action Docs	Center for Student Life	5 years from date of last attendance 7 years from the ending date of the last sanction, or 3 years after the disciplinary statistic is published (whichever is less)- University reserves the right to retain records longer.
Disciplinary Expulsions and other selected records	Center for Student Life	Indefinite
Disciplinary Records, Last Sanction	Center for Student Life	7 Years from ending date
Disciplinary Statistic Published	Center for Student Life	3 Years after statistic is published
FERPA	Office of the Registrar	Permanent
Financial Aid Records (applicants who do not enroll)	Financial Aid Office	3 years from award date
Financial Aid Records (applicants who enroll)	Financial Aid Office	5 years from last date of enrollment
Federal Aid (Perkins, FSEOG, ACG, SMART, Pell)	Financial Aid Office	3 Years after end of award
Financial Aid Records (applicants who enroll)	Financial Aid Office	5 years from graduation date
Federal Aid (Perkins, FSEOG, ACG, SMART, Pell)	Financial Aid Office	3 Years after end of award

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
FFEL Loans, Borrowers Eligibility and Participation	Financial Aid Office	3 Years after end of award
FFEL Loans All Other Documents	Office of the Bursar	3 Years after end of award
Grade Reports	Office of the Registrar	1 Year from date of document
Graduation Authorizations	Office of the Registrar	5 years from date of last attendance
Graduation Lists	Office of the Registrar	Permanent
Greek Chapter Grade Reports	Center for Student Life	Indefinite (The timeframe is negotiable, due to no apparent formal/legal standard)
Hold or Encumbrance Authorizations	Office of the Registrar	Until Lifted
Medical Records – Health Center Services for Regulatory Required Medical Surveillance and Monitoring Records	Health Center	7 years from last date of enrollment.
Medical Records – Health Center Patient Records (Non-regulatory)	Health Center	7 years from last date of enrollment.
Medical Records – Outside Services for Regulatory required Medical Surveillance and Monitoring Records	Health Center	7 years from last date of enrollment.

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Military Documents	Office of Veteran's Affairs	5 years from date of last attendance
Name Change Authorizations	Office of the Registrar	5 years from date of last attendance
Pass / Fail Requests	Office of the Registrar	5 years from date of last attendance
Paid Grant Reconciliations	Office of the Bursar	5 years from date of document
Perkins Payment Records	Office of the Bursar	3 Years after end of award
Perkins Original Promissory Notes (Electronic and hard copies)	Financial Aid Office	Until the loan is satisfied or the documents are needed to enforce the obligation
Perkins Personal Data Forms	Office of the Bursar	3 Years from date when loan is paid in full
PHEAA Grant Award Reconciliation Rosters	Financial Aid Office	5 Years from date of certification
Registration Forms	Office of the Registrar	1 Year from date of document
Sexual Harassment Complaints, Investigations, and Findings	Office of Workforce Diversity, Equality and Life Quality	No Cause Findings, 3 years from determination, Cause Findings Permanent
Student-Athlete Unofficial Visit Forms	Intercollegiate Athletics	1 year from date of document
Student-Athlete Official Visit Form	Intercollegiate Athletics	1 year from date of document
Student-Athlete Travel Request Form	Intercollegiate Athletics	1 year from date of document
Student-Athlete Fund Raising Request Form	Intercollegiate Athletics	1 year from date of document

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Student-Athlete Certification of Amateurism	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete Certification of Compliance for Institutions Form	<i>Intercollegiate Athletics</i>	6 years from date of document
Certification of Compliance for Staff Members of Athletics Departments	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete Statement	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete Drug-Testing Consent Form	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete General Amateurism and Eligibility Form for International and Select Student-Athletes	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete HIPAA/Buckley Amendment Consent/Waiver Form	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete One Time Transfer Waivers	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete Permission to Contact (IUP student wanting to transfer)	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete Change of Roster	<i>Intercollegiate Athletics</i>	6 years from date of document
Student-Athlete NCAA/EADA Financial Reports	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Initial Eligibility Waivers	<i>Intercollegiate Athletics</i>	Permanent

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Student-Athlete Major Infractions	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Secondary Infractions Self-Reporting	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Reinstatement	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete NCAA Sports Sponsorship and Demographic Forms	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Graduation Rate Report	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Academic Success Rate Report	<i>Intercollegiate Athletics</i>	Permanent
Student-Athlete Academic Performance Census	<i>Intercollegiate Athletics</i>	Permanent
Student Refund Policy & Schedules	<i>Office of the Bursar</i>	6 Years
Term Reports	Appropriate Department or College	5-7 Years
Transcript Requests	Office of the Registrar	1 Year from date of document
Transfer Credit Evaluations	Office of Transfer Credit Evaluation	5 years from date of last attendance
Tuition and Fee Charges	<i>Office of the University Bursar</i>	6 Years
Withdrawal Authorizations	Office of the Registrar	2 Years from date of document

RESPONSIBILITIES (Continued):**Table 1**

Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Admissions for Applicants Who Do Not Enroll, Whether Accepted or Rejected		
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports (ACT, CEEB, et. al.), Residency Classification Forms, Letters of Recommendation, Transcripts — High School and Other College	Admissions Office	1 Year from date of start of application term
Admissions for Applicants Who Enroll		
Letters of Recommendation	Admissions Office	Until date of admission
Recruitment Materials	Admissions Office	Until date of enrollment
Residency Certificates	Admissions Office	Until date of enrollment
International Student Forms (visa documentation, etc.)	Office of International Education	5 Years

Note: The School of Graduate Studies & Research is the official “Admissions Office” for all graduate students.

Publications, Statistical Data/Documents and Reports		
PASSHE Reports	President's Office	Permanent
Commencement Programs	Office of the Registrar	Permanent

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic Personnel		
Academic Search Records	Department Offices	3 Years
Annual Conflict of Interest Disclosure Statements	See Human Resources Section	
Grievances	See Human Resources Section	
Health Center Services for Regulatory		
Personnel Files, Appointment Letters and Forms	See Human Resources Section	
Tenure or Promotion Dossiers	Provost's Office	If action approved, 3 years; If tenure denied, 3 years from end of term appointment.
Trustee Decisions Regarding Academic Personnel and Designated Executives	Office of the President	Permanent
Finance and Administration		
1098T	Office of the Bursar	7 Years
1042, 1099, 990T	Financial Operations	7 Years
Account Reconciliations (Balance Sheet)	Financial Operations	3 Years
Accounts Payable Vouchers and Attachments	Financial Operations	Imaged Document-Permanent
Accounts Receivable Statements, Centrally Generated	Office of the Bursar	3 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Finance and Administration		
Accounting Reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, Monthly and Year-to-Date Salary and Wage Statements	Financial Operations	3 Years
Annual Audit Financial Reports and Work papers	Financial Operations	Permanent
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliations	Financial Operations	3 Years
Batch Entry Transcripts	Financial Operations	2 Years
Cancelled Checks	Financial Operations	Electronic disks-3 years
Capital Equipment Records	Fixed Inventory Control	Life of Asset: records of equipment purchased on federal funds must be retained for three years after final disposition
Cash Receipts – currency	Office of the Bursar	3 Years
Cash Receipts – checks	Office of the Bursar	Imaged-Permanent
Common Cost Accounting Report (CCAR)	Budget Office	3 Years
Depreciation Records	Financial Operations	Permanent
Endowment Documentation – IUP only (Market Valuation Reports, Deeds, Wills, Testaments etc.)	Financial Operations	Permanent

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Finance and Administration		
Escheated Check Information	Financial Operations	3 Years
F&A Cost Rate Calculations (Indirect)	Budget Office	7 Years
Harrisburg Charges	Budget Office	3 Years
Inventories – consumable	Central Stores	3 Years
IPEDS Financial Reports	Financial Operations	7 Years
Journal Entries and Back-up Documentation	Financial Operations	Permanent
Procurement Card Charge Documentation (Purchasing, Travel and Office Max Ghost)	Financial Operations	3 Years
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	Office of Finance and Administration	Permanent
Summary Analysis Reports, end of year (Fund, Source, Function)	Office of Finance and Administration	6 Years
Transaction Authority Cards	Office of Finance and Administration	6 Years
Travel Reimbursements and Attachments	Financial Operations	Permanent
University Audit Work Papers	Internal Review	3 Years
Affirmative Action / Equal Opportunity		
Academic Search Plans and Statements	Department Offices	3 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Affirmative Action / Equal Opportunity		
Academic Search Waivers	Office of Human Resources	For Permanent Waivers, 3 years from date of appointment; For Limited-Term Waivers, 3 years from satisfaction of subsequent search requirements or appointment termination
Documents Supporting Other Academic or Non-Academic Selection Decisions (e.g., promotion, termination, compensation)	Office of Human Resources	Official personnel file permanent
Federal and State Required Statistics and Reports	<i>Office of the Provost</i>	Permanent
Affirmative Action Programs	<i>Office of Workforce Diversity, Equity and Life Quality</i>	Permanent
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	<i>See Office of Human Resources</i>	
Sexual Harassment Complaints, Investigations, and Findings	<i>Office of Workforce Diversity, Equity and Life Quality</i>	No Cause Findings, 3 years from determination Cause Findings, Permanent

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Alumni Affairs and Development		
Alumni Records	<i>University Relations</i>	Permanent
Gift Records	<i>Advancement Services</i>	6 years for hard copy records Permanent for electronic records
Gifts of Art to the Johnson Museum	<i>Advancement Services</i>	Permanent
Original Gift Letter Agreements, All others	<i>Advancement Services and Development</i>	Permanent
Planned Gifts (trusts, life income, agreements, annuities) Real Estate Gifts	<i>Advancement Services and Development</i>	Permanent
Engineering and Construction		
As-built Drawings	<i>Office of Engineering and Construction</i>	Permanent
Contracts and Agreements	<i>Office of Engineering and Construction</i>	6 Years
University Records		
Accreditation Records	<i>Office of the President</i>	Permanent
Council of Trustees Minutes	<i>Office of the President</i>	Permanent
Official University Actions	<i>Office of the President</i>	Permanent

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Environmental Health and Safety		
Evacuation Drill Records	<i>Environmental Health & Safety</i>	5 Years
Fire Protection Systems Records	<i>Facilities and Public Safety</i>	5 Years
Fume Hood Testing Records	<i>Maintenance</i>	3 Years
Hazardous Waste Disposal Manifests and Reports	<i>Environmental Health & Safety</i>	3 Years
Incident Records	<i>Environmental Health & Safety</i>	5 Years
Portable Extinguisher Training Records	<i>Environmental Health & Safety</i>	3 Years
Radiation Dose Reports	<i>Academic Department / Physics</i>	Permanent
Radiation Safety Training Records	<i>Academic Department / Physics</i>	3 Years
Radioactive Materials License and Safety Committee Records	<i>Academic Department / Physics</i>	Permanent
Radioactive Material Receiving and Inventory Records	<i>Academic Department / Physics</i>	3 Years
Asbestos Reports	<i>Environmental Health & Safety</i>	30 Years
Material Safety Data Sheets	<i>Environmental Health & Safety</i>	30 Years
Accident / Injury Reports	<i>Environmental Health & Safety</i>	7 Years Student & 10 Years Staff
State Vehicle Incidents	<i>Automotive Department</i>	5 Years
Hazardous Materials Ordered/Received	<i>Academic Department / Chemistry</i>	3 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Human Resources		
Annual Conflict of Interest Disclosure Statements	<i>Office of Human Resources</i>	3 Years
Background Investigation	<i>Office of Human Resources</i>	Until Permanent separation, then destroy
Employee Personnel Files (including application, resume or vita, appointment letters, and contracts, tenure/promotion letters)	<i>Office of Human Resources</i>	Upon separation, sent to State Records Center, kept until former employee reaches 72 years of age, then destroyed
Grievances	<i>Office of Human Resources</i>	Arbitrated – permanent Settled locally- permanent No Findings – 5 Years
Individual Contracts of Employment	<i>Office of Human Resources</i>	Official personnel file - permanent
I-9 Forms (Faculty and Staff)	<i>Office of Human Resources</i>	Official personnel file - 3 years after date of hire or 1 year after separation, whichever is later
Occupational Injury or Illness, Records Relating to	<i>Office of Human Resources</i>	3 Years
Performance Appraisals	<i>Office of Human Resources</i>	Official personnel file – three most recent
All Search Committee Records, including employment applications, resumes, and all applicant search materials	<i>Office of Human Resources</i>	3 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Human Resources		
Search Waivers	Office of Human Resources	3 Years
Seniority Lists	Office of Human Resources	Permanent
Union Agreements	Office of Human Resources	Permanent
Volunteer Registration Forms	Office of Human Resources	3 Years
Workers' Compensation Claims and Insurance Policies	Office of Human Resources	18 Years
Risk Management		
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	<i>Purchasing Office</i>	6 years after expiration
Insurance Policies (Liability, Property, and Other Policies)	<i>Purchasing Office</i>	Permanent
Incident Reports, Accident Reports	<i>Purchasing Office</i>	4 years after report date
Information Technology		
System Event Logs	<i>Information Technology Office</i>	3 years
System Login Records	<i>Information Technology Office</i>	3 years
Web Server Transaction Logs	<i>Information Technology Office</i>	3 years
E-mail Transaction Logs	<i>Information Technology Office</i>	3 years
General Application Transaction Logs	<i>Information Technology Office</i>	3 years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Information Technology		
Call Detail Logs	<i>Information Technology Office</i>	3 years
IT System Generated Log Data Reports	<i>Information Technology Office</i>	Permanent
Legal		
Consent Orders	<i>University Legal Counsel</i>	Permanent
Court Orders	<i>University Legal Counsel</i>	Permanent
Judgments	<i>University Legal Counsel</i>	Permanent
Releases	<i>University Legal Counsel</i>	Permanent
Settlements	<i>University Legal Counsel</i>	Permanent
Medical		
Health Center Services for Regulatory Required Medical Surveillance and Monitoring Records	<i>Health Center</i>	7 Years
Health Center Patient Records (Non-regulatory)	<i>Health Center</i>	7 Years
Outside Services for Regulatory Required Medical Surveillance and Monitoring Records	<i>Health Center</i>	7 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Patent and Trademarks		
Original Patents, Trademarks, and Related Work Papers	<i>University Advancement</i>	Permanent
Licensing Agreements	<i>University Advancement</i>	6 Years
Royalty Records	<i>University Advancement</i>	Life of Patent or TM plus 6 years
Invention Assignment Forms	<i>University Advancement</i>	Permanent
Payroll		
Annual Payment Records (W2, Alpha lists, employee transaction lists) 2004 & Future	PASSHE	Permanent
Annual Payment Records – 2003 & Prior	Payroll Services	Permanent
Imputed Income Records (auto usage, CCTS)	Financial Operations	Permanent
Information Returns filed with Federal and State authorities (W-2, 941, etc.)	PASSHE	Permanent
Leave Reporting Documents (paper)	Payroll Services	3 Years
New Hire Paperwork (I-9, W-4, Visa, etc.) as required for compensation purposes	Payroll Services	Permanent
Payroll Deduction Authorization Forms	Payroll Services	Until separation of service
Record of Payments and Deductions (payroll registers, deductions lists, adjustments)	PASSHE	Permanent

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Payroll		
Wage Report Documents-Students	Appropriate Department	2 Years
Wage Report Documents-Staff	Payroll Services	2 Years
Supplemental Payment Documentation (Shift Differential, Overtime, APSCUF Article Payments)	Payroll Services	2 Years
Pension		
Employee Service Records (maintained for Alternative Retirement Plans only)	<i>Office of Human Resources</i>	6 years after death of eligible employee and beneficiary
Pension Plans and All Attached Amendments	<i>Office of Human Resources</i>	Permanent
Planning and Budget		
Plans and Projections	Office of Finance and Administration	5 years
Procurement		
Purchase Orders, Contracts, and Agreements such as Letters and Memorandums of Understanding	<i>Procurement Department</i>	4 years from the expiration date of the contract
Successful Bidder Request for Proposal Information	<i>Procurement Department</i>	4 years from the expiration date of the contract (kept with contract)
Unsuccessful Bidder Request for Proposal Information	<i>Procurement Department</i>	6 months

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Procurement		
Correspondence to include emails related to Bid Process up through award	<i>Procurement Department</i>	1 year after award of contract
RFQ Information	<i>Procurement Department</i>	All quotes kept for 4 years with successful PO/contract
Procurements made under sections 514 (small procurements), 515 (sole source procurement) and 516 (emergency procurements)	<i>Procurement Department</i>	Record listing of contracts for three years past the date of final payment to include the contractor's name, the amount and type of contract and a listing of the supplies/services procured.
Provost Office		
Alternate Workload Assignment Forms	Provost's Office	5 Years
Appointment Forms	Provost's Office	10 Years
Authorization Forms	Provost's Office	10 Years
Inactive PreEmployment Files (from last employment)	Provost's Office	5 Years
Independent Study Forms and Individualized Instruction Forms	Provost's Office	5 Years
Overload Forms	Provost's Office	5 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Provost Office		
Summer Contract Approval Forms	Provost's Office	5 Years
Summer Contracts	Provost's Office	7 Years
Public Safety / Police		
Bicycle Registration Records	<i>Office of the University Police</i>	2 years
Calibration Records - Includes chemical analysis intoxilizer, vehicle speedometer, radar, vehicle and other speed measuring devices.	<i>Office of the University Police</i>	5 years
Citations (Traffic and Non-Traffic)	<i>Office of the University Police</i>	3 years if not part of Criminal History Case File
Community Relations Files - Includes information relating to business and home security surveys, crime prevention, education programs, neighborhood crime watch, and public safety.	<i>Office of the University Police</i>	Retain as long as administrative value
Complaints/Incident Reports/Offense Reports/Initial Activity Reports - Initial reports completed by officers providing basic information on nature of offense or complaint, time frames, descriptions, vital statistics, vehicle information and actions taken.	<i>Office of the University Police</i>	3 years if not part of Criminal History Case File

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Public Safety / Police		
Court Orders - Orders signed by the judge including expungements and protection from abuse orders.	<i>Office of the University Police</i>	Retain as long as of administrative and legal value if not part of Criminal History Case File.
Criminal History Dissemination Records - Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. Information includes name of requester, agency requesting, and reason for request, information disseminated and signature.	<i>Office of the University Police</i>	Retain same length of time as case file. If no criminal record is found, retain 2 years.
Criminal History/Investigatory Case Files - Official case file records including but not limited to: arrest and detention records, citations and complaints, crime analysis, evidence records, filed notes, hospital and medical records, lab reports, offense reports, probation and parole records, press releases, warrants, subpoenas, and vehicular reports.	<i>Office of the University Police</i>	(1) Homicide/Suspicious Deaths: Retain 75 years (2) Summary Cases: Retain 5 years after close of investigation (3) All other Cases: Retain 20 years after close of investigation
Dispatcher's Logs/Complaint Forms Lists time and location of all calls received for police services.	<i>Office of the University Police</i>	7 years after last entry

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Public Safety / Police		
Firearms and Ammunition Records (Departmental) Records and inventories of assigned weapons and other equipment.	<i>Office of the University Police</i>	2 years after suspended or obsolete
Gun Storage Log	<i>Office of the University Police</i>	1 year including the current year.
Internal Affairs Case Files	<i>Office of the University Police</i>	(1) Incident Log: Retain 7 years (2) Substantiated Charges: Retain 3 years after termination of employment (3) Unsubstantiated Charges: Retain 3 years after close of investigation or comply with union rules if applicable
Master Name Index - Serves as a name index to the official case files	<i>Office of the University Police</i>	Retain as long as of administrative value.
Missing Persons File - Information may include missing person's declaration statement, name and description of individual, circumstances of disappearance, family members and contacts, operator and vehicle information, photographs, and case status.	<i>Office of the University Police</i>	Retain until case considered closed

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Public Safety / Police		
Motor Vehicle Records	<i>Office of the University Police</i>	(1) Accident Reports: Retain 5 years after close of investigation if not part of Criminal History Case file. (2) Parking Violations (Tickets): Retain 3 year after all fines have been paid (3) Police Requests for Removal of Abandoned or Impounded Vehicles: Retain 2 years.
Overtime Posting	<i>Office of the University Police</i>	1 year including the current year
Non-Traffic Citations	<i>Office of the University Police</i>	20 years
Parking Ticket Appeal Forms	<i>Office of the University Police</i>	1 year including the current year.
Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts	<i>Office of the University Police</i>	2 years
Permits and Related Application - Includes handicapped parking, parades, inflammables, peddling, and other permits	<i>Office of the University Police</i>	3 years after expiration
Police Complaint Reports	<i>Office of the University Police</i>	10 years
Police Shift Reports	<i>Office of the University Police</i>	2 years
Property Damage Reports	<i>Office of the University Police</i>	4 years after report date

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Public Safety / Police		
Property Records (Evidence/Found/Recovered) Information includes a description of the item, the source of the item, the number assigned to the item and the disposition of the item.	<i>Office of the University Police</i>	6 years after property is no longer in custody of the Police Department, if record is not part of Criminal History Case File.
Supervisor/OIC Shift Report - Records pertaining to officer activity, including assignment sheets, officer activity reports, patrol logs, sign-in logs, and work schedule. Serves as a time record.	<i>Office of the University Police</i>	3 years
Temporary Detention Records Detention Reports (includes name of prisoner, name of arresting officer, date and time of detention, date and time of release, charges, disposition, property inventory, etc.)	<i>Office of the University Police</i>	3 years if not part of Criminal History Case File.
Towing Records - Towing Service Records (lists date of tow, reason for tow, description of vehicle and date of release).	<i>Office of the University Police</i>	1 year
Towed/disabled Vehicle Lots	<i>Office of the University Police</i>	1 year
Tort Claim Reports	<i>Office of the University Police</i>	7 years
Traffic Citations	<i>Office of the University Police</i>	7 years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Public Safety / Police		
Training Records - Includes all training materials, reports, grants and studies created by the police department.	<i>Office of the University Police</i>	Retain as long as administrative value.
Vehicle Accident Reports	<i>Office of the University Police</i>	7 years
Vehicle Boot Form	<i>Office of the University Police</i>	1 year including the current year.
Video/Audio Tapes - Documents officer activity including video taping of drunk drivers who have been arrested. Often used as evidence.	<i>Office of the University Police</i>	30 days if not used as evidence.
Waivers/Release Forms - Forms completed by citizen releasing police from injury or damage claims.	<i>Office of the University Police</i>	Retain as long as administrative and legal value.
Wheel locking forms (parking)	<i>Office of the University Police</i>	1 year
Real Property		
Documents for leases, licenses, construction contracts and other contracts of a temporary nature valued at less than \$50,000	<i>Office of Finance and Administration</i>	6 years after expiration of lease or contract term
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	<i>Office of Finance and Administration</i>	Permanent
Title Insurance Policies	<i>Office of Finance and Administration</i>	10 years after disposal of property

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Sponsored Projects Contracts, Grants		
Animal Welfare Records	<i>Center for Research Animal Resources</i>	3 years or Contract Period
Grant and Contract Applications, Proposals, and Supporting Documentation	<i>Office of Sponsored Programs</i>	3 years from last date of activity (Federal Grants and Contracts)
Grant & Contract Award Documents	<i>Financial Operations</i>	Federal - 3 years from date of last activity State – 5 years from date of last activity Private – 7 years from date of last activity Unless otherwise specified
Human Subject Records	<i>Office of Sponsored Programs</i>	3 Years or Contract Period
Recombinant DNA Research Records	<i>Office of Sponsored Programs</i>	Permanent

Tax

Assets: Acquisition/Disposition	<i>See Accounting and Finance Section</i>	
Depreciation Schedules	<i>See Accounting and Finance Section</i>	
Fringe Benefit Returns	<i>See Human Resources Section</i>	
Information Returns (990, 1099, 8282, 90.22 etc.)	Financial Operations	7 Years

RESPONSIBILITIES (Continued):**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Tax		
Payroll Tax Returns (W-2, Social Security, Unemployment Tax)	See Payroll Section	
Sales Tax Returns	Financial Operations	7 Years

PROCEDURES:**Responsibilities for
Managing Official
University Records**

Departments that maintain university records are called “official repositories.” These administrative units are responsible for establishing appropriate record retention management practices. Each department’s administrative manager or a designee must:

- implement the unit’s and/or office’s record management practices;
- ensure that these management practices are consistent with this policy;
- educate staff within the administrative unit in understanding sound record management practices;
- preserve inactive records (see the “*Definitions*” Section of this document) of historic value, and transfer those records to the University Archives;
- ensure that access to confidential files is restricted. Long term restrictions on access to selected archival records should be negotiated at the time of their transfer to the University Archives;
- destroy inactive records that have no archival value upon passage of the applicable retention period.

PROCEDURES (Continued):

If you have any questions about your responsibilities, contact the University Records Manager (see the “*Contacts*” Section of this document), who will work closely with you to ensure understanding of this policy and implementation of these responsibilities.

Preserving or Disposing of Official University Records

When the prescribed retention period (see Tables I and II, which follow) for official university records has passed, a determination of whether to preserve or dispose of the documents must be made. To decide if the record is of historic value to the university, consult the University Archivist (see the “*Definitions*” Section of this document) who has the authority to designate which records are archival.

☐ **Option A** *Archival Records*

If you have determined that the records are archival, they may be transferred to University Archives (see the “*Definitions*” Section of this document). Call the University Records Manager to:

1. Review records to be sent to University Archives.
2. Request archival boxes (1 full file drawer=2 boxes).
3. Request a transfer from department to Archived Records.
 - Physical Records – Enter a work order to have the documents transferred by Grounds.
 - Electronic Records – Contact the IT Department.

☐ **Option B** *Non-archival Records*

If you have determined that it is appropriate to dispose of the records, destroy them in one of the following ways:

1. Recycle non-confidential paper records.
2. Shred or otherwise render unreadable confidential records.
3. Erase or destroy electronically stored data with the exception of records which are logged as part of the institutions record imaging systems.

☐ **Option C** *Imaged Records*

Federal guidelines indicate that imaged records remain part of the permanent record.

Caution: Periodically review records generated and maintained in university information systems or equipment (including mainframe, mini, and micro computing/storage systems) to ensure that these requirements are met.

PROCEDURES (Continued):

Records Retention: Tables 1 and 2, which follow, list the official repositories for university records as well as how long these records must be retained.

Location and Duration

Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Suspension of record destruction required by any of these reasons will be accomplished by a notice sent out to affected units by the Office of Legal Counsel, the University Audit Office located in the office of Institutional Research and Planning Assessment, or the Office of the Vice President for Finance and Administration.

☐ **Note:** No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed with University Legal Counsel.

☐ **Caution:** Departments and units that are not official repositories and that retain duplicate or multiple copies of these university records should dispose of them when they are no longer useful or as defined by this policy.

CONTACT INFORMATION:

Direct any questions about this policy to your department's administrative manager. If you have questions about specific issues, call the following offices:

Subject	Contact	Telephone
Electronic Media Storage	IT Support Center	724-357-4000
Hardcopy Media Storage	Central Stores	724-357-4074
Right to Know	Open Records Officer	724-357-3077
Permanent Storage of Inactive Records	University Archivist	724-357-3039
Policy Clarification or Exceptions	University Records Manager	724-357-3077
Records Management	University Records Manager	724-357-3077

DISTRIBUTION:

Distribution

Description

Code

- A All Employees
- B All Budget Coordinators
- C All Non-instructional
Employees
- D Department Chairpersons
- E All Managers
- F All Faculty
- G Senior Policy Executives
(Deans & Vice Provost
Admin & Tech)
- H President's Cabinet
- I Vice Presidents
(President's Executive
Council)

Appendix 5

PARKING ADVISORY COMMITTEE

APRIL 1, 2010

PARKING LOT CHANGES

NORTH CAMPUS

1. 11TH Street—remove parking meters and designate faculty /staff parking
(8 mechanical meters replaced with 8 faculty/staff parking spaces)
2. Clark Lot – remove parking meters and designate the lot faculty and staff
Install four 30 minute reserved signs for visitors to Clark Hall
Also place new spin signs on all meter posts, visitor reserved parking
Leave all current reserved spaces in place
(27 mechanical meters replaced with 23 faculty/staff spaces and 4 visitor spaces)
3. Change the entire Washington Street lot to faculty, staff and commuter.
Currently the lot is split into two separate sections, Faculty & Staff—Faculty, Staff and Commuter.
Originally it was planned for this lot to go to a pay-by-space lot when phase IV was completed summer.
4. Change staff spaces on Elmer Ave. to Pay-By-Space to match the pay-by-space slots already in the same row. Loss of staff spaces picked up on the Washington Street lot.
(23 staff spaces will change to pay-by-space)

PARKING LOT CHANGES

SOUTH CAMPUS

1. Davis lot is a split lot part faculty part staff.
Make the entire lot faculty and staff. (no loss of spaces)
2. Foster lot is a split lot part faculty part staff.
Make the entire lot faculty and staff. (no loss of spaces)
3. Willow Ave. removes parking meters and replace with faculty spaces.
(6 mechanical parking meters will be replaced with 6 faculty spaces)
4. Remove meters on the lower part of Grant St. and designate spaces commuter.
(5 mechanical parking meters will be replaced with 5 commuter spaces)
5. East side of the R&P building currently Faculty, Staff and Commuter.
(36 spaces will become commuter spaces)
6. Stouffer Lot is currently parking meters and staff spaces.
Remove parking meters and designate the entire lot faculty and staff.
(10 mechanical parking meters will be replaced with faculty and staff spaces)
(14 staff spaces will become faculty and staff spaces)
7. 12th Street at Zink Hall West. Half the spaces are faculty and half the spaces are faculty and staff.
Make all spaces faculty and staff. (no loss of spaces)
8. The new Crimson Suites lot will be designated Commuter.
(24 spaces)

9. The new parking lot where McCarthy Hall is currently located will become an extension of the Towers East lot. Designation will stay the same Faculty, Staff and Commuter.
(the number of spaces on the lot will increase by 37.

ROBERTSHAW LONG TERM PARKING PERMITS

Students who purchase Robertshaw Parking permits will be restricted from bringing their vehicles up to main campus. This will be a 24/7 restriction.

The basis for the restriction solves several parking problems.

1. During the winter months when snow needs to be plowed in the early morning hours, the Vehicles make it difficult to properly clear snow from parking lots in preparation for the next day's commuter, faculty and staff parking.
2. Parking needs on campus for events that take place during the week on campus are not always met. Examples: Basketball Games, theater events, other special events taking place.
3. On weekends there is a need for more parking for events such as football games, swimming meets, Alumni weekends etc.
4. When large events are held in the KCAC in the evening or on weekends there will need to be overflow parking available on campus.
5. If an emergency would take place space may be needed that could be available but may not be available due to these vehicles parking on main campus.

PAY-N-DISPLAY MACHINES

Change the Pay-n-Display machines over to Pay-By-Space. The following are the advantages.

1. Customer satisfaction. When machine is paid the customer does not have to go back to vehicle.
2. Customer will have the option of printing or not printing a receipt.
 - a. Less trash being thrown on ground
 - b. Savings in the cost of receipt paper
 - c. During the winter months if numbers on pavement are covered with snow the customer will change the machine over to pay-n-display, no loss of revenue.

REQUEST FOR RESERVED SPACES

Faculty member Lynda Federoff requested three spaces to be reserved as needed for community members who come to Uhler Hall to receive psychotherapy services from the Department of Psychology. Services are providing on a weekly basis throughout the year to adults and parents with infants who are studied in research labs.

PARKING LOT SIGNAGE

A new parking lot signage program was presented to the committee. This new program will move from the current type of parking lot identification signs to a new color coded system.

Advantages:

Eliminate a lot of wording that appears on the current signs

New signs will be more easily understood by visitors to our campus

The parking lot map will be color coded and much easier to understand

PARKING LOT NAME CHANGE

The Esch Hall residence building has been demolished. The parking lot that was next to the building was called Esch parking lot. A motion was made to change the name of the lot to Keith Hall parking lot. Now would be the time to make this change if we adopt the new signage program.

There was one item from the September 2009 Parking Advisory Committee meeting that was approved by Dr. Wooten but must still go through the committees.
Parking fine increase from \$10.00 to \$15.00.

PARKING ADVISORY COMMITTEE APRIL 1, 2010: H

Academic Committee (Senator Dugan/Novels)

1. **Pass-Fail Policy**

APPROVED

REVISION

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 towards the total credits earned for graduation but not towards 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.

Revised 3/16/2010

Pass-Fail Policy

ORIGINAL

The purpose of pass-fail is to permit a student to take an elective course in a field of personal interest where he/she may be competing with major students in the department in which the course is offered. When scheduled, such a course shall be included in the student's normal course load for the semester.

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 required to meet major and minor requirements are excluded from this prerogative.

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 towards the total credits earned for graduation but not towards the credit-attempted data used in 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.

RATIONALE

Removed the unnecessary preamble and clarified language.

Schedule Changes (Drop/Add): **REVISION**

APPROVED

IUP’s registrations system is University Records and Systems Assistant (URSA). 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 URSA. Each student is responsible for completing all appropriate transactions in URSA 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 URSA.

Revised 3/16/2010

Schedule Changes (Drop/Add): **ORIGINAL**

IUP’s registration system, University Records and Systems Assistant (URSA), is characterized as one of continuous registration. From the student’s initial registration time for a given semester through the end of the drop/add period, a few days into the semester (except for specified restricted times), 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 the computer system. Each student is responsible for making appropriate computer transactions to ensure schedule accuracy. Deadlines for the opportunity to drop or add sections can be found in the academic calendar at the website www.iup.edu/academiccalendar. Note that, while the department may enter permission to register for a section, the student must complete the actual registration transaction on URSA.

RATIONALE

Language and process clarification.

University Policy on Semester Course Syllabi:

APPROVED

REVISION

Each faculty member shall prepare and distribute a semester course syllabus, without charge, to each student within one week of the first meeting of the class. 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. Semester course syllabi may be distributed in hard copy or electronic versions. The semester 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:

- a. The faculty member's name, office location, telephone number, IUP email address, and office hours.
- b. An outline of the course content, objectives, and prerequisites, as appropriate.
- c. Information about any required textbook(s) with title, author, and edition, as well as any other required materials.
- d. 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.
- e. A statement of policies and/or penalties for make-up exams and late submission of assignments.
- f. A statement addressing accommodations for students with disabilities.

Revised 3/16/2010

University Policy on Semester Course Syllabi:

ORIGINAL

Each faculty member shall prepare and distribute, without charge, to each student within one week of the first meeting of the class a semester course syllabus. The syllabus will be consistent with course content and catalog description, which was approved by the Curriculum Committee of the University Senate for the initial course offering or revision. Semester syllabi may be distributed in hard copy or electronically.

The semester course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of course plan and requirements.

It is recommended that each syllabus include:

- a. the faculty member's name, office location, telephone number, and office hours
- b. an outline of the course content, objectives, and prerequisites, as appropriate
- c. information about the required textbook(s) with title, author, and edition, and any other required materials
- d. information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, and expectation for class participation
- e. statement of policies and/or penalties for make-up exams and late submission of assignments

RATIONALE

Updated to include current communication methods, and added clarifications.

Class Disruptions

APPROVED

CURRENT:

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 threatens to disrupt 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, 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. Because significant disruptive class behavior is a potential violation of the Academic Integrity Policy, the procedures outlined in that policy should be used to resolve the case. 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.

Class Disruptions

REVISION:

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.

Revisions approved for Senate review March 30, 2010.

RATIONALE:

Clarification of language and procedure.

Final Examination Policies

APPROVED

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 Registrar's Office. 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 Registrar's Office, changes and absences must be approved by the instructor's dean.

Faculty are only obligated to offer a make-up 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 make-up 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 make-up in MATH 350.

Maximum Number of Final 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 make-up 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 make-ups.

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.

Guidelines

1. Night exams can only be scheduled on Monday through Thursday evenings within the 6:00- 10:00 pm 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 URSA prior to registration.
4. No night exam can take precedence over a regularly scheduled class.
5. Arrangements for non-punitive make-up 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 cancelled. 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.

Revisions approved for forwarding to Senate March 2, 2010.

Fresh Start Policy

APPROVED

A student who has been separated from the university for a minimum of three consecutive calendar years 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's 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 coursework taken prior to readmission under this policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based upon 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 prior to 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 rematriculation. A student readmitted under this policy waives the right to exercise the cancelled semester policy.

(SAC approved 3/2/10 to forward to Senate)

Individual Course Withdrawal Policy

APPROVED

CURRENT:

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.

During the Fall and Spring semesters, Individual Course Withdrawals may be processed using the computer registration system between the day after the conclusion of the drop/add period and the end of the first two-thirds of the academic term. During summer parts of term, the deadline is the two-thirds point of each summer course for which the student is registered. After the two-thirds point of each semester or part of summer term, students may no longer process Individual Course Withdrawals.

A student needing to withdraw from a course after the deadline must process a request for deadline waiver through the office of the dean of his or her college. Approval of the waiver is contingent upon documentation of catastrophic circumstances preventing the student from completing the semester. If a waiver is approved, the college office will arrange for recording the "W" designation.

Since instructors inform students of their standing in class prior to the two thirds point of the semester (Midterm Grade Report Policy), students will be able to discuss course withdrawals with instructors and/or academic advisors to assess alternatives. Students, advisors, and instructors should also understand the significant impact of course withdrawal on financial aid eligibility (percent of completion and eligibility to move to the next class level), athletic eligibility, and health insurance which requires full-time status. Students are also cautioned to consider the detrimental impact of "Ws" in a transcript review by a prospective employer or graduate school.

Individual Course Withdrawal Policy

REVISION:

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.

During the fall and spring semesters, Individual Course Withdrawals may be processed using URSA (University Records & Systems Assistant) between the day after the conclusion of the drop/add period and the end of the first two-thirds of the academic term, or part-of-term. During summer parts-of-term, the deadline is the two-thirds point of each summer course for which the student is registered. After the two-thirds point of each semester or summer part-of-term, students may no longer process Individual Course Withdrawals.

A student needing to withdraw from a course after the deadline must process a Request for Exception to Course Scheduling Deadlines through the office of the dean of his or her college. Approval of the waiver is contingent upon documentation of catastrophic circumstances preventing the student from completing the semester. If a waiver is approved, the college office will arrange for recording the "W" designation.

Since instructors inform students of their unsatisfactory performance in class prior to the two-thirds point of the semester (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 financial aid eligibility (percent of completion and eligibility to move to the next class level), athletic eligibility, and health insurance that require full-time status. Students are also cautioned to consider the detrimental impact of “Ws” in a transcript review by a prospective employer or graduate school.

Revisions approved for Senate review March 30, 2010.

Rationale

Clarification of language.

Total University Withdrawal Policy

APPROVED

CURRENT:

The Total University Withdrawal policy provides students who are unable to complete a semester with the option of withdrawing from all classes, and thus from the university, for that semester. During the fall and spring semesters, Total University Withdrawals may be processed between the first day of classes and the end of the eleventh week of the semester. During summer parts of term, the deadline is the two-thirds point of each summer 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 upon documentation of catastrophic circumstances preventing the student from completing the semester. 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 during the fall, spring, or summer semesters must process a Total University Withdrawal either via the Web (www.iup.edu/ursa) 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 withdraw designation (“W”) will be assigned to

all registered courses in the semester from which the student is withdrawing.

Readmission: Requests for readmission for academically dismissed students or first-semester and transfer students who withdraw from the university voluntarily during their first semester of full-time enrollment will be forwarded to the office of the dean of the college in which the student was enrolled at the time of dismissal, or total university withdrawal, for a decision on the student's readmission. Decisions for readmission of students in university probationary or dismissed status, regardless of whether the student was dismissed by the university or the student voluntarily withdrew, are 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 Registrar's Office will officially change the major based on the officer's readmission letter to the student. Students should refer to the Readmission Policy for Students Who Withdraw from the University Voluntarily in the Admissions section of this catalog for further information about returning to IUP after processing a Total University Withdrawal and for information about Applications for Readmission.

Total University Withdrawal Policy

REVISION:

The Total University Withdrawal policy provides students who are unable to complete a semester with the option of withdrawing from all classes, and thus from the university, for that semester. During the fall and spring semesters, Total University Withdrawals may be processed between the first day of classes and the end of the eleventh week of the semester. During summer parts-of-term, the deadline is the two-thirds point of each summer 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 upon documentation of catastrophic circumstances preventing the student from completing the semester or summer part-of-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 during the fall, spring, or summer semesters should first review information on withdrawals on the

Advising and Testing website (www.iup.edu/advisingtesting). Then they must process a Total University Withdrawal either via the Web (www.iup.edu/ursa) 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 in the semester from which the student is withdrawing.

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

Revisions approved for Senate review April 6, 2010

RATIONALE:

Clarification of process and language; removal of redundant information contained in another policy within the same catalog section.

Non-Credit Instruction Committee (Senator O'Neil)

The Non-Credit Committee met on Tuesday, April 6, 2010. Report on non-credit offerings was provided to the Committee by Dr. Michael Hood, Dean College of Fine Arts and Michele Norwood, Assistant Dean College of Fine Arts.

Offerings provided through the College of Fine Arts include:

- **ArtsPath** - an arts-in-education program in partnership with the Pennsylvania Council on the Arts and one of twelve throughout the state funded by the Pennsylvania Council on the Arts. ArtsPath includes a region comprising Armstrong, Clarion, Indiana, and Jefferson counties as well as the majority of Butler County. The work includes identifying professionally active visual, performing, media, and literary artists. Through schools and community groups, the partnership works to place these artists, as well as directory artists across the state, in schools for extended, in-depth residency activities. Residencies may also occur in community centers, senior citizen centers, health care facilities, businesses, and anywhere else where art is used as an educational tool, crossing the boundaries of all disciplines. Further work of the partnership includes arts-in-education advocacy both regionally and statewide, providing artists and teachers personal educational opportunities, community outreach, and the like.
- **The Center for Turning and Furniture Design** – providing non-credit workshops for local craftsmen and hosting visiting artists.
- **Ceramics Studio** – providing workshops through Continuing Education – Community and University Studies.
- **Footlight Players** – a summer theater experience for local K-12 students facilitated by IUP students and faculty
- **Center for Music Teaching and Learning** – Outreach to local students and adults under the leadership of Dr. Jack Stamp
- **University Museum** - The University Museum brings the material history and arts of the region together in an environment that encourages exploration, dialogue, and enjoyment. In addition to regular exhibits throughout the year housed in its permanent exhibit space in the historic John Sutton Hall, the University Museum provides smaller exhibits throughout the campus and community with short- and long-term displays.
- **Lively Arts** - The Lively Arts is the umbrella for all performing and visual arts events presented by the IUP College of Fine Arts and its departments of Music, Art, and Theater and Dance. It offers the campus and area community nearly two hundred events annually.
- **Kipp Gallery** – Kipp Gallery provides a forum for students, faculty, and visual artists to explore the relationship between art and the forces that shape its creation. The Gallery

provides educational and enrichment opportunities to the community of IUP, the town of Indiana, and the region, about the quality and rich diversity within the field of art.

University Planning Council (Senator Reilly)

The University Planning Council met on April 5 at the Crimson Event Center. There were three items on the agenda.

1. Enrollment Management— Mr. Jim Begany
2. National Survey on Student Management— Ms. Barbe Moore
3. Low Enrolled Programs—Provost Jerry Intemann

Presidential Athletic Advisory Committee (Senator Hinrichsen)

No Report

Academic Computing Policy Advisory Committee (Senator Chiarulli)

The committee included a report that was part of the Library and Educational Services Committee Report.

University Budget Advisory Committee (Senator Radell)

The BOG of the PaSSHE approved the sale of \$34 million in bonds to finance completion of KCAC on April 7, 2010. The annual debt service on that at current interest rates will be about \$2.5 million more than IUP currently has built into its budget. The Foundation for IUP will be asked to raise an additional \$2.5 million per year just to cover this supplemental bond issue. Since that is well beyond any positive cash flow from the Foundation to date, in your representative's view it is not realistic to think that additional fund raising will meet that goal. Thus, the operant phrase will be "backed with operating funds for any shortfalls."

For perspective, the total of annual operating budgets of all departments in the university is about \$4.5 million. Stated another way, tuition would have to increase by \$180 per student, per year just to pay the debt service on these bonds unless cuts are made elsewhere in IUP E&G operating expenditures. Stated yet another way, Pa state appropriations would have to increase by \$2.5 million on top of other needs to pay off these bonds without further budget and expenditure cuts and and/or tuition increases.

The following is excerpted from the Board of Governors of the Pennsylvania State System of Higher Education Finance, Administration, and Facilities Committee Meeting Minutes, April 7, 2010:

"To bridge the gap in fund raising and meet the cash flow required for project construction, the University desires to bond finance \$34 million for a period of 25 years.

Debt service is expected to be funded with annual gift receipts and backed with operating funds for any shortfalls.”

“[IUP] Council of Trustees members have been briefed on this request, but have not had the opportunity to meet as a quorum to pass a resolution supporting it.”

“MOTION: That the Board of Governor’s approve Indiana University’s request to bond finance approximately \$34 million to supplement financing for the Kovalchick Convention and Athletic Complex project, contingent upon Council of Trustees’ formal approval.”

NEW BUSINESS

University-Wide Undergraduate Curriculum Committee (Senator Sechrist)

1 Department of Management—Additional Course Revision

APPROVED

Current Catalog Description:

MGMT 495 Business Policy

3c-0l-3cr

Prerequisites: Completion of all Business Core requirements; graduating seniors

A capstone case analysis course designed to give practice in applying business theories to the solution of management problems. An analysis of how top management determines strategy and policy and influences the philosophy and character of the company. Develops a general management viewpoint that integrates the various functions of the organization.

Proposed Catalog Description:

MGMT 495 Business Policy

3c-0l-3cr

Prerequisites: Completion of all Business Core requirements; graduating seniors

A capstone case analysis course designed to give practice in applying business theories to the solution of management problems. An analysis of how top management determines strategy and policy and influences the philosophy and character of the company. Develops a general management viewpoint that integrates the various functions of the organization.

Rationale: The syllabus of record was updated and linked with The Eberly College of Business and Information Technology assessment of learning objectives.

2 Department of Sociology—Course Revision

APPROVED

Current Catalog Description:

SOC 251 Sociology of Human Sexuality

3c-0l-3cr

An in-depth analysis of a formerly taboo topic, human sexuality. Current information from biological, psychological, and sociological research on human relationships is presented to

provide a foundation for self-understanding and societal values.

Proposed Catalog Description:

**SOC 251 Sociology of Human
Sexuality**

3c-0l-3cr

An in-depth analysis of a formerly taboo topic, human sexuality. Current information from biological, psychological, and sociological research on human relationships is presented to provide a foundation for self-understanding and societal values.

Rationale: The course syllabus was revised and updated.

ADJOURNMENT

The meeting was adjourned at 4:30 PM.

Respectively Submitted

Edel Reilly, Senate Secretary